

FINANCE & RESOURCES

CHISENHALE PRIMARY SCHOOL, Chisenhale Road, London, E3 5QY

Minutes of a meeting of the Finance & Resources Committee held at the school on 23 March 2023

Present:

Gemma Anidi	Headteacher	Ben Woolner	Committee Chair
Neil Cunningham		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 9.00am welcoming all present. There were apologies for absence from Hemanth Shanthigrama. There were no declarations of interest in the agenda. The register of interests 2022-23 had been circulated by email.

Agreed that NC ask new governors to join this committee.

Action: Clerk

Action: NC

2. Budget monitoring 2022-23

The financial reports for period 12 had been circulated and governors had reviewed them in advance of the meeting. Jo Bird highlighted the updated the current forecast year end position +£70k which included £17k Devolved Formula Capital (DFC). The school had received a £50k cash advance from the borough to help manage cashflow. Energy savings - due largely to boiler improvements - had contributed to the better forecast position. Governors thanked JB and GA for their careful management of the budget 2022-2023.

3. Budget planning

- including Nursery Numbers and Contract Review - *standing items*

JB referred to the circulated budget 2023-24 papers:

- Draft budget
- Front cover
- Notes – see annex
- Nursery funding
- Service Level Agreements

JB ran through her notes – see annex.

Governors noted in particular the 3-year forecasts:

Year 1 £21,415 (surplus) Year 2 £-35,579 (deficit) Year 3 £-161,104 (deficit)

Committee members had submitted questions in advance and also raised questions during the discussion:

Governor Question	School Response
Pupil Premium Grant falling?	Falling through the years – changes to local demographics plus benefit changes. Only one PPG in Nursery
We are back into a position where years 2 and 3 of our budget look bad - assuming we're being very prudent again etc ... keeping LA delegated budget broadly flat, and reducing other income because not confirmed.	AWPU income increased by 2% in 23/24 & 1.5 % in future years but will probably be higher. Estimating future pupil numbers as lower. Estimating 304 compared to 309 in October 2022 census based on current role numbers

Essentially we now think we will break even (absent of the advancement) at 31 March 23, therefore surplus b/f at 1 April is the £50k advancement. This needs to be paid back in 23/24, but absent of this cash movement, we would have a surplus of £21,415. It is only once we deduct the £50k advancement as it is paid back that we have an in-year deficit of £28,585.	No the £67k C/F is without the cash advancement, 17k of this is committed devolved capital. This gives us a £21,415 surplus but in year deficit of £28,585
Was the supply teacher insurance only maternity cover? That's noted as not being available any more in the notes, with the whole supply teacher insurance amount gone.	Self-insuring £30k of which £20k was calculated for sickness. Our previous insurance cover was always only cover for maternity & purchased through LBTH, this is no longer available. We contacted a few insurance companies but no one offers only maternity cover & as full sickness & maternity cover was coming out at a cost of £33k we decided to increase our original sickness budget by £10k, making a total of £30k
What's included in the rates of £27,136? I couldn't see this in the 22/23 (3) budget, is this a change in coding?	Originally LBTH did not include the rates as part of our 22/23 budget, this then was a paper exercise at year end and now shows in our year end accounts. In 23/24 we are showing it in our budget but again this is a paper exercise and the rates are paid centrally by LBTH
Big rise in ICT and non-ICT resources?	ICT includes budget for a new server plus some re-coding of subscriptions. Non-ICT includes ringfenced expenditure £33k – Weavers, Action for Bow, Sensory Room, School Journey. Resources budgeting has been streamlined – no phase budgets. The Committee noted its thanks to the PTA for their help in funding swimming
Professional services curriculum and professional services other both have quite big increases in budget, what are the drivers?	Now includes Artis and counselling
Agency supply - big reduction against 22/23. How realistic might that be?	More flexibility in staffing for cover e.g. staff returning from maternity. Reasonably confident about amount.
What's the "all risks insurance" in the SLAs?	This is not a new SLA we have always used LBTH for both our employers & public liability insurance, therefore known as 'all risks insurance'. New cost not yet known £7k estimate.

4. Approval of large expenditures

Nothing to consider.

