Holly Park School – Finance & Premises Committee Meeting Agenda Date : 23rd February 2025 @ 7:45 – 8.45am

Present: Ann, Maria, Rhonda, Mun-Keat, Atia, Dominic, Simon, Kate, Clare.

Apologies:

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

- Terms of reference to be arranged by Rhonda for next meeting
- Fundraising - Ann to discuss with SLT for any ideas for fundraising around the £10k mark Simon will look at getting quotes for different types of work to playground. Simon to also chase up about surfacing around the pirate ship which PTA were going to fund
- Premises matter - Ann to continue to chase weekly about progress on ceiling safety Ann to chase on what is happening and money back Simon to chase Martin Wilkinson about Junior heating

AGENDA ITEMS	KEY DISCUSSION POINTS	ACTION (who? /timescale?)
1. Policies to be reviewed: • Terms of Reference • H&S policy • Pest Control Policy • Charging Policy – Nursery Extended Provision • Financial Management • Loaning School Equipment Policy	Please have a read through and provide any comments to Ann if required.	
2. School Budget • Budget : Review staffing and payroll budgets, identifying cost pressures. School places • Review Q3 • School Resource Management Advisor (SRMA)	We currently buy into a Barnet finance package, we have a school accountant and finance office who each attend site once a week. Q3 is sent to Barnet, our budget is worse then originally thought. We predicted we would be £119k in deficit but it is looking more like £317k in deficit so around a £118k difference. Governors confirmed they had seen Q3 The reason for this is due to less income than predicted: Nursery hours and extended day is down over £16k. SEN funding down by £42k	Clare/Rhonda and Ally to speak to SRMA as part of the project

	Breakfast club, commissions, parent contributions, other income are all down. Water bill is around £7k more then expected. The problem is Loss of income rather than more expenditure. Governor asked if we have a metered water bill? Yes we do. Next years budget will be based on October census which will be based on the number of children we had on roll at that time which was 370. Ann and Mike (school accountant) have a meeting with SRMA from DFE who will come to school and look at budgets, expenditure etc and will make recommendations/suggestions. Barnet will then ask us to submit a recovery plan on how we will recover deficit – even if it takes several years A governor asked about pupil places for Reception next year Reception for 2026 numbers are low, we currently have 29 1st choice. Most of the schools in our area are all experiencing the same low numbers – around 50% capacity for 1st choice. Ann has called Barnet regarding if we should be reducing from 60 to 30 pan but this cannot be done as yet as all offers received for reception places need to be actioned. If we were to reduce we would not have to make any redundancies as we currently have two supply staff members which we could lose at no cost to us. But reducing to one form for a year isn't good in terms of any other reduced costs e,g heating etc Chair of governors said they had written to Barnet to try to find out what was the strategic strategy from Barnet regarding the lack of pupils and the potential of closing some schools. There had been a response however there was no clear answer and no clear direction – was told that this would be reviewed in June 2026 when numbers were known. But this is a year on from last year and nothing has happened. Governor asked if we are in deficit then do we assume that deficit will continue to grow. Yes this is true – schools are not money making so can only rely on budget etc received and although we try to bring in money and get grants, bids etc it	 Chair to write back to Barnet about this

