

Holly Park School – Finance & Premises Committee Meeting Agenda Date : 22nd May 2023 @ 8:15am

Present:- : Ann, Clare H, Lorean, Otto, Atia, Rhonda, Andrea

Apologies:-

Actions from last meeting (to be discussed at relevant agenda item)

- Finance Audit Actions - Michelle to feed back on this throughout the year – action Feb Telephones – Michelle to contact companies
- Ann & Mike to half day Barnet course 16th March
- Ann, Mike, Clare & Maria Budget setting day end of term
- Catering interview day 2nd March
- Need to make a predicted income for lettings in next years budget – based on what we have had so far
- Consider increase to after school club letting
- Decide on increases or not for budget planning
- Ann to check with Otto if there is more crowdfunding money to transfer to the school
- Summer works - Advice and quotes for gate from companies. Consider capital spend
- Premises matters - Company to come back to fix the lights. Heat pump work ongoing

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
1. Policies to be reviewed: <ul style="list-style-type: none">• Evacuation Procedures• Premises Management• Legionella• Governors' Allowances	None received, will leave open for another week for any comments.	
2. School Budget	As discussed at ratification meeting - Budget balances and will be sent to	

(including a report regarding the school's budgeting and expenditure and Spring Census)	<p>Barnet.</p> <p>Governor asked if there were any trigger points or certain times in year that the budget should be looked at to see where we are at.</p> <p>We do look at the budget throughout the year. In the autumn term as pay rises would have been agreed so we can see how this may affect the budget. Barnet ask us to do this at Q1, Q2 and Q3 for this purpose.</p>	
<p>3. Additional Funding (standing item)</p> <ul style="list-style-type: none"> Pupil Premium funding & Recovery premium inc School Led Tutoring update Sports & PE grant 	<p>Recovery premium already £8k in the budget and we are expecting more. We will not be doing school led tutoring from September as the government will only now fund 25% of this and we do not have the funds to cover 75%. Currently children who receive the school led tutoring receive 1 hour per week for 15 weeks. The impact of this has been good – it is a shame it cannot continue.</p> <p>If we do not do the school led tutoring the money will be sent to us and if not used will be taken back. We did do this last year and around £2k was taken back from us.</p>	
4. Review of additional fees and charges e.g. breakfast club, dinner money, nursery extended hours (carried over due to finalisation of catering costs)	<p>Dinner money and nursery extended hours fees will stay the same.</p> <p>Will look at increase to external after school club as we have not increased costs since 2019.</p> <p>We currently let our school hall via a company called Sharesy this has been going well and has generated an income for the school which we hope will continue.</p>	From September breakfast club will increase to £4.25 from £4.00.
5. Catering Contract Update	<p>Going very well so far and the transfer over to the new company Olive went well. They sent in a chef manager for the first week or so to work with Adam which went well.</p> <p>Meal numbers have increased we are serving roughly 300 dinners a day. Children are taking longer in the dining hall as they are enjoying the food and the experience more and this is having a knock-on effect on the MTS as they are finishing later.</p> <p>Governor asked who puts out and puts away the tables etc in the dining hall.</p> <p>Kitchen staff set up the tables, table clothes, plants, napkin holders and water jugs and the MTS clear these away.</p>	<p>Monitor the lunchtime situation with regard to MTS time.</p> <p>Monitor the kitchen staffing in September and any effect on lunch prices.</p>

	<p>Governor asked If meal numbers continue to go up with the catering company look at this regarding meal price/staffing.</p> <p>Currently two kitchen staff are on long term sick so are taken into account with staffing numbers.</p> <p>However they are dealing with this through their HR – and will review meal prices again in September.</p> <p>From September the Mayor of London has agreed that primary school children will receive a free school meal. We do not know the price they will set this at as yet. Numbers will go up – but again hard to tell by how much. This could have a further knock on effect on the time it takes to have lunches.</p>	
6. Fundraising (standing item) TBD	<p>Standing item.</p> <p>Currently no plans for any fundraising this year possibly this time next year as we have already done quite a lot of fundraising.</p> <p>Otto confirmed that all crowdfunding had transferred to the school</p>	Review Income realisation – in Autumn 2023 and consider the next possible project.
7. Contracts <ul style="list-style-type: none"> • Telephones 	<p>Michelle has had a quote from a company and will arrange for 2 more quotes which we will then look into and decide. We will be looking at a cloud based system due to all landline phones being phased out in 2025.</p> <p>There will undoubtedly be a budget cost for initial installation – handsets etc.</p>	Michelle to obtain 2 more quotes.
8. Premises matters	<p>Staff toilet still not fixed.</p> <p>Gate repair will be in May half term.</p> <p>Scaffolding on building at present for new boiler and solar panels which was arranged and funded by Barnet. We have been advised that the solar panels will need to be serviced yearly and this will be at a cost to the school.</p> <p>There is a problem with electrical cupboard which needs replacing as the wrong fuse was put in by Barnet.</p> <p>Electrical work including the electrical cupboard to be done end of term/summer holidays which will mean the path and playground and story garden will need to be dug up this will be done during the school holidays.</p> <p>Governor asked if there were still issues with the lights that Barnet arranged.</p>	

	Yes. They did come back and carried out some more work but there are still a few issues that need addressing, Simon has contacted them regarding this. For example – some are still constantly on – even in cupboards – there is repair work and making good that still needs to be done – holes in ceilings etc	Simon to continue to ask what will be done to make good damage due to light installation
9. Summer Works	Mentions as above	
10. Review the school's risk register	<p>This has been updated and put on the gov hub.</p> <p>Governor asked if anything should be added regarding staff pressures, wellbeing etc.</p> <p>Yes we could add something on to the school's risk register - if a member of staff is off sick we would have to cover and that could impact the budget.</p>	
11. Review the school's risk assessments	<p>We have around 25-30 risk assessments which are all on the google drive for staff to access. These are updated every year in January by the site manager.</p> <p>We have different risk assessments for school trips which are individual for each trip.</p>	
12. Matters for FGB	<p>Budget ratification.</p> <p>Premises issues ie the gate.</p>	
AOB	None.	