5. Longer term budget position and benchmarking

The Committee noted the borough strategy papers, including ideas about partnerships. Chisenhale already had local partnerships and was hoping to develop informal governor partnerships too. Although

pupil numbers were low in this part of the borough, Chisenhale remained popular, although there were risks in maintaining a 1.5 form entry school.

It was **agreed** to form a working group/ study group to look at the borough strategy documents and implications for Chisenhale.

Action: Chair

6. **General Data Protection Regulations (GDPR) – standing item**

Nothing to report.

7. **Safeguarding**

A full report had been made to the GB the previous month. The Head updated that she and KG had completed their Safer Recruitment training. Jenny Lowe (Link Governor) noted that a new borough audit form had been received. The Head would be completing this and JL would review it before return to the borough.

Action: Head/ JL

8. **Policies and other documents**

a. **Charging & remissions**

The Committee discussed the following changes:

- Nursery meals price increased to £2.50 from September 2023
- Nursery fees sliding scale removed – the Head explained that it was impractical to seek proof of income from prospective parents

The revised policy, as circulated, was **agreed**.

b. **Lockdown policy**

Agreed to adopt the circulated model which had been based on 'The Key' model.

9. **Minutes from the previous meeting**

The minutes of the meeting of 26 January 2023 were **agreed** as a correct record and signed by the Committee Chair.

10. **Matters arising**

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

11. **Any other business:**

a. **Health & safety**

The H&S audit report, prepared by external consultants Juniper and circulated before this meeting, had awarded the school 96% compliance. Governors noted that all of the action points were being / had already been addressed.

Noted that KG was willing to take on the H&S link governor role. Governors recognised the possible disadvantages of having a staff governor in this role, but having taken the clerk's advice, were confident that KG would be appropriate for this role.

Action: Clerk/ KG

b. **Staffing matter**

Minuted as confidential.

12. **Meeting dates**

Noted as circulated.

There was one item of confidential business, minuted separately. The Chair closed the meeting at 10.20am with thanks for the detailed preparation and helpful reports.

Minutes prepared by Susan Moyle
smoyle65@gmail.com

Chair _____

Date _____

Annex: Notes

DRAFT BUDGET 2023/24

2023/24 total funding for schools block formula (after deduction of de-delegation, education functions and rates) has increased by 3.3%. The age weighted pupil unit (AWPU) is 5.74% higher compared to 22/23. The funding is calculated from our October census, our pupil numbers were 309. Nursery funding rates have increased, SEN rates are the same as 22/23. The year-end position is approx. £67,000 C/F this includes £17,034.71 Devolved Capital. We received a £50,000 cash advancement in February 23 to support our year-end cash flow. The following committed expenditure has been made built into this budget. This is ring fenced expenditure that Chisenhale benefits from.

Income

1. Early Years funding is not included in the school block funding. The funding has increased to £7.85 per hour for 15 hours per pupil. Full time places will be allocated to:

1. Working parents who are eligible for 30 hours
2. Parents who are not eligible for 30 hours but are willing to pay for a full time place
3. Head Teacher's discretion for vulnerable children

This year's budget has been set at £226,861 - see attached sheet for breakdown. We are confident we will be full in September as we have 8 currently in school since January 23, our waiting list is showing 30 1st choice this includes 17 siblings & 29 2nd choice

2. Pupil Premium is set at £140,260 this figure is calculated from our October 2022 census and is just under 3k more than 22/23. The amount per pupil has increased by 5%, £1455 for Pupil Premium & £2530 for Adopted From Care. LAC/Pupil Premium Plus payments are held by the LBTH virtual school & we receive approx. £2100 of the full amount. Early Years Pupil Premium is £302

3. 23/24 Sports Grant – £18,575 has been added for an additional 2 academic years as per the Dfe announcement

4. Devolved Formula Capital is the same as last year £7741.25

5. KS2 FSM Grant will continue in September 2023, they are being paid for by the Mayor of London for this academic year

6. SEN Funding - our 23/24 allocation to date is £238,000 the deductions of our Y6 children leavers in July have been included in this figure. The budget has been set at £240,000 as more plans are currently being processed

