

FINANCE & RESOURCES

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CHISENHALE PRIMARY SCHOOL
Chisenhale Road, London, E3 5QY

Minutes of a meeting of the Finance & Resources Committee held at the school on 6 October 2022

Present:

| | | | |
|----------------------|-------------|-------------|-----------------|
| Gemma Anidi | Headteacher | Ben Woolner | Committee Chair |
| Hemanth Shanthigrama | | Jenny Lowe | |
| Susan Moyse | Clerk | Jo Bird | Finance Officer |

1. Welcome, apologies for absence and register of pecuniary interests

Ben Woolner opened the meeting at 9.05am welcoming all present. There were apologies for absence from Neil Cunningham. There were no declarations of interest in the agenda. The register of interests 2022-23 had been circulated by email. **Agreed** to chase. **Action: Clerk**

2. Committee membership and terms of reference

Committee membership was noted. Committee membership would be discussed at the full GB.

Action: Clerk

Agreed to recommend the terms of reference as circulated to the full GB.

Action: Clerk

3. Budget monitoring 2022-23

The following reports had been circulated and governors had reviewed them in advance of the meeting:

- CFR budget summary – three years
- CFR detailed budget
- Budget notes (2)
- Budget vs Actual (period 6 up to 28/09/22)
- Nursery funding

Jo Bird highlighted the updated overall forecasts:

- Year 1 Forecast deficit -£20,073
- Year 2 Forecast deficit -£32,078
- Year 3 Forecast deficit -£62,872

a. Expenditure

- Support staff pay awards in range 4.2% - 10.4% compared to 2.75% budgeted
- Teacher pay awards were higher than anticipated and have been built into this budget they range from M1 - 7.3% to UP1 & Leadership - 5% compared to M1- 6.5% to UP1 & Leadership - 3%
- Bank holiday cost £2.5k (term time only staff)
- Catering company has charged for meals on bank holiday closure
- TA has qualified as HLTA (Higher Level Teaching Assistant), £1k increased costs but should reduce supply costs
- Additional agency support built in for Autumn Term to support children with SEND in KS1 and Yr 4
- Seeking apprentice TA to cover this role plus lunchtime (need more staff to ensure safety at lunchtimes)
- PPA costs reduced by £6k – HLTAs to cover
- 1.25% NI increase reversed (government policy) – supplementary grant expected to remain

| Governor Question | School Response |
|--|---|
| Start date of support staff pay award? | Backdated to 1 April 2022 |
| Cash advance has been paid back? May need another? | Yes. Possibly. Finance team will decide. |
| Finance team view of budget position? | Finance team would be supportive of increasing roll e.g. to 50 children per year group to increase income. Reception is oversubscribed. Borough is forecasting a Reception roll increase in 2 or 3 years |
| How much capital necessary if increased to 50 children per year group? | Much less than 60. Ground floor would need significant change to make two new classrooms (2 current rooms are much too small) plus other small adjustments. The borough would meet capital costs. School revenue would increase by approx £200k a year if full . |

b. Income

JB referred to her circulated report and explained:

- SEN funding is currently £263,091.28 it is set slightly higher in the budget @ £265,400 for agreed amendments to plans that are currently not showing on our schedule – school is using a SEND consultant to help with drawing up applications and how to challenge the LA based on costings for each child's specific needs
- Nursery Funding is currently £208,969 – see separate spreadsheet
- School Led Tutoring Grant - our allocation for the academic year 22/23 is £15,390
- Workforce Grant - we applied for this grant due to the high volume of staff absence costs we experienced in 2021/22. We could not claim for teacher absence but submitted a claim for support staff absence cost and we have received £13,524 from the DfE
- Universal infant free school meals are now £2.41 a meal. Our allocation for 22/23 has increased by 5k, future years have been updated with an additional £3k
- Weavers Company have kindly awarded the school with a grant for £13,928
 - £4,500 Developing oracy & writing
 - £3,928.25 Star Assessments for reading & maths
 - £5,500 Timeline mural for the staircase

c. Overall forecast position

- Year 1 £20k deficit
- Year 2 £32k deficit
- Year 3 £62k deficit

Governors thanked the Weavers Company for their generous donation, and they asked the following:

| Governor Question | School Response |
|--|---|
| How many EHCPs will the school be challenging? | All - as they arise or require review |
| How robust are the overall forecasts given energy costs? | Gas for house and kitchen is fixed to 2024. Main boilers (gas) are with Tower Hamlets contract and costs increased significantly – however new boilers have been installed over the summer and will be more efficient than last year. Electricity will increase but capped (government help) for 6 months. The amount not known after that. |

| | |
|--|--|
| | The borough is offering drop-in advice sessions for heads and business managers. |
|--|--|

Governors thanked the Head and Business Manager for their reports and noted:

- Support staff numbers increased only by minimal level (reduced by 5 in summer and now increased by one)
- Deficit would have been cleared in this financial year but for unexpected expenditure, mainly the higher than expected pay awards for both support & teaching staff
- School (and borough) keen to avoid mixed year groups
- Parents seem to choose Chisenhale because of its small class sizes

4. Longer term budget position and benchmarking

The longer-term position had been covered above.

