

## Holly Park School – Finance & Premises Committee Meeting Agenda Date : 2nd October 2023 @ 7:45am

Present:- Ann, Maria, Rhonda Simon, Clare H, Otto, Andrea

Apologies:-

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

- Catering Contract & new Majoral free school meals funding - Monitor the lunchtime situation with regard to MTS time. Monitor the kitchen staffing in September and any effect on lunch prices
- Review Income realisation – in Autumn 2023 and consider the next possible project
- Contracts - Michelle to obtain 2 more telephone quotes
- Premises matters – Electrical issues, Simon to continue to ask the provider what will be done to make good damage due to light installation

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
<p>I. Policies to be reviewed:</p> <ul style="list-style-type: none"> <li>• Charging and Remissions Policy</li> <li>• Credit Card Policy</li>   <li>• Teacher Pay Policy</li> </ul>	<p>Feedback already received via governor hub.</p> <p>We have a credit card and debit card at present. Barnet originally did not want schools to have a credit card, now they want schools to have a credit card and not a debit card. Debit cards will not be renewed once expired.</p> <p>Teacher pay policy is updated with new pay after the 6.5% increase from September.</p> <p><b>Governor asked if policies correct that mention a finance officer.</b> Yes, this is correct we have a finance officer that comes in once a week from Barnet.</p>	
<p>2. School Budget (Q2 Forecast)</p>	<p>Ann has met with Mike our school accountant, Q2 forecast will be done mid October.</p> <p>When the governors ratified budget we had a surplus of £8,020, we now look to have at least a deficit of £4,235. This is due to the teacher pay rise</p>	<p>Simon to report back an update on the gas situation</p>

	<p>which we budgeted 3% for, the pay increase is 6.5%, 3% will be funded and we will need to fund 0.5% this will be a cost to us of £7k. Adjustments to TA staff is £6,400.00. EHCP banding changes gives us £1,200.00 more than we originally had in the budget. Teacher pay is down a bit due to the strike days we have had.</p> <p>Income from breakfast club and after school club is not as high as we expected – that could change over the year. Overall the budget is £12,255 worse than expected at present.</p> <p>There is other work to do before Q2 goes in – looking at staff who left and newly recruited staff.</p> <p>We have spent nearly half the supply budget so far. We have £2,255 left for improvements and £1,867 left for repairs and maintenance.</p> <p>We put in £21k for gas and we have already spent £18k on this. Our July bill was higher than expected considering we are not here for the whole month – and is in fact higher than January – which cannot be – especially as the heating was turned off in March. The August bill is also unusually high considering the school was closed. Simon will look at meter readings as we believe these are estimated and meters not read. He will contact the energy company.</p> <p><b>Governor said that they thought teacher pay rises are funded.</b> They are not fully funded, they will be funded for 3% and schools must fund the remaining 3.5%. We have budgeted for 3% on Barnet advice. So that leaves 0.5% to fund.</p> <p><b>Governor asked if we are in a consortium regarding gas.</b> Yes we are with Kent County Council – with a group of Barnet schools.</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>Information has been updated on Governor Hub.</p>	<p>The Pupil Premium grant will be reviewed and on the website by 31<sup>st</sup> December as required</p>
<p>4. Evaluate spending in line with the School</p>	<p>SIP with costs has been updated and added to Governor Hub. Some actions will not have any costings whilst there will be others that do.</p>	

improvement Plan		
5. Review the staffing structure (reviewing to be ahead of 24/25 budgeting process)	<p>Current structure is most recent with AHT being appointed. We have 5 level 3 TA's not 6 at present, one role is a temporary contract.</p> <p><b>Governor asked what the difference between level 2 and level 3 TA's.</b> Level 2 TA's work with EHCP children and level 3 TA's are year group based. Level 2 TAs earn more. We have permanent and agency level 2 TA's. Nursery nurses are being utilised in the afternoon as nursery numbers are low, 1 nursery nurse works with a year groups as a level 3 TA every afternoon. <b>Governor asked if it is the same person all the time?</b> No we have 2 nursery nurses that work a week each in the afternoons in KS1. <b>Governor asked if we are anticipating any redundancies.</b> Not for this financial year, but if things do not improve we may have to look into this option ahead of next year.</p>	Governors to keep a keen eye on the budget as we move through the year with – especially at Q3.
6. Fundraising (standing item) Discussion of a possible new campaign for this academic year	<p>We decided to organise a fundraising campaign every 2 years. From September 2024 we will have 2 empty classrooms in the junior building. We will be looking at fundraising to turn one of the classrooms into a library, we would be looking at a figure of around £20k we think for furnishings, new carpet, book cases etc. Unsure of costings for this but going forward will look into getting some designs arranged and costings from companies.</p> <p>Other spare classroom potentially divide in two so can be used for teachers PPA time and group interventions.</p> <p><b>Governor asked if we could apply to FBT for some funding.</b> We are looking to make an application to them for funding for new interactive whiteboards this term. We could look at making an application to them for the library next term.</p>	<p>Form a fundraising committee in January 2024 – led by Otto and Andrea – for income realisation</p> <p>Get in some companies to give free quotes Aut 2023</p>
7. Contracts <ul style="list-style-type: none"> <li>• Telephones</li> <li>• Catering Contract</li> </ul>	<p>3 quotes have been received for new phone systems, there will be upfront costs. Governors to meet after half term to look at quotes and discuss further.</p> <p>Lunches are going well, numbers have increased around 50 a day. Packed</p>	<p>Clare H said she would investigate DFE best value – through another SBM Ann to check if Educo do telephone contracts</p>

(value for money and meeting the needs of the school as expected)	lunch trolleys are definitely less crowded. We have a new local area manager.	
<p>8. Premises matters</p> <ul style="list-style-type: none"> <li>Review Summer Works</li> <li>Review state of premises with a view to understanding the need for summer 2024 (including maintenance and larger refurbishment projects)</li> </ul>	<p>Trench dug across playground for new cabling for thermo heat pumps – these are still not working properly. The meters have not been put in as yet, they are due to be put on over a weekend at the end of October. Until all works have been completed hand over to us can not be done.</p> <p>Redecoration of staff kitchen, dining hall and 3 classrooms all completed. Sleeper wall has been replaced in lower playground, panels of sides of ball area removed and debris cleared.</p> <p>The change of one classroom to a library and a classroom being divided for use for intervention groups and for PPA.</p>	Simon to chase these works.
9. Review the asset management policy	Policy updated on Governor Hub. Inventory in place which is updated every year, this will be done in November this year on our inset day. Once completed this will be put on our google drive.	Update inventory on Nov Inset Day
10. Annual premises safeguarding tour of Site to be arranged	Maria, Simon, Rhonda, Jane after Half term.	Maria to arrange safeguarding premises tour date
11. Complete annual H&S compliance (if circulated by Barnet)	Nothing has been sent out to us	
12. Review the school's gift register	<p>Folder kept in office. If over £25 in cash or a voucher is received from 1 person this must be declared by completed paper declaration and this is to be signed off and put in folder. Every year staff are reminded of this.</p> <p>Governors looked at the register</p> <p><b>Governor asked if a gift of high value should be added?</b> Yes if the gift is of high value a declarations should be completed and filed</p>	

	in the gift register folder.	
13. Matters for FGB	Phones Fundraising Heating update	
AOB	N/A	