7. LBTH are no longer offering a maternity cover insurance scheme, we have received a quote from Education Mutual who we sourced from the Dfe Framework but as companies primarily offer absence cover and add maternity cover as an addition the quote was high and came in at 33k. We have added the money we would have spent on the maternity SLA to the STF/ABS budget which is now set at 30k

8. Dfe Grants Mainstream School Additional Grant – The 2022 Autumn Statement announced that the core schools budget will increase by £2 billion in the 2023 to 2024 financial year, over and above totals announced at the Spending Review 2021. In the 2023 to 2024 financial year, mainstream schools will be allocated additional funding through the mainstream schools additional grant (MSAG) 2023 to 2024. This is in addition to schools' allocations through the schools national funding formula. Our grant allocation is £60,579.00 Recovery Premium academic year 23/24 – this is calculated in the same way our pupil premium is calculated and paid in 4 instalments across the academic year, our allocation for 22/23 was £13920. This will continue into 23/24 the allocations have not been published yet, therefore we have used the same figure as 22/23 School Led Tutoring Grant academic year 22/23 – This grant funding is ring-fenced for expenditure on schooled tutoring only. It should entail staff costs for delivering tuition only. Our allocation for the academic year 22/23 was £15,390, our remaining allocation of

£6,400 for summer 23 has been built in, we are unsure of our academic year 23/24 allocation at this time, it will be 25% of the set amount with the expectation the school fund the remaining 75%.

Continued

Expenditure

1. Swimming – Year 4 will be swimming during the summer term & Y5/6 will be going during the autumn term.
2. SLA Costs – we are still waiting for some of our SLA prices to be confirmed. We have calculated all o/s SLA's with a 5% increase and are highlighted in red
3. The counselling service will continue at the end of this academic year. The school is funding this

Staffing

1. Teachers Pension & Pay Grant for Early Years staff is not included in the school budget, the figure has been calculated compared to last year's figures - £7704
2. Teachers Pay Award – This year's budget has been set at 4% for M1 – M6 & 3% for Upper & Leadership as per recommendations
3. Support Staff Pay Award 23/24 – NJC have offered £2355 (pro rata for part time employees) to be paid as a consolidated permanent addition on all NJC points from 2 – 43. This equates to the same as last year and has been built into this budget As part of last year's pay award the NJC agreed that from 1 April 23 all employees covered by this national agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro-rata for part time staff) to their annual leave entitlement. All TTO formulas have been updated The additional cost to the budget for the Teacher & Support Staff pay awards and TTO increases is approx. £57k
4. Support Staff Pension Contributions - this will increase by 1% over the next 3 years and increases have been built in the budget. This year the contribution is 24.3%
5. Y6 teacher is leaving at the end of the spring term. Our 2 PPA teachers are going to job share for the summer term, they are both very experienced in teaching Y6. Additional PPA cover has been built in to cover their existing roles
6. 2 teachers are returning from maternity leave after May half term
7. PPA teacher currently working 2 days a week will be permanently working 3 days a week from April, initially to job share year 6 and from September 23 to deliver PPA
8. Assistant Head currently on a fixed term contract has been made permanent due to Assistant Head returning from maternity who will only be working 3 days a week. This will support in increasing our leadership capacity
9. Y4 Teaching Assistant is leaving at the end of the spring term due to family circumstances, he also works as a Play Worker in Night Owls and will be leaving this position at the end of April 23. Night Owls overtime budget has been increased to accommodate this
10. Nursery Nurse currently working 1 day a week is working 2 days for the summer term to support the absences in EYFS, this will be claimed on an overtime basis
11. Our Premises Assistant left February 2023. We will not be looking to appoint another assistant and our Premises Manager has agreed to work split shifts to accommodate the school's needs. There has been no change in his hours only working pattern therefore no change to his contract was required, part of the agreement is that he will finish at 2pm on Fridays and the school will pay his parking permit
12. 1 Midday Meal Assistant has been added to the budget from April 2023. This is a requirement as the Premises Manager will no longer be able to support in this area.

Minutes prepared by Susan Moyse
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Chair _____

Date _____