

Holly Park School – Finance & Premises Committee Meeting Agenda Date : 5th February 2024 @ 7:45am

Present: Ann, Maria, Rhonda, Simon, Otto, Andrea

Apologies: Clare H

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

- Budget- Report back an update on the gas situation – Simon - [done](#)
- The Pupil Premium grant will be reviewed and on the website by 31st December as required - [done](#)
- Governors to keep a keen eye on the budget as we move through the year with – especially at Q3 – [done](#)
- Form a fundraising committee in January 2024 – led by Otto and Andrea – for income realisation. Obtain quotes - [done](#)
- Telephones - Clare H said she would investigate DFE best value – through another SBM. Ann to check if Educo do telephone contracts – [update given](#)
- Premise matters – review of summer works - Simon to chase incomplete heat pumps and meters to enable handover – [reported on](#)
- Asset Management Policy - Update inventory on Nov Inset Day - [done](#)
- Arrange safeguarding premises tour date – Maria - [done](#)

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
1. Policies to be reviewed: <ul style="list-style-type: none"> • Pest Control Policy • Charging Policy – Nursery Extended Provision • Financial Management • Loaning School Equipment Policy • Health and Safety 	Feedback received on gov hub.	
2. School Budget <ul style="list-style-type: none"> • Budget • Review January forecast 	We do not have our new school budget as yet this will be at the end February/beginning of March. We have returned Q3 and forecast around £3k in deficit – but will be a rough breakeven position – poss just a bit under/over. When we do our Q3 return	

	<p>we assume all budgets are spent, our spending stopped at the end of January and will only now purchase items if emergencies. We are hoping to break even, teacher strikes saved us money, we have had an increase of lettings which has generated income. We have received money in of £5800 from our old caterers – this took us around a year to get back but has now been received. Diana Kelly has done some work for local authority around SEND and this has given us around £3k into our bank.</p> <p>Gas situation is still ongoing but we think we are now in credit with the company. Our school accountant and finance are still fully investigating this.</p>	<p>Report back on the gas situation at next meeting</p>
<p>3. Additional Funding (standing item)</p> <ul style="list-style-type: none"> • Pupil Premium Strategy – 31st December - submission 	<p>Additional funding will be spent by end of the financial year. Pupil Premium money will be spent this is predominantly on books, teaching salaries. Documentation of the spending is on gov hub and updated on our school website by Dec 31st Additional funding governor confirmed having seen and approved the document. Pupil Premium children are doing well and it is working really well having their class teacher work with them in small groups/ one to one.</p> <p>Sports grant spend is also on our school website. Additional funding governor confirmed having seen and approved the document. We have been advised this will continue for another year. We mainly currently use this grant for Non-Stop Action PE lessons, forest school, Barnet sport partnership, equipment, staff courses, competitions.</p>	<p>Ann and Neil to meet to review the spending of the sports grant for the next year and if it is the best use of the sports grant – as we are currently spending</p>
<p>4. SFVS – School financial value standard (submission by the end of March)</p>	<p>This must be submitted by the end of March and has been uploaded to gov hub. This must be updated yearly and audit will look at this document when we have a finance audit. Governors were happy for it to be submitted as it was quite straight forward and seemed accurate.</p>	<p>SFVS to be submitted</p>
<p>5. Fundraising Project – Library</p>	<p>We have had a company come in to design/plan the library, we are awaiting their quote, we think it will be around £20-25k. The quote will just be for the furnishings and wall art, carpet will also need to be replaced but this will not</p>	<p>Will look to arrange a meeting after half term, will invite a PTA member</p>

