



CARLTON PRIMARY SCHOOL

**Minutes of the Finance and Resources Committee  
held at the School on Tuesday 13<sup>th</sup> November 2018 at 5.30pm**

**Attendance:**

Tim Carew – **Chair**  
 Jacqueline Phelan – **Headteacher**  
 Jessie Brill  
 Yiannos Theodoridis (Skype)  
 Laurence Simons

**Others Present:**

Jo Lomax - Bursar  
 Michael Hollis – Site Services Officer

	<b>WELCOME</b>	<b>Action</b>
	The Chair welcomed the governors to the meeting.	
<b>1.</b>	<b>APOLOGIES FOR ABSENCE</b>	<b>Action</b>
1.1	Apologies for absence were received from: Charul Patel due to compliance had not been signed off by employer. Noella Bello Castro due to prior arrangements.	
1.2	The Committee accepted the apologies for absence.	
<b>2.</b>	<b>DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA</b>	<b>Action</b>
2.1	There were no declarations of interest declared for items on the agenda.	
<b>3.</b>	<b>MINUTES FROM THE MEETING OF 6<sup>th</sup> MARCH AND MATTERS ARISING</b>	<b>Action</b>
	Chromebooks will be used at future committee meetings for document access.  Point raised to include glossary for acronyms for committee members. Acronyms used are to be referred to in full for the first time of use and include the acronyms for information.	

3.1	The governors considered the actions arising from the previous meeting and noted:	
3.2	5.18 Wording to be changed on previous minutes. The School Business Manager is to be referred to as the Bursar.	
3.3	5.21 Wording to be changed on previous minutes. The school bought into an additional half day of Educational Psychologist (EP) over and above the Service Levey Agreement (SLA).	
3.4	5.22 Wording to be changed. The Capital Funding budget and expected works was reviewed. The Head teacher reported the White Boards class PCs were replaced. This did not include Ted, this was an error.	
3.5	7.13 Action: The Head teacher has reviewed different providers to fill the role of Data Protection Officer and opted for Camden's Service Level Agreement (SLA). Issues have been raised regarding templates, data sheets and retention of records policy not being the latest versions. An audit has been offered in relation to Data Protection, we have scheduled this for 28 <sup>th</sup> November 2018. The Head teacher must complete a datasheet for the audit and will provide feedback at the next meeting. Data Protection Officer is Andrew Maughan.	
<b>4.</b>	<b>CPS ADJUSTED BUDGET</b>	<b>Action</b>
4.1	The Bursar presented Carlton Primary Schools (CPS) adjusted budget to the Committee.	
4.2	Total shortfall against income is currently £19,500. This is due to the timings of funding being received, for children with additional needs. At the end of the financial year it is expected there will be no deficit.	
4.3	Nursery: Based on the current number of pupils, and previous from summer 2018 we are in need of 5 children more intakes to break even on expenditure. Summer = 34, Autumn =19 pupils.	
4.4	January census showed the Pupil Premium Funding has reduced. 181 pupils have been allocated funding out of 197 for deprivation element, which is 16 short of expected. Areas of concern is a huge reduction in pupil numbers, resulting in a loss of revenue. We no longer have the reserve that was previously up to £200,000. Pupil numbers have dropped across the borough, as a result of housing policies, rehousing outside of catchment area. Budget strategies need to pre-empt shortfall and plan for cash flow cover for such occurrences. Indicative budgets will begin in Jan/Feb 2019, as a result of Octobers Census. Moving forwards the possibility of reducing staff costs and increasing revenue through lettings. Plans to close budgets in early December to limit spending.	

