



CARLTON PRIMARY SCHOOL

Minutes of the Finance and Resources Committee held at the School on Tuesday 6th March 2018 at 5.30pm

Attendance:

Tim Carew – **Chair**
Jacqueline Phelan – **Headteacher**
Sarah Kirkness
Jessie Brill - absent
Mandi Howells - absent
Michael Hollis
Yiannos Theodoridis
Peter Ptashko - absent

Others Present:

Jo Lomax - Bursar
Jess Wren – Chair of Governors
Flossie Del Santo – Governor Support Clerk

	WELCOME	Action
	The Chair welcomed the governors to the meeting.	
1.	APOLOGIES FOR ABSENCE	Action
1.1	Apologies for absence were received from Ms Kirkness, Ms Brill and Mr Ptashko all due to work commitments.	
1.2	The Committee accepted the apologies for absence.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
2.1	There were no declarations of interest declared for items on the agenda.	
2.2	It was confirmed the action from the previous meeting had been completed. An email had been circulated to the Committee from Mr Bugge from Commercial	

	Kitchens Direct confirming no profit had been made from the sale of the dishwasher and all company procedures had been followed.	
3.	MINUTES FROM THE MEETING OF 7TH NOVEMBER AND MATTERS ARISING	Action
	Governors considered the actions arising from the previous meeting and noted:	
3.1	Actions 6.1 The contract for RM Maintenance was now in place. The Bursar confirmed a meeting had been held with BAM and the invoices in query for £3,500 had been credited. In response to a governor question she confirmed all business had been settled and closed with the company.	
3.2	Renovations of the Sunshine/Year 1 room were under way. MH would be undertaking the majority of the renovations to save money. Quotes for the electrical work would be obtained. There would only be a single Year 1 class in 2018-19 and the works would be completed over the summer holidays. The room would be used sparingly in the Summer Term.	
2	The Committee enquired about the additional workload to MH and it was confirmed he had reviewed the work required and it could be completed over the Summer holidays when the school was closed.	
	Action 7.1 Terms of reference had been reviewed and SDP and SEF priorities included.	
3.3	8.2 The photocopier had been installed and staff trained in its use. JL confirmed the photocopy defaulted to black and white copies to save money. A governor asked if protocols had been put in place and JL confirmed they had been and would be acceptable for the changes to the new Data Protection procedures in May. Staff were now scanning copies to send to their emails rather than printing hard copies. This supported Safeguarding as well as Data Protection. In future confidential files would also be stored online rather than a file kept of hard copies.	
3.4		
3.6		
3.7	The Chair asked if the school was preparing for the changes in GDPR in May. The Headteacher confirmed she had attended a briefing held by Camden Learning and the LA had sent a model policy for schools to use. There would be full training held for school governors. She noted the school would have to appoint a governor to the role of Data Protection Governor. A governor asked how this would role would be supported, and it may be difficult to find a governor to volunteer. The Headteacher confirmed the governor would be supported by the LA with training and ongoing advice.	
3.8	Actions 8.5 The Headteacher confirmed the Pay Policy had been circulated to the governing body and it had been approved by email and noted at the Governing Body meeting of the 21 November.	
3.9	The Headteacher confirmed the audit of the School Fund was ongoing and would be completed in the Spring term. The objectives, Terms of Reference and proposed areas for expenditure and would be circulated prior to the next Governing Body meeting.	
	Action: The School Fund to be on the agenda on the 8th May.	

