

Holly Park School – Finance & Premises Committee Meeting Agenda Date : 3rd October 2022 @ 7:45am

Invited:- Ann Pelham, Michelle Hounslow, Maria Michael, Clare Hegarty, Rhonda James, Andrea messios, Lorean Lynch

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

Have applied for a credit card – once it arrives we will stop using the debit card – In place

Feedback on actual Reception numbers in September 53 at present. More than last year but not full.

Ann to write to Barnet lead finance officer about this (how we have filled up since census but no money) – done – no help available

Allocate rest of the PP funding - done

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"> • Charging & Remissions • Pay • Critical incident • Lockdown • Site security 	<p>Thank you for feedback already received.</p> <p>Credit card policy has also been sent out, we still have a debit card but are only using the credit card at present. Barnet are no longer issuing new debit cards to schools.</p>	
2. School Budget Forecast Census	<p>We are about to have the second quarterly return. We are in period 6 so halfway through the year. All is looking on track so far. We have a few budgets that show 100% paid but these are for one off bills so are expected to be fully spent. The council tax for the caretaker's house is more than expected, this is because last year's tax bill was paid from this budget, taking the amount to double what we expected to pay. A governor asked if that was not accounted for at end of year? It may have been that it looked like it was spent last year as the one from the previous year had been late</p> <p>Repairs and maintenance budget is £10k, but blinds that were purchased last finance year were paid from this budget as we have no contingency</p>	<p>Work with school accountant on budget after census and final numbers are in</p>

	<p>Gas at the moment is on track. Electricity looks like it will go over budget. We have not yet hit the winter months. We have budgeted £17k for this but looking to be around £20k atleast.</p> <p>We have received communication from Barnet to advise that there will be relief available but there are conditions and we do not think we will be eligible as we are part of the Barnet energy scheme – which may fall below the threshold for help.</p> <p>Nursery income is around £37k more than budgeted.</p> <p>Teacher and support staff pay rises will be more than budgeted for, worst case scenario we are looking at around £50k resulting in a £20k-£30k deficit.</p> <p>Census day is Thursday 6th October.</p> <p>Governor asked what the numbers are looking like this year as last year's pupil numbers were low.</p> <p>We do still have spaces across the school, reception numbers are up a little from last year and there has been some movement over the summer. Final figures will be entered onto the census on 6th</p> <p>Supply budget is on track at present.</p>	
<p>3. Pupil Premium funding & Recovery premium (standing item)</p>	<p>Pupil Premium original budget of £113,570, has been split as £77347 towards teaching assistant, learning mentor and teacher salaries – all the staff that work with pp children. £18467 to cover support by class teachers, £4k for books, £400 Y4 girls coding club & £8856 for school led tutoring top up of £40%.</p> <p>We had also taken into account £4500 for HEWS but the counsellor who was working with us left and they cannot provide us with anyone so will be refunding part of this back to us. We will be looking at alternatives.</p> <p>Governor asked if we went through private counsellors would this cost a lot more</p> <p>Yes the cost will be more, we will need to see what we can afford.</p>	<p>Look for new counsellor</p>

	<p>Governor asked if we knew if HEWS are actively recruiting They did not give us any other option but to refund us, there must be a shortage of counsellors.</p> <p>Governor asked if all Pupil Premium had been allocated. Yes all allocated already.</p> <p>We are currently using our own teachers to cover the tutoring, they are completing the sessions during the school day and one teacher is carrying out his session after school. All children receive 15 hours each, we received funding for 82 children this year and children will only receive one lot of tutoring they cannot receive 15 hours in maths then a further 15 hours in reading etc. We are only offering the tutoring to PP children.</p> <p>Next year we may not be able to carry on with the school led tutoring as we potentially will only receive 20% funding and will have to find the remaining 80% to cover the costs.</p> <p>Recovery premium payments are made across the school year. We will be using this for a number of things for example using for PP targeted support by class teachers, walkthrus materials, TT rockstars subscription NCETM project etc.</p> <p>Governor asked if this can be used for anything? Yes we can use as we see fit.</p> <p>Governor asked what NCETM stands for? NCETM stands for National Centre for Excellence in the Teaching of Mathematics</p>	
4. Sports & PE grant (standing item)	Sports grant comes in throughout the year, we pay a large amount of this to Non stop action and we are now paying for Forest school from this grant. We use the grant for year 5 & 6 catch up swimming, BPSS which we have to pay for the school to take part in competitions, playground & PE equipment, PE hall equipment repairs and supply cover for the PE leaders to work on the curriculum.	

