



CARLTON PRIMARY SCHOOL GOVERNING BOARD

Minutes of the Resources And Finance Committee meeting held at the school on Tuesday 5 March 2019 at 5.30pm

Governors: Tim Carew – Parent Governor (**Committee Chair**)
 Georgina Harcourt-Brown – Deputy Headteacher and Co-opted Governor
 Charul Patel – Co-opted Governor
 Jacqueline Phelan – Headteacher and Exofficio Governor
 Laurence Simons – Co-opted Governor
 Yiannos Theodoridis – Co-opted Governor (*present via video call from Dublin*)
 Jess Wren – Co-opted Governor

In attendance:
 Jo Lomax – The Bursar

Minutes: Victoria Mitchell – Clerk To The Governing Board (*not in attendance, minutes written using an audio file*)

Tim Carew chaired the meeting.

| 1. | Welcome, Introductions and Apologies | Actions and timescale |
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| | 1.1 The Chair welcomed everyone to the meeting. It was noted that Site Services Officer Michael Hollis was not in attendance at the meeting due to illness. 1.2 The meeting was quorate. | |
| 2. | Declaration of Interests | |
| | 2.1 There were no declarations of interests made. | |
| 3. | Minutes of the meeting on 13 November 2018 | |
| | 3.1 The committee received and read the minutes of the Resources And Finance Committee meeting held on 13 November 2018. These were accepted as an accurate record save for following list of amendments: 3.2 <u>Page 1</u> – It was noted that the word “Head Teacher” is usually written as one word “Headteacher”. 3.3 <u>Item 3.3</u> – The words “class PCs” should be deleted as this minute related to interactive whiteboards. 3.4 <u>Item 4</u> – To avoid confusion the acronym “CPS” should not be used and should be amended to read “Carlton Primary School”. 3.5 <u>Item 4.3</u> – The sentence “ <i>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</i> ” should be amended to read “ <i>Nursery: Based on the current number of pupils, and previous figures from summer 2018 the school is in need of 5 more children to break even on expenditure</i> ” | |

3.6 Item 4.4 – The grammatical errors “Areas of concern is” and “as a result of Octobers Census” should be corrected to read “Areas of concern are” and “as a result of October’s census”.

3.7 Item 4.5 – The words “The Additional Needs Grant” should be amended to read “Exceptional Needs Grant”.

3.8 Item 4.7 – “Absence insurance will cover the 2 teachers” should be amended to read “Absence insurance will cover 2 teachers”. The sentence “All other staffing costs, training and catering is in cohort with budgetary requirements” should be amended to read “All other staffing costs, training and catering is in line with budgetary requirements”.

3.9 Item 4.8 – “Existing long term lettings have terminated” should be amended to read “Existing long term room hirers have ended their arrangements”. The sentence “Being more sustainable and predicable model for funding” should be amended to read “This is considered to be a more sustainable and predictable model for funding”.

3.10 Item 5.2 – “Governors mention that a link with Peter Ptashko (Safeguarding Governor) as health and safety is linked with safeguarding” should be amended to read “Governors noted a link with Peter Ptashko (Safeguarding Governor) will be beneficial as health and safety is linked with safeguarding”.

3.11 Item 6.5 – “Soundfields microphone system has been installed but the reception kit isn’t working completing right. Engineer attended site last week, still requires work” should be amended to read “Soundfields microphone system has been installed in two reception classrooms but was not working properly after installation. Another wire was required which has since been ordered”.

3.12 Item 7.3 – “Acronyms were not completely clear in policies. The policy derived from Camden’s model which has been scrutinised by Unions. Minimal changes have been made over the past 3 years” should be amended to read “The committee agreed in general that acronyms were not always clear and should not be used in policies. The two policies were both derived from Camden’s model policies and had been scrutinised by the trade unions.” Also the action point was not clear and should be amended to read “**ACTION: Updated policies that are received by the committee are to highlight the text of any changes that have been made to the policy since its last approval**”.

3.13 Item 7.4 – The last sentence “Policy approved pending correct of name on page 4” should be amended to read “Policy approved pending the correction to the name on page 4”.