	<p>be in the quote.</p> <p>Governor asked if this quote will include books? No will not include any books. We will move all existing books into the library. If we do have any funds left from fundraising we would look at buying more books.</p> <p>Governor asked when would you want to start the works? Ideally in the Summer holidays so all ready to be in use from September.</p> <p>Governor asked how many quotes we have received? Only 1 company will be providing a quote at present. Will check guidelines around this</p> <p>Governor asked have we previously organised a fundraiser for this amount or more? Yes the playground project was £30k-£35k The IT upgrade was approx. £25k</p> <p>Look to launch fundraiser Easter time. A year 6 parent has helping with making a short film for fundraising in the past which worked really well, will look to contact them to see if they can help on this occasion.</p>	<p>to discuss fundraising. We will need a crowd funder to be arranged.</p> <p>We would look to reach out to other companies for fundraising and contact Friern Barnet Education Trust asking for money towards this project.</p> <p>Govs to contact Neil hall & Anna Sherrington about a possible video to launch a fundraiser</p>
<p>6. Lettings Monitoring</p>	<p>Our lettings are going really well, lots of children's parties at weekends. We currently have a karate club who book every Tuesday evening. We previously had a football camp in October half term who will be using our premises again in February half term and have expressed that they would like to book for other holidays.</p> <p>Our kitchen manager has previously cooked for Barnet holiday camps and used our kitchen which generates an income for us – we hope this continues.</p> <p>Clubs are now up and running and if successful and continue then this will generate around £7k for the school.</p>	<p>Office manager to estimate how much we have earned from lettings this year for budgeting purposes</p>
<p>7. Contracts</p> <ul style="list-style-type: none"> • Telephones 	<p>Catering contract is 1 year old. Cleaning contract is coming to and end, we will need to go to tender for</p>	<p>Look to change telephone contract in the</p>

	<p>this.</p> <p>Governor asked will you look to go to tender in September?</p> <p>Will probably look to do this before then. Educo have already set the wheels in motion. We had extended for one additional year – so shouldn't do that again as not best practice.</p> <p>Telephones – lots of quotes have been received from numerous companies. We asked Educo if they could help on this and they put us in touch with a company. It is likely that we will go with them. Their quote was competitive and covered everything we need.</p> <p>They advised that we were paying for services which we don't need – so we have cancelled some parts of the contract.</p>	<p>summer holiday – it will no longer be landline based.</p> <p>The change is best done in a holiday in case anything goes wrong.</p>
<p>8. Summer Works</p>	<p>Capital spending is usually around £9.5k which must be used on the building or IT.</p> <p>We are looking at purchasing new chrome books which we have been quoted £5k for. This will hopefully come out of existing finance.</p> <p>In 2023 we redecorated 3 classrooms, the dining hall, staff kitchen and replaced the ball area net.</p> <p>In 2024 look to refurb the spare classroom and convert a classroom to a library.</p> <p>We also have to change some emergency lighting which has failed – this could end up costing around £5k. As far as we know Barnet will not be covering these lights and we will have to pay but we have had a delivery of lights and a company will be in on 7th February so we will see what works are carried out then.</p> <p>Heat pumps, boiler and meters are still an ongoing issue and have not been handed over as yet. These were turned on before Christmas but on our return in January we had no heating again. The temporary boiler is now on and working and that is what we are using to heat the school.</p> <p>The heat pumps will be sorted in better weather.</p>	<p>We will make decisions when we get the new budget and after chasing up on emergency lighting</p>
<p>9. Premises matters</p>	<p>Roof on lower juniors has been leaking Barnet have come and looked at it. Quote received for £13k but we have not heard from Barnet on this – we will chase this up. Roof currently has tarpaulin on which is helping with the leak.</p> <p>Staff toilets are still out in KA1 building – this has been going on for around</p>	

	2 years.	
10. Review 3-year plan Premises	<p>5 year plan is on gov hub.</p> <p>Governor asked if the conservatory in the nursery is included when nursery is mention on plan? Yes this is included.</p> <p>Governor asked if the infant playground would be considered for updating? Fundraising for this playground would be hard as only 2-year groups use this so unsure what we could realistically raise for this.</p>	
11. Review benchmarking report	<p>This has been uploaded to gov hub.</p> <p>Governors commented that this was useful information and interesting to take note of</p>	
12. Matters for FGB	<p>Update on Summer works.</p> <p>Update on fundraising – meet after half term. Fundraising video to be arranged and a 3-4 week period of time for the fundraising.</p> <p>Governor asked if it makes a difference if fundraising is done when school open or in school holidays? Would do during school time as then we can advertise the fundraising on the weekly newsletter, emails texts etc It wouldn't work well in a holiday.</p>	
AOB	None	