

Holly Park School – Finance & Premises Committee Meeting Agenda Date : 20th May 2023 @ 8.15am

Budget Ratification 7.45am

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

Apologies:-

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

- Telephones - Look to change telephone contract in the summer holiday – it will no longer be landline based. The change is best done in a holiday in case anything goes wrong.
- Premise matters – review of summer works - Simon to chase incomplete heat pumps and meters to enable handover
- 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
- 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
- Will look to arrange a meeting after half term, will invite a PTA member to discuss fundraising. We will need a crowd funder to be arranged.
- We would look to reach out to other companies for fundraising and contact Friern Barnet Education Trust asking for money towards this project.
- Govs to contact Neil hall & Anna Sherrington about a possible video to launch a fundraiser
- Office manager to estimate how much we have earned from lettings this year for budgeting purposes
- Summer works - We will make decisions when we get the new budget and after chasing up on emergency lighting

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
I. Policies to be reviewed: <ul style="list-style-type: none"> • Premises management • Governor allowances • Debit card • Green procurement 	These have been reviewed on Governor Hub, any further comments by the end of the week.	

<p>2. School Budget (including a report regarding the school's budgeting and expenditure and Spring Census)</p>	<p>Covered in budget ratification at 7.45am</p>	<p>Ann to send signed budget to Barnet by 31st May</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>Covered in budget ratification at 7.45am.</p> <p>£6k for recovery premium then that comes to an end.</p> <p>School led tutoring will come to an end from August 2024. We can continue with this with our PP money for half a day a week The recovery premium comes to an end also</p>	
<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>	<p>From September 2024 breakfast club will increase from £4-£4.50 and nursery will increase from £8-£8.50 per hour.</p> <p>We do not have many applications for nursery so will not be full in September we will have around 23 children so would look at capping nursery numbers to 26 and have 2 members of staff in there rather than 3. From September 2025 all 3-4 year old will be entitled to 30 free hours.</p>	<p>Ann to inform parents about increase to breakfast club in summer 2</p> <p>New nursery parents are already being informed of the costs from September</p> <p>Ann to speak to nursery staff after half term</p>
<p>5. Fundraising (standing item) Library</p>	<p>This is going well, we currently have £3570.00. We are about mid-way through the campaign period We have dress up as a book character day on Friday and will be asking for £2 donation, there will be a sponsored read over half term and the following week, a PTA cake sale and we have asked Friern Barnet Education Trust for funds towards the library. Andrea has applied to Screwfix and will apply to Foyles in September</p>	<p>Continue to advertise and push this over the next couple of weeks</p>
<p>6. Contracts</p> <ul style="list-style-type: none"> • Telephones 	<p>We have agreed a 3 year contract with a new supplier and they will be starting work in May half term.</p>	<p>Handsets to be supplied and fitted in half term Lines to change hands Complete switch over imminently</p>
<p>7. Premises matters</p>	<p>Ongoing issues are the adult toilets, flat room on juniors has a leak and the</p>	

	<p>infant playground. The temporary boiler has now been removed and the heat pumps are working.</p>	
8. Summer Works	<p>Covered in budget ratification at 7.45am This will be an IT project The library will also be installed Telephone work completed</p>	
9. Review the school's risk register	<p>This is on the governor hub and includes toilets, pupil numbers, reception places, staff pay, growing number of children with EHCP's.</p>	<p>This will also be in the HT report at the end of term</p>
10. Review the school's risk assessments	<p>We have over 60 under 4 different categories: early years, curriculum, safeguarding and premises. These can all be located on our google drive for all staff to refer to if and when needed.</p> <p>A governor asked if this covers trips Risk assessments for trips are done separately online via a Barnet based system called Evolve.</p>	
11. Matters for FGB	<p>Capital spend and update on telephones.</p>	
AOB		
<ul style="list-style-type: none"> • Review effectiveness of committee • Skills audit 		<p>Rhonda will arrange to send these out.</p>