	doesn't touch the sides of what is needed. We have to look to make cuts. It's a difficult balance as need to maintain standards. Falling rolls are the biggest problem. We will await suggestions from SRMA moving forward. However everything we have already said we would do this year (2025/26) to reduce costs we have done to try and help the budget.	
3. Additional Funding (standing item) • Pupil Premium Strategy – 31st December – submission • Sports grant	Documents have been put on governor hub. Pupil Premium strategy has been out on website since 31st Dec. Money received does not have to be spent on each individual pupil premium child. Will look to replace pupil premium governor as previous has left. Sports Grant is used on and towards forest school, swimming, specific PE days ie yoga, archery etc, sports competitions and teacher cover. We outline how we use the sports grant and if the funds are not spent they must be spent the following year. Both additional amounts of money are being spent as planned in the budget.	We need to replace pupil premium governor as previous term of office ended.
4. Audit feedback/ review	A governor asked if all actions were now complete 2 points to still continue with: BVACs to be shared more regularly on governor hub. Disposal certificates for any disposal of equipment and governors to approve disposals over a certain amount – although we don't generally regularly dispose of much	
5. SFVS – School financial value standard (submission by the end of March)	Has to be done annually and given to Barnet. Document is on governor hub One governor spotted an inaccuracy to be changed Governors approved the SFVS	Ann to send to Barnet accountancy
6. Lettings Monitoring	Lettings are run through a company called Sharesy who arrange the bookings and take a percentage of all lettings. We have a regular karate club letting once a week, mostly children's party bookings throughout the year. We do get a lot of bookers rebook with us and word of mouth is helping with our lettings. We had a regular letting through the holidays running a sport camp for a	

	couple of years and unfortunately, they have not paid for the last camp resulting in a £2500.00 loss to us. Sharesy are chasing this and have issued a legal letter. A governor knew of this company and said that there have been various iterations of it.	
7. Contracts Review procurement contracts and renewals Westgate Cleaning Price Increase	Westgate cleaning price increase is part of contract wo will go ahead. Photocopier contract came to an end in January 2026, quotes have been received Governors looked at the prepared paperwork provided about the top 3 photocopier companies Governors Discussed the pros and cons of each A governor asked if we had considered the DFE framework for spending/purchasing Chair had prepared a spreadsheet to compare each Governors agreed that Photocopiers Direct would save the school approx. £9K over 3 years so was the most cost effective Governors decided on a new provider – Photocopiers Direct. Contract should change end of April	Michelle to share contract with Chairs and vice chair before confirming
8. Summer Works	The plan is to replace floor in spare classroom. John and Simon to rip up old flooring and contractors will screed and carpet. Carpet we use is guaranteed for 15 years. Door frame to dining hall and cupboard door in dining hall - quotes to be obtained.	
9. Premises matters	Scaffolding has now gone from inside the lower junior building. Report has been received back that the roof is now fixed and the ceiling inside the building has been tested and is deemed as safe. Awaiting repair of ceiling. Governor asked if we have been given any date that the ceiling will be fixed. No date given as yet but expect it to be done in Easter Holidays. Still experiencing issues with heating across school. Junior heating is now	

	working fine and new control panel fitted. Infant heating is an ongoing issue as issues with control panels, heating is on all the time at present. We have a meeting this week to discuss the heating issues. A governor will be present at that meeting with the LA Governor asked if heating is on all the time, this must be costing the school money. Yes gas/electric bills are increasing due to this. But there is no choice currently There has been a leak in the kitchen for quite some time which has gotten worse, Simon has temporarily fixed it and will investigate from roof to see if can locate the issue.	
10. Review 3-year plan Premises	Plan was to decorate 4 lower junior classrooms next summer but replacing floor/carpet in spare classroom has to take priority. Governors looked at the plan	
11. Cyber : - Current cyber risk position (assurance) - Safe guarding & Data Protection - Controls - Staff and Pupil Awareness	- Could a cyber incident stop the school operating? We have been advised no cyber incidents in Barnet schools. Can not say for sure but would not expect the school to stop operating. - Is pupil data adequately protected? All data is on Arbor which is stored on their servers and they have their own data protection. - How quickly could we recover from ransomware? Google drive and google classroom are used to back up. Finance is on the cloud. It is mainly the computers in the offices that may lose documents if not backed up to external hard drive. - Are we meeting DfE and NCSC expectations? Yes on the whole, sits behind LGFL firewall. Some of the older devices may not. - What would we tell parents if something happened? We would take	

	guidance from Barnet.	
12. Matters for FGB	Budget, falling numbers – any update on numbers update from SRMA meeting	
AOB	Fund raising idea from SLT for a joint Income realisation project with the community and PTA– Improve sound system and screen in hall which would benefit all children in the school.	Firstly, obtain quotes to see costing of this.