JP

	The minutes of the meeting held on 7 th November were agreed as accurate and were signed by the Chair.	
4.	FINANCE REPORT: 2017-18 BUDGET UPDATE	Action
4.1	The Bursar presented the 2017-18 accounts to February 2018. She noted the LA had asked the schools to close the 2017-18 accounts by the 19 th March and the final accounts were to be submitted to the LA by the 21 st . All invoices to February and those expected to be received by the end of March were included in the report. Accruals would be made into the 2018-19 accounts for other expenditure to the end March	
4.2	The Headteacher noted the Nursery funding budget of £46,000 and further changes to the reported figures. She confirmed there were now 33 universally funded children in the Nursery, 11 in receipt of the enhanced funding, and 7 children were receiving the extended funding.	
4.3	In response to a governor question the Bursar explained income figures of over 100% reflected more income had been received than had been set in the original budget figures.	
4.4	SEN funding was reviewed by the Committee and noted there were 12 children with EHC Plans receiving 1:1 support. There were 5 children receiving Band 1 funding and 7 in Band 2. An additional 2 children were undergoing assessments for Plans. The school would be funding £7,000 toward the support for these children until the half term when the funding for the 2 Plans was expected.	
4.5	The Committee noted the bank accounts would be closed on 18 th March. Salaries would be paid from the central account which would remain open.	
4.6	The Bursar reported; <ul style="list-style-type: none"> • An increase in the expected income from lettings would result in more income by the end of March • The £8,000 teacher redundancy payment paid by the school would be repaid by the Local Authority by the end of March. • The redundancy payments of £7,500 for Teaching Cover had still not be repaid by the LA. • Utilities invoices for gas and electric would not be received until after the close of the 2017-18 budget. It would be difficult to accrue these invoices and would be taken from 2018-19 budget • all staff who were not members of the pension had been automatically enrolled in 2017-18 as was a statutory requirement. This resulted in only 2 staff now opting out of joining. The budget was overspent as an additional £26,000 employer contributions from the school was required which was not included in the original budget. 	
4.7	Action: The Bursar to contact the LA for confirmation of repayment for Teaching Cover redundancy.	JL
4.8	A governor questioned why the teaching budget was underspent by 1%. The Bursar confirmed staff budgeted for in the original budget were not recruited.	

4.9	<p>The Legal Fees budget was noted as underspent, The Committee asked whether this money could be carried over to the 2018-19 budget to cover expected legal fees. It was confirmed it could be and this budget would be reviewed in the 2018-19 budget to ensure it was sufficient to cover the expected cost of legal fees.</p>	
4.10	<p>A governor questioned why the NQT budget had doubled. The Headteacher reported 2 NQTs were at the school with only 1 NQT budgeted for in the original budget. The increased cost was to cover the support given by the NQTs by the LA. The NQT SLA was reported provided high quality support and development to the NQTs and was good value for money.</p>	
4.11	<p>Premises savings of £3,500 were noted due to the move from the BAM contract. Possible further saving could be made in the coming year as the cleaning contract was under review.</p>	
4.12	<p>The Committee noted income from catering was less than expected which was due to an increase in the number of children bringing packed lunch to school. The numbers in receipt of Free School Meals now outnumbered those paying for meals.</p>	
4.13	<p>The Bursar noted invoices from Camden Music Trust were made for the calendar year not the academic year. She would be reviewing this with Camden Music Trust to change invoicing to cover a sole year.</p>	
4.14	<p>The Headteacher raised the over spend in Assessments. She explained the school had purchased a new student assessment package for Literacy and Maths. It was linked to the IXL homework package in use at the school and would support the school well.</p>	
4.15	<p>After questioning and discussion the Committee noted the overall 2017-18 budget was expected to be underspent by £9,067 and this sum would be carried over to the 2018-19 budget. The Committee noted the carry forward figure consisted of £7,000 of Lottery Grant funding which was restricted for use in the EYFS and would be ring fenced in the 2018-19 budget. The Committee was concerned the ring-fenced amount was most of the carried forward figure and increased expenditure in 2018-18 would not be supported by savings in 2017-18.</p>	
4.16	<p>The Devolved Capital Funding of £12,000 was in addition to the amount carried forward and would be carried over the 2018-19 budget. The Headteacher noted the school was in good condition and this budget could support the school next year.</p>	
4.17	<p>The Headteacher noted the numbers on roll at the school was expected to remain steady in the coming year and little staff turnover was expected. However, the numbers of children requiring SEND support would not be known until the children entered the school. Additional staff may be required to be hired to support new children to the school should SEND needs be identified in September.</p>	
4.18	<p>The Bursar noted a current national review was underway for SEND funding. The current band structure paid to the schools was unrealistic resulting in schools to subsidise SEND support out of their main budgets. The required level</p>	

