

## Holly Park School – Finance & Premises Committee Meeting Agenda Date : 6<sup>th</sup> February 2023 @ 7:45am

Present - Ann Pelham, Michelle Hounslow, Maria Michael, Clare Hegarty, Rhonda James, Andrea Messios, Simon Reid, Anna Sherrington

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

- Finance Audit Actions - Michelle to feed back on this throughout the year

### **Actions brought forward from Summer and Autumn meeting**

- Clare will send an email to Barnet for an update on premises issues – she did – no response
- Simon to find out a bit more information about the new heating system that is being proposed. – works began in summer

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
1. Policies to be reviewed: <ul style="list-style-type: none"><li>• Critical Incident Plan</li><li>• Health and Safety</li><li>• Adverse Weather</li><li>• Lettings and the Use of School Premises</li></ul>	<p>Thank you for comments already sent.</p> <p>Critical Incident Plan Ann, Maria and Simon hold hard copies of this. It is also now on the cloud so could be accessed from anywhere if needed.</p> <p>Rhonda could also have a hard copy to keep at home.</p> <p>Health and Safety policy to be looked at to see what is specific to governors and what head teacher should do.</p> <p><b>Governor asked if you have to have a health and safety governor.</b></p> <p>No you do not have to have one. We chose to have one.</p>	<p>Add critical incident plan to agenda for next Spring term meeting 2024</p> <p>Critical Incident Plan to be reviewed.</p>
2. School Budget Forecast Q3 Return	<p>Budget setting and forecast is still a prediction.</p> <p>We have £113k more income than we originally budgeted for and £12k more income from nursery than what we originally expected.</p> <p><b>Governor asked if we have more children in nursery than we were expecting.</b></p> <p>Yes, numbers were very low but have really picked up.</p> <p>Capital income is higher as £19k was given to us recently as additional money, it can be used towards other capital costs in the school. Capital was</p>	<p>Budget setting</p> <p>Ann &amp; Mike to half day</p> <p>Barnet course 16<sup>th</sup> March</p> <p>Ann, Mike, Clare &amp; Maria Budget setting day end of term</p>

	<p>over by £3k from previous years, this is an historic debt, the extra money we received has helped with this capital debt.</p> <p>We have extra expenses that were not calculated such as £12k on maternity leave and the increase for support staff and teachers pay which was around £70k. We did budget for some increase in pay but this was not enough.</p> <p>We had 2 council tax bills for the school house to pay from this years budget. Energy costs have also increased - we budgeted £30k but will be around £10k more than that.</p> <p>We have predicted will we finish the year carrying forward £1k whereas we would normally carry forward around £100k.</p> <p>In Q2 we were predicting a deficit, looks like we will not now but will not be carrying the usual funds over.</p> <p>We have received funds in of £49k from Growth Fund, we are not sure what this is for or how calculated as no real communication around this, it could be linked to the Census as we had lots of children joins us after the Census date.</p>	
<p>3. Additional Funding (standing item)</p> <ul style="list-style-type: none"> <li>Pupil Premium funding &amp; Recovery premium inc School Led Tutoring update</li> <li>Sports &amp; PE grant</li> </ul>	<p>All will be spent by the end of the year, if not all spent will be rolled over to be used for the same things ie PP, Recover premium etc.</p> <p>School led tutoring will take money back if not used. The tutoring money is until July as they do not follow the financial year.</p> <p><b>Governor asked if we would be continuing with the tutoring.</b></p> <p>We are unsure if we will continue it next academic year – it will depend on how much the school have to put in, last year we had to pay 25%%, this year we pay 60% - next year could be more.</p> <p>Sports and PE Grant is used mostly on non-stop action and forest school.</p>	
4. Catering Contract Update	<p>Our catering contract was not due to end just yet but Caterlink had increased prices which we felt were too high. We could either leave Caterlink or take the increase and would need to increase lunch prices for parents. As Caterlink would not revise their prices we will be leaving them at Easter.</p>	<p>Catering interview day 2<sup>nd</sup> March</p>