Noted that benchmarking data was not yet available.

5. Nursery roll (standing item)

Covered above

6. Contracts review

Governors noted with thanks the SLA report which included the reasons for choosing each contractor. The Head and JB updated on the catering contract:

- Started 2nd year of 3-year contract
- Need clarification on Key Performance Indicators (KPIs)
- Personnel changes (contractor's staff)

7. Premises

The Head and Business Manager referred to the circulated premises report and highlighted:

- 2 new boilers installed over summer – not yet operational due to further necessary works to pipework in EYFS area and asbestos in boiler room. Should be completed over half term holiday.
- Fire Risk Assessment report – only minor issues were identified. These are being addressed. The major works were completed over the summer.
- Asbestos survey and plan – the school's H&S consultant recommended an annual survey – report awaited.
- Summer works – noted as circulated. H&S works funded through LBTH school's condition programme

| Governor Question | School Response |
|--|--|
| Is there hot water while boilers not operational? | Yes. Different system. |
| Fire drill | Held termly – due this term. Fire wardens have had their training. |
| Are there comms (e.g. walkie talkies) for fire marshalls? (if someone is at back and someone at front of building) | Noted. |
| Are the windows in good condition. Do they open easily to provide (Covid) ventilation? | Yes. Windows are included in the premises manager's regular checklist. |

8. Staffing

Updates covered above.

Noted teaching staff incremental increases listed in the circulated anonymised report.

Agreed (i) to arrange a performance management meeting (target setting) for the Head **Action: BW**
(ii) to adopt the staff structure (as circulated to all governors)

9. General Data Protection Regulations (GDPR) – Standing Item

The Head and Business Manager updated governors:

- New named DPO from the same consultancy (Connetix)

10. Safeguarding

The Headteacher updated:

- Head has had additional training – borough DSL training plus safer recruitment
- Whole staff training in September – including online and child on child abuse
- Half hourly updates each month at staff meetings
- Governor training scheduled for November
- Policy to be considered at full GB in November (updated in line with KCSIE September 2022)

Action: Head (Clerk for agenda)

- Policy to be shared with link governor asap.

Action: Head

Jenny Lowe, Safeguarding Governor, added:

- Link visit to be scheduled before full GB meeting
- Feedback from Director's meeting (27 Sept):
 - Child Q (note that Tower Hamlets covered by same police area)
 - Advised to discuss at full GB level
 - Advised to include governors in safeguarding audit
 - Advised to include race/ ethnicity categories in safeguarding data

Action: JL/ Head

Action: Clerk for agenda

Action: JL/ Head

The Head assured governors that race/ ethnicity was recorded but had not yet been analysed.

11. Policies and other documents

11a. Asset Register

Governors thanked JB for circulating the asset register check. JB noted that 3 chromebooks were missing. Governors recognised that this was an acceptable level of loss given the number of devices that had been loaned out during the pandemic. They were satisfied that the school's systems for loans and for securing its assets were sound.

It was **agreed** to donate the remaining obsolete satellite pro laptops and i-pads to a local charity rather than landfill.

11b. Other policies and documents

The following had been circulated to all governors and were **agreed** to be adopted or recommended to the full GB. The policies marked* required ratification by the full governing body. **Action: Clerk**

- Children that cannot attend school due to health reasons *
- Chisenhale Pupil & staff wellbeing
- Clear desk best practice guidance
- Code of conduct (staff) – Tower Hamlets
- Early career teachers (ECT) *
- Financial code of practice – Tower Hamlets *
- Governor allowances
- Dignity at work/ Grievance – Tower Hamlets *

- Health & safety
- Incident disaster recovery plan
- Induction – Tower Hamlets
- Recruitment & selection – Tower Hamlets
- Whistleblowing
- First Aid
- Equality & Diversity – **agreed** subject to the inclusion of linked policies (staffing and safeguarding) in S4 and correction of a typo in S7.

11c. School Journey Accounts

Agreed as circulated.

11d. CFR Final Return

Agreed for signature by the Committee Chair.

12. Minutes from the previous meeting

The minutes of the meeting of 30 June 2022 were **agreed** as a correct record and signed by the Committee Chair. As the meeting had not been quorate, the decisions taken at that meeting had been ratified at the July GB meeting.

13. Matters arising

All matters arising had been completed or had been covered in this meeting.

14. Any other business

None

15. Meeting dates

Noted as circulated

There was no confidential business. The Chair closed the meeting with thanks for the helpful reports at 10.35am.

Minutes prepared by Susan Moyse
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Chair _____

Date _____