

FINANCE & RESOURCES

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

Minutes of a meeting of the Finance & Resources Committee held at the school on 4 July 2023

Present:

Gemma Anidi	Headteacher	Ben Woolner	Committee Chair
Neil Cunningham		Jenny Lowe	
Rebecca Miles		Paul Kenning	
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 no apologies for absence, but it was noted that the meeting date had been changed. There were no declarations of interest in the agenda. The register of interests 2022-23 had been circulated by email. **Action: Clerk**

2. Budget monitoring 2023-24

The financial reports for period 3 had been circulated and governors had reviewed them in advance of the meeting. Referring to the Budget Notes document, the Head and Jo Bird highlighted:

2.1 Overall year end forecasts

Year 1 (current year) + £36,781

Year 2 - £510

Year 3 - £26,995

2.2 Expenditure

- Re-branding/ upgrading our school design and communications – using two new companies, Blue Apple Education for rebranding (cost £3.5k) and Weduc UK Ltd for communication – cost £2.5k for the first year then £1750 for the next 2 years
- Safeguarding compliance audit 3rd July with Judicium Education. Cost £2940 - includes support for the year, which will include updating policies, strategies and ensuring compliance. Thanks to JL, link governor for talking part. JL noted no 'reds'

2.3 Staffing

- 3 teachers will be leaving at the end of the summer term, 1 has resigned & 2 ended fixed term contracts
- 1 teacher will be reducing their hours to support with PPA cover on a 1 year fixed term contract
- 4 teachers have successfully been appointed to start 01 September 2023, on 1 year fixed term contracts
- 7 TA's will increase their hours by 2.5 a week from 01/09/23. They will start at 8.30 am and support the class teacher in organising the school day. The additional cost for this year is £8700 & over 3 years is £40k
- King's Coronation - the additional cost for the bank holiday is approx. 4k. All support staff pay formulas were changed to accommodate this for May payroll
- TA on a fixed term contract has been made permanent.

Governors asked whether offering fixed term teaching contracts reduced the size/ quality of field. The Head said not – teachers seemed to understand the school's position.

2.4 Income

Nursery Funding - currently £234,252. 32 children on list to start September - 4 spaces and 9 on the waiting list

SEN Funding - £258,871 this is slightly less than originally budgeted for as one Year 2 SEN child had recently moved

School Led Tutoring Grant for academic year 2023/24 is £5872.50. 2023/24 financial year's allocation is £9838 & £2447 for 2024/25.

2.5 2022-23 CFR Report

The outturn statement had been circulated and submitted to the local authority. The closing position was £102k revenue surplus and £17k capital.

2.6 Large items of expenditure

The Head ran through her plans for spending approx £60k against the school's five priority areas. Governors noted that there was nothing allocated to priority 5 – enrichment. The Head explained that this plan was just for additional expenditure. Enrichment had been well-funded in the original budget with additional income e.g., from Action for Bow. Governors **agreed** the plan.

3. Longer term budget position and benchmarking – *standing item*

Covered above.

4. Premises including Health & Safety

Governors heard that the Premises Manager was away from school, and they sent him their very best wishes. JB referred to the premises report and highlighted:

- Lightning conductor – may need to be replaced - seeking alternative quotes
- Oven – required replacement
- Refuse – changed supplier to LBTH – much cheaper
- Mud kitchen – no longer useable – will remove once the PM returns
- H&S – training up to date. Evac training scheduled for 14 July. H & S Audit January 2023 - all recommendations are completed or in hand
- Accidents – 2 accidents (broken bones) on monkey bars this half term. Risk assessments have been reviewed with the local authority. Noted that accidents had happened when children lost grip in hot weather (possibly due to sweaty palms) so will close the equipment when very warm. Equipment has been regularly inspected

Governors asked:

Governor Question	School Response
Is there a contract for kitchen equipment maintenance?	This oven was beyond repair. The school, not the catering company, owns the kitchen equipment. There is a new fridge freezer too – so no maintenance required
Will any remedial works e.g., H&S, playground, be able to be completed if PM is away from school?	All recommendations are low risk and can await PM's return
Can the playground inspection company also carry out repairs.	Yes, if necessary. Will depend on PM's return date.

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

Nothing to report.

6. Safeguarding – *standing item*

Tower Hamlets audit completed. Borough sorting out access to software for link governor. Also see above.

7. Policies and other documents

Agreed to adopt the policies as listed (see annex), and to recommend the following to the GB meeting:

- Staff Disciplinary
- Capability
- SEND

Action: Clerk

8. Minutes from the previous meeting

The minutes of the meeting of 23 March 2023 were **agreed** as a correct record and signed by the Committee Chair.

9. Matters arising

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

10. Any other business

Catering contract – minuted as confidential.

11. Meeting dates

Noted as circulated.

There was one item of confidential business, minuted separately. The Chair closed the meeting at 10.05am with thanks for the helpful reports.

Minutes prepared by Susan Moyse
smoyse65@gmail.com

Chair _____

Date _____

Annex

POLICIES - NO CHANGE

1. Capability Policy (Dec 20) - no change *
2. Disciplinary Policy (Feb 21) – no change *
3. Staff Attendance Policy (Nov 20) – no change
4. Flexible Working Policy (June 21) – no change
5. Maternity Benefits – no change
6. Special Leave Policy (June 21) – no change
7. Probation Policy (Mar 21) – no change
8. Induction Policy (May 22) – no change
9. Complaints Policy - no change
10. Staff & Pupil Wellbeing Policy – no change other than Point 5 & 6 Impact/Monitoring Column has been updated

HR POLICIES

11. Flexible & Phased Retirement Policy (Nov 22) – new policy
12. Recruitment of Ex-Offenders – new policy (Dfe)
13. Shared Parental Leave Guidance

GDPR POLICES

1. Clear Desk Policy
2. Privacy Notice for Visitors & Contractors
3. Privacy Notices - Staff

CURRICULUM/SAFEGUARDING/H&S POLICIES

1. EYFS Policy
2. SEND Policy *
3. Managing Allegations of Abuse Procedure (LBTH)
4. Accessibility Plan
5. Medical Needs Policy
6. Asthma & Allergies Policy

Health & Relationships Education (HRE)

Chair _____

Date _____

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