	<p>We will be holding a catering day on 2<sup>nd</sup> March where 6 other schools will also attend and 3 catering companies will be attending. Not all school would need to choose the same caterer but usually better deal when more schools do go with same caterer. Ann, Clare and Michelle will be attending this day. We do not know of any meal prices as yet as meeting has not yet happened. Caterlink decided to not put in for tender.</p> <p><b>Governor asked if children would be involved in this process.</b></p> <p>No the children will not be involved. IOt is likely to be on a strike day anyway.</p>	
5. Lettings Monitoring	<p>Lettings started in November, we have made £500 so far - this is after we paid staff who are covering the letting. All lettings are booked through a company called Sharesy, all bookings so far have been children's parties. The bookings are going well and covered by Simon, Caroline or John. We also had a letting for the use of the kitchen for holiday clubs over Christmas and will be doing again over Easter, we receive £100 per day for these.</p> <p><b>Governor asked how the kitchen letting works</b></p> <p>Food gets cooked in our kitchen and then gets collected and distributed around to different holiday camps.</p>	Need to make a predicted income for lettings in next years budget – based on what we have had so far
6. Review of additional fees and charges e.g. breakfast club, dinner money, nursery extended hours	<p>After school club letting – we have not increased the fees for this since before Covid, Ann and Clare will discuss further and decide whether to increase and by how much.</p> <p>We currently charge £4 per session for breakfast club, will look at having a small increase to this starting in September, suggesting increase £4.25-£4.50. £4.25 seemed more reasonable to keep numbers high.</p> <p>New caterer will be coming in from after Easter so unsure of meal costs at present.</p> <p>We currently charge £8 per hour for nursery extended hours, may look to keep this at £8 in order to keep numbers high.</p> <p><b>Governor asked when nursery fees were last increased</b></p> <p>Was last increased before Covid.</p>	<p>Consider increase fo after school club letting</p> <p>Decide on increases or not for budget planning</p>
7. Fundraising Project	<p>Thank you to Anna for leading this. Office computers are all that is left to be done than all completed.</p>	Ann to check with Otto if there is more crowdfunding money to transfer to the school.
8. Contracts	Michelle to look into the telephone contract.	Telephones – Michelle

• Telephones		to contact companies
9. Summer Works	<p>There may be some decoration work in the summer.</p> <p>Currently we are experiencing lots of issues with the school gate where parents come in through at the end of the day.</p> <p>The gate does not always close, it got stuck at Christmas.</p> <p>We purchased a new closer but it has already snapped. We have had one company visit to look at the gate and another company are due to come out to have a look.</p>	<p>Advice and quotes for gate from companies.</p> <p>Consider capital spend.</p>
10. Premises matters	<p>Sustainability project by Barnet Council.</p> <p>All lights have been changed to LED by Barnet but we cannot turn off most of the lights anymore and lights are usually left on all the time. Barnet will be coming in over February half term to look at the issues.</p> <p>Thermal heat pumps are to be done by Barnet. Boilers are around 17 years old, they were going to remove both boilers but now only removing one.</p> <p>Asbestos was identified on one of their visits but they will not remove. They have not given a definite date but think they may attend over February half term.</p> <p>Toilets are still not fixed.</p>	<p>Company to come back to fix the lights.</p> <p>Heat pump work ongoing</p>
11. SFVS – School financial value standard (submission by the end of March)	<p>This hasn't changed,</p> <p>Ann will update and put on Governor Hub for comment by governors, this will then be sent to Barnet.</p>	Sign off on SFVS
12. Review 3-year plan	This is on Governor Hub to look at,	
13. Review benchmarking report	<p>This can be found on the Governor Hub.</p> <p>It shows we spend more on support staff and supply and less on office staff compared to other schools. A lot of schools have cut back on TA's which we haven't so this will show as high on the report. Our supply staff is high as we are using supply staff for covering EHCP children and we currently have high numbers of EHCP's.</p> <p>A governor commented that this is useful and interesting to look at</p>	
14. Matters for FGB	<p>Polices</p> <p>Increase in prices.</p>	
AOB		