<p>4.5</p> <p>4.6</p> <p>4.7</p> <p>4.8</p> <p>4.9</p> <p>4.10</p>	<p>The Additional Needs Grant is an additional income that currently 2 children qualify for. This would generate an additional £10,000, however this will cover expenses already present, or continue provision that would be ceased due to budget requirements. £175 shortfall on the PE Grant (£7,775), this is currently showing as a deficit – however this granted each academic year.</p> <p>Accounting for the Teachers Pay Grant (£7,044), pupil numbers of January Census and the additional London Element Grant, the pay increase for this current financial year is budgeted for. This will have a knock on effect for the coming financial year, as the allocation will be based on lower pupil numbers.</p> <p>Absence insurance will cover the 2 teachers, one currently on Maternity leave and other, who will shortly be on maternity leave. There will be no deficit.</p> <p>Other support staffing changes, 1 member of support staff has left and another is due to leave in December 2018. One will be replaced and the Administration role. Surrounding roles will absorb the flow of work, will introduce cover staff as and when needed, therefore saving on staffing expenditure in those areas.</p> <p>All other staffing costs, training and catering is in cohort with budgetary requirements.</p> <p>Existing long term lettings have terminated, with no income currently being generated. This will be reviewed in the new year. Lettings companies have been investigated for a regular guaranteed income. Being more sustainable and predicable model for funding.</p> <p>Maintenance costs are expected to make savings of £3,000 based on current expenditure of this area.</p> <p>School resources budget has been reduced. Other matters that came to light that the quality of some Whiteboards have been questioned, due to poor resolution and cost to maintain. The school is seeking approval from the Governors for the school fund to be used. Approval was granted in principle with the requirements of pupils learning (£5,000 to be used from school fund, currently at £8,000 to transfer to E20 budget).</p>	
<p><b>5</b></p>	<p><b>HEALTH AND SAFETY UPDATE</b></p>	
<p>5.1</p> <p>5.2</p>	<p>The Health and Safety Audit's findings were overall good, with no actions to complete for the audit.</p> <p>Governors mention that a link with Peter Ptashko (Safeguarding Governor) as health and safety is linked with safeguarding.</p> <p><b>Action: Head teacher will include Peter Ptashko in any documentation regarding health and safety.</b></p> <p><b>Action: Health and Safety policy to be signed off by Jess Wren</b></p>	

6.	PREMISES UPDATE	Action
6.1	<p>Summer works have been completed for classrooms.</p>	
6.2	<p>Camden continues to maintain the building. Some of the work has been completed, although work to the Site Services Officers house, downpipes and swimming pool is yet to be completed – this has proved to be more extensive than previously anticipated. Camden’s work is not listed on the premises plan as this out of Camden’s budget. Work on the schools front office hasn’t been completed, as there has been difficulty finding a company willing to take on the job, majority have quoted that the job is too small to take on.</p> <p><b>Action: Head teacher (HT) and Site Services Officer (SSO) to gain quotes from companies to get the job completed within budget.</b></p>	
6.3	<p>The budget is allocated to complete the works.</p>	
6.4	<p>Mary Larner, Jacqueline Phelan and Michael Hollis have updated their asbestos training. The school is compliant and has minimal low risk areas.</p>	
6.5	<p>Soundfields microphone system has been installed but the reception kit isn’t working completing right. Engineer attended site last week, still requires work.</p> <p><b>Action: Engineer to return to site and complete</b></p>	
6.5	<p>To review how we make decisions on allocating fundraising revenue for premises work. Fundraising plans are created to reflect what we can afford.</p>	
7.	POLICY UPDATES	
7.1	<p>The Health and Safety policy was approved by Governing Body.</p>	
7.2	<p>The Pay Policy was approved by the Governing Body.</p>	
7.3	<p>Acronyms were not completely clear in policies. The policy derived from Camden’s model which has been scrutinized by Unions. Minimal changes have been made over the past 3 years.</p> <p><b>Action: Discuss possible training need for Governors to understand policies and changes within Policy changes.</b></p>	

7.4	<p>Allegations Against Staff Policy requires changes to personnel not procedures. Policy approved pending correct of name on page 4.</p> <p><b>Action: HT Update on policy and name change.</b></p>	
<b>8.</b>	<b>ANY OTHER BUSINESS</b>	
8.1	<p>Camden is encouraging schools to use BACS rather than cheque for payments. They suggest that Governors are informed to mitigate risks and roles need to be appointed in approving transfers and creating lists of transfers. Once policy draft has been compiled, this will need to be approved by Camden and the Governors. The policy will mitigate risk of incorrect transfers and fraudulent activity.</p> <p><b>Action: Bursar to draft policy which outline roles and responsibilities.</b></p>	
8.2	<p>Query raised my schools financial Audit, (last in 2013). Bursar reported that the audit is usually every 5 years and will only trigger if there is a concern raised. Camden audit 3 schools per year.</p>	
8.3	<p>Regis Road planning proposal could offer opportunity for regeneration in the immediate area. HT and Chair will be discussing the proposal when they meet.</p>	
8.4	<p>Jessie complimented the Governing Body as this is her last meeting before departing on Maternity Leave and stepping down from being a Governor.</p>	
<b>9.</b>	<b>CONFIDENTIAL ITEMS</b>	
9.1	<p>Please see Confidential Items sheet.</p>	
<b>10.</b>	<b>DATES OF FUTURE MEETINGS</b>	<b>Action</b>
	<p>20<sup>th</sup> November 2018 School Improvement Committee Meeting 29<sup>th</sup> January 2019 Full Governing Body Meeting</p>	

The Chair thanked those present for attending and closed the meeting at 7.30 pm.

Chair \_\_\_\_\_ Date \_\_\_\_\_