<p>4.19</p> <p>4.20</p> <p>4.21</p>	<p>of support and the real costs of salaries to support EHC Plans would be included in the review.</p> <p>The Committee noted saving would be made as a member of staff on the Upper Pay scale would be leaving and replaced on a lower salary.</p> <p>The Committee raised the staff restructure and noted the staff had met the necessary adjustments very well.</p> <p>Action: The Committee sent their thanks to the staff for all their hard work over the year considering the many changes made at the school.</p> <p>The Committee agreed the budget figures to date and noted their concern that the majority of the carry forward figure to 2018-19 was ring fenced. The Bursar confirmed she would be looking for more savings before closing the year end accounts.</p> <p>The 2018-19 Headteacher confirmed the school had received the 2018-19 budget figures from the LA and would meet with the Chair and the Bursar to review.</p> <p>After discussion it was agreed a summary report would be distributed to the governors together with the final year end figures from 2017-18. Specific points to include:</p> <ul style="list-style-type: none"> • the balance at the beginning of the year and the final year end balance, • key areas of under-spend with rationale and clarity on which of the savings would be carried over to the 2018-19 and ring fenced or will funding come from the 2018-19 budget. • Key areas of overspent with indicative rationale <p>Action: The Chair, Headteacher and Bursar to meet the week of the 26th March to review the 2018-19 Draft Budget in advance of the meeting on 24th April.</p> <p>Action: The Bursar to circulate the 2017-18 Year End Budget Report and the 2018-19 Draft Budget figures to be ready for circulation to the Committee by the Bursar by 17th April.</p> <p>Action: The Bursar to distribute a report to summarise 2017-18 opening and closing balances and narrative for cost codes under-spent and over spent.</p>	
<p>5</p>	<p>SCHOOL FINANCIAL VALUES STATEMENT</p>	
<p>5.1</p> <p>5.2</p>	<p>The SFVS was not available to be reviewed by the Committee due to the early closure of the 2017-18 accounts.</p> <p>Action: The SFVS would be circulated to the Committee the week of the 21st April. After review by the Committee it would be circulated to the full governing body for ratification by email and submitted to the LA by 31st March.</p>	
<p>6.</p>	<p>NURSERY UPDATE</p>	<p>Action</p>

6.1	<p>The Headteacher reported there were 52 Nursery places at the school. This number of places was not expected to be required in 2018-19 or in the future. Based on the October census there were 33 places funded in 2017-18. The numbers change termly with 3 having left and 3 new comers expected by Easter.</p>	
6.2	<p>Summer term nursery numbers included 4 in receipt of the 30 free hours entitlement (£6.54/hr) and 11 in receipt of the LA enhanced bursary (£4.75/hr). Entitlement of the LA funding followed that of the 2-Year-Old Offer and was a subsidy to benefit targeted children who would benefit from full time nursery education. Provision of the funding would also support long term tracking of children of unemployed parents.</p>	
6.3	<p>The Headteacher and SLT had discussed and agreed 7 children attending the Nursery would receive 15 hours paid for by the school. The governors noted a concern from the school if full time places were not offered the parents may go to another school offering 30 free hours. This would not only impact the numbers in the Nursery yearly but also impact the numbers of younger siblings who would enter the school in the future. The funding of the pupils would provide a longer-term benefit to the school. Rhyl and Richard Compton schools were also offering 30 free hours of nursery education for all.</p>	
6.4	<p>10 children would remain in the Nursey in September 2018, 50% would be eligible for the Camden Enhanced Bursary.</p>	
6.5	<p>The Headteacher reported 21 children currently in the Nursery were expected to be moving to the Reception Class in September 2018. A governor asked how certain this was. The response was the School Inclusion Worker would be making home visits to all who had accepted places in the Reception class and this would confirm numbers.</p>	
6.6	<p>The Headteacher confirmed full time places for all children in the Nursery was the aim of the school. The ratio of staff to children was confirmed as 1:13. The current Early Years staffing structure could support changes to the numbers in the Nursery with an LSA move to another class and use of current agency staff discontinued. The element of need however would not known until the children were in place so staffing levels could change. Permanent staff can be redeployed across the school replacing agency supply staff if the numbers changed.</p>	
6.7	<p>The Headteacher responded to a governor's question that the number of teachers would not be affected as the number of LSAs at the school would be reviewed first if budget pressures required this. Redundancy would have to be brought to the full governing body to decide staff changes and natural wastage often prevented the need for this.</p> <p>The Committee reviewed the 3 Year Census Report 2017-19 and the Mobility Figures 2014-18.</p>	
6.8	<p>The Headteacher confirmed the major factor of mobility had been a number of families in temporary housing moving outside of the area. Other reasons included children returning to their home countries or safeguarding issues. The Committee noted only 2 children(cousins) in 2017 had left the school due to the</p>	

