

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 telephones 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.
- Gobs 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.	

2. School Budget (including a report regarding the school's budgeting and expenditure and Spring Census)	Covered in budget ratification at 7.45am Q1 will be later in the term and shared with governors	Ann to send signed budget to Barnet by 31 st May
3. Additional Funding (standing item) <ul style="list-style-type: none"> Pupil Premium funding & Recovery premium inc School Led Tutoring update Sports & PE grant 	Covered in budget ratification at 7.45am. £6k for recovery premium then that comes to an end. 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	
4. Review of additional fees and charges e.g. breakfast club, dinner money, nursery extended hours (carried over due to finalisation of catering costs)	Governors agreed that from September 2024 breakfast club will increase from £4-£4.50 and nursery will increase from £8-£8.50 per hour. 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.	Ann to inform parents about increase to breakfast club in summer 2 New nursery parents are already being informed of the costs from September Ann to speak to nursery staff after half term
5. Fundraising (standing item) Library	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	Continue to advertise and push this over the next couple of weeks
6. Contracts <ul style="list-style-type: none"> Telephones 	In consultation with chair of governors & chair of finance & premises, we have agreed a 3-year contract with a new supplier and they will be starting work in May half term. Cleaning contract is coming up for review and a governor will be involved in the interview/tender process in Aut 2024	Handsets to be supplied and fitted in half term Lines to change hands Complete switch over imminently

7. Premises matters	Ongoing issues are the adult toilets, flat room on juniors has a leak and the infant playground. The temporary boiler has now been removed and the heat pumps are working.	
8. Summer Works	Covered in budget ratification at 7.45am (Capital spend) This will be an IT project The library will also be installed Telephone work completed as per the new contract	
9. Review the school's risk register	This is on the governor hub and includes toilets, pupil numbers, reception places, staff pay, growing number of children with EHCP's. Discussed	This will also be in the HT report at the end of term
10. Review the school's risk assessments	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. Risk assessments cover various aspects including premises & curriculum A selection shared with governors relating to premises A governor asked if this covers trips Risk assessments for trips are done separately online via a Barnet based system called Evolve.	
11. Matters for FGB	Capital spend and update on telephones.	
AOB	Annual audits to be done	Rhonda will arrange to send these out.
<ul style="list-style-type: none"> • Review effectiveness of committee • Skills audit 		