5. School Led Tutoring	As above	
6. Finance Audit Actions	We have 1 audit action left which is looking at the upgrading of the telephone system.	Michelle to feed back on this throughout the year
7. Contracts: <ul style="list-style-type: none"> • Catering • Cleaners • Photocopiers • Telephones 	Both catering and cleaning contracts will be coming to an end this school year, we have already extended these by a year which is the most we could extend for. There will be a catering and a cleaning meeting on Thursday 6 th October. Governor asked when tendering for catering contract do you get the children involved? We didn't the last time as we had other schools in also so was hard to have any children involved. We may possibly have the school council involved in future. Governor asked about the take up of school meals Meal numbers are around 250 each day, there I usually an increase on Fridays when fish fingers and chips are available. Years 5 & 6 are the year groups who tend to have packed lunch most days. Eve Mehtar will be leading a healthy eating project looking at the children's packed lunches and snack they bring to school. Cleaning standards are ok, they could be better. We are still within the photocopier contracts. Telephone contract will be looked into.	
8. Fundraising Project	This has been done. Equipment due to be brought in during the October half term. We have decided not to have a fundraising project this year. Many of our current PTA members are wanting to step down, there will be a PTA AGM on Friday 7 th October. Hoping for new members to join and take on roles within the PTA and for the PTA to carry on with their fundraising.	

	<p>Governor mentioned that since Covid it seems the PTA has gotten smaller and everything is being done by just a few people. Events like the Christmas and summer fairs, cake sales etc will not happen unless we have parent involvement and the PTA.</p> <p>Will need to look into what action we would need to take if all PTA members stood down and we would want to use PTA funds to make a purchase for the school.</p>	
<p>9. Summer Works report</p>	<p>Planned works of painting and decorating of the nursery conservatory, both reception classes, the reception corridor and Elm class.</p>	
<p>10. Premises matters</p>	<p>The LA have mentioned energy saving projects but we have had no works carried out as yet. We have had several surveys carried out on the infant boiler room for the fitting of a thermal heat pump but asbestos debris was found and this has now been cleared.</p> <p>We have also had visits from contractors to look at changing the lighting and they should be starting work in October half term. Another contractor attended in view of fitting solar panels on the infant roof.</p> <p>We have no further updates on the fitting of the thermal heat pump or solar panel. We also had contact from a contractor regarding draft exclusion.</p> <p>We have still had no response regarding the works required to the staff toilets in the infants which have been out of use for some time.</p> <p>After heavy rain we had several roof leaks. The tiles have been replaced by the site manager as a temporary repair and a roofing company are due to come in.</p> <p>The pergola in the infant playground has been removed as was rotten. The upper junior pergola is in a poor state of repair and will be assess further.</p> <p>The gardening firm we were using ceased trading in September 2022. We have taken advice from other schools and have taken on Lloyds for a trial period. Their annual quote was £180.00 more than our previous gardeners.</p> <p>A sink unit in a junior classroom was damaged and unrepairable so had to be replaced.</p>	

	<p>Governor asked when we would look at planning for further works</p> <p>We would start in April when we have the budgets in place</p>	
11. Annual premises safeguarding audit	<p>Annual return to Barnet this year.</p> <p>Last year some governors attended and carried out a walk around the school premises, would be good if a few attend again this year.</p>	
12. Matters for FGB	Update on PTA	
AOB	None	