<p>6.9</p> <p>6.10</p>	<p>parents being unhappy with the school and in 2016 one child was moved to another school the reason given as the parent wanted more homework given to their child.</p> <p>A governor asked if the school did know the real reasons parents changed schools. The Headteacher was confident parents at the school would come forward if they were unhappy and parents would be approached if there was a rumour they were unhappy. She confirmed she had been aware of the moves in advance and systems were placing to know when parents wanted to leave. The Committee noted numbers expected in the Autumn term 2018 could still be unknown as the regeneration of the area meant some families could be moved back to the area and others moved out over the Summer. New building works in the area were not expected to increase school age children in the area as were being targeted as executive flats.</p> <p>He headteacher confirmed efforts to increase the numbers on roll included a leaflet drop marketing the school at GP Surgeries Children Centres and local nurseries and play groups. The result was 3 children would be coming to the school. A twitter site would be set up and an increase in social media updates would be made.</p>	
<p>7.</p>	<p>PREMISES UPDATE</p>	
<p>7.1</p> <p>7.2</p>	<p>The Committee noted little funding would be available for premises in 2018-19. The cost of renovating the Sunshine Room would be a priority. Money remaining would be budgeted across the school year. The school building was in a good state of repair generally.</p> <p>The Committee thanked MH for his hard work and flexibility over the year and his commitment to the school.</p>	
<p>8.</p>	<p>POLICY UPDATES</p>	
<p>8.1</p> <p>8.2</p>	<p>Primary PHSE and Citizenship Policy was circulated and the changes in the Policy noted.</p> <p>Whole School Food Policy</p> <p>The draft policy had been circulated and changes reviewed. The Committee discussed unhealthy food brought into the school yard at collection time. A Governor asked why it could not be included in the Whole School Food Policy that no unhealthy snacks could be handed out on the school premises. The school as a Gold award winner would be reviewed by the LA who would note the unhealthy food at the school.</p> <p>The Headteacher confirmed it would be difficult for the school to stop this as the school day had ended. The treats were an important part of the day for many children and would be difficult to make changes to this.</p> <p>She confirmed the steps taken at the school to support healthy food included</p> <ul style="list-style-type: none"> • the school inclusion worker held a healthy eating session in the reception class which was attended by 31 parents. • Items placed in the newsletter • There were mini health champions at the school who also reminded parents and other children of the healthy eating. • Policies at the school also support health including the PSHE curriculum. The safeguarding policy included children coming to school without 	

8.3	<p>having breakfast. Places were offered for those who need it at the breakfast clubs</p> <ul style="list-style-type: none"> • Free fruit was given to reception to year 2 children and milk to those in early years • The previous habit of bring cakes into the school for birthdays has been stopped. Not only was this an expense that some parents couldn't afford but was also unhealthy. <p>The Chair raised the school had a responsibility for the health of the children. The Headteacher confirmed the school was required to weigh the children in Reception and again in Year 6. Carlton children were on the top end of the age to weight scale. Children with weight concerns would have home visits and family meeting to support families. Advice on packed lunches and referrals to the PE clubs were made as they would benefit from the increased exercise.</p>	
8.4	<p>The Committee noted Healthy snacks were currently for sale on Thursdays and it would be difficult to expend this due to pressures of time. A higher visibility at the school of examples of healthy snacks would support the parents in making better choices.</p> <p>Action: The Policy would contain a consistent message that the ethos of the school is no unhealthy snacks.</p>	
9.	ANY OTHER BUSINESS	
	SEND Provision/ Accessibility Plan	
9.1	The SEND link governor reported a SEND audit had been held. He noted the audit identified a number of areas of clarification required before updating the Plan.	
9.2	<p>The audit noted:</p> <p>Wheelchair users could not access the entire school. To support this area, the school would require a lift to be installed which would not be financially feasible. It would not be a reasonable expectation as facilities were provided within a mile of the school who could provide for wheelchair users.</p> <p>The Committee noted the meeting room had ramp access and a disabled toilet which visitors to the school could access.</p>	
9.3	Accessible parking was not currently provided. MH confirmed accessible parking could be provided ad hoc by sectioning off the playground.	
9.4	The school did not have a Hearing Loop. It was agreed the school would not be able to afford to install an induction loop across the school. BSL interpreters would be provided for parent's and visitors at meetings. The Headteacher confirmed it would be the responsibility of the LA to provide funding to support an individual child who names the school.	
9.5	The Committee agreed the areas noted in the audit could not be provided by the school under 'reasonable provision' and this would be included in the Accessibility Plan.	

10.	CONFIDENTIAL ITEMS	Action
	There were none.	
11.	DATES OF FURTHER FINANCE COMMITTEE MEETINGS	Action
1.1	24 April 2018 2018-19 Budget Review meeting. The papers would be circulated for review by the Committee one week before the meeting.	

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

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