3.14 Item 8.1 – The last two words “frualdent activity” should be amended to read “fraudulent activity”.

3.15 Item 8.2 – The first sentence “Query raised my schools financial Audit, (last in 2013)” was not clear. This should be amended to read “One committee member asked when was the last external financial audit of the school. The last external financial audit of the school took place in 2013.”

Headteacher /
School
Business
Manager

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| 4. | Finance Report | |
| | <p>4.1 The Bursar gave a Finance Report to the meeting. She reported that this was a report on the school finances up to 4th March 2019 as a fault with the computer system had prevented figures for 5th March 2019 being included in the report. The Bursar also reported that she has not yet closed down the February 2019 accounts as there has been a problem with some payments.</p> <p>4.2 The carry over figure at the end of this financial year 2018-19 is expected to be approximately £30,000 of which £15,000 is ring fenced as devolved capital. However the Bursar stated that care needs to be taken before spending this money as the school is part of the pooling arrangements of the absence fund. The school is unaware at this stage whether this pooling arrangement is overspent. If it is overspent the school will be required to pay further funds into it. If it is underspent then the school may receive some money back. This pooling arrangement is to cover staff absences.</p> <p>4.3 The Committee Chair noted that the predicted carry forward figure was relatively low this year.</p> <p>4.4 <u>Question:</u> Why is it lower this year? <u>Answer:</u> The Headteacher explained that this was because of rising costs and reduced income.</p> <p>4.4 <u>Question:</u> How is funding to the school decided? Is it a flat figure from the Council? <u>Answer:</u> The Designated Schools Grant is calculated by counting the number of children in the school each year. The count takes place on pupil census day which is usually in October.</p> <p>4.5 <u>Question:</u> Is it inflation adjusted each year? <u>Answer:</u> No. The precise amount is adjusted using the funding formula. It is never entirely clear exactly what the funding formula is. EYFS funding is slightly different as this is calculated termly and the funding is then received retrospectively - for example the number of EYFS pupils in the school in the summer term results in the corresponding amount of funding being received in the autumn term.</p> <p>4.6 <u>Question:</u> How much income did the school receive when the school kitchen was hired out by an external organisation? <u>Answer:</u> We budgeted for £8,945 as we assumed they would continue to hire the school kitchen for the duration of the financial year but they stopped hiring it earlier than we expected so we only received £522.</p> <p>4.7 <u>Question:</u> Does the school set aside a contingency fund? <u>Answer:</u> Anything that is left over is currently paid into our contingency fund as we are trying to increase the available funds in order to future proof our school.</p> <p>4.8 <u>Question:</u> Does the school have to present it's accounts in this bizarre way? <u>Answer:</u> Yes the school has to do it this way as Camden require it to be done in this format.</p> | |

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| | <p>4.9 <u>Question:</u> So every school in Camden presents their accounts in this same way? <u>Answer:</u> Most schools, the local authority maintained schools in Camden, are recommended to do it this way. We used to do it differently years ago but then Camden decided that a minus figure is an income and vice versa.</p> <p>4.10 <u>Question:</u> I can see why doing it this way suits Camden but the school is the recipient of this and so it should be clear to us as well. It shouldn't be rocket science to read the budgeted accounts. <u>Answer:</u> Yes we can find out from other schools in Camden whether they have better ways of doing this that are approved by Camden.</p> <p>4.11 One governor stated that he also found the accounts confusing as revenue lines are sometimes presented alongside capital lines rather than capital and income being separated into two tidy sections.</p> <p>4.12 To aid the reader one governor asked that commas to be used when presenting large numbers longer than 3 digits, so for example £200000 should be written as £200,000. The governor also requested that the corresponding amounts from the previous financial year be provided alongside this year's figures in order to provide a comparison to the previous financial year. <u>ACTION: Commas to be used when presenting numbers longer than 3 digits when presenting the budget reports to governors. The corresponding amounts from the previous financial year be provided alongside this year's figures in order to provide a comparison to the previous financial year.</u></p> <p>4.13 The Bursar informed the committee that most of the budget lines were very close to what they were predicted to be and the income lines that had not yet been received were being received into the accounts at present.</p> <p>4.14 The Bursar stated that this year Camden had asked for the year end accounts to be finished, shutdown and submitted to Camden by the 5th April 2019. Any invoices that are not processed by that date will be rolled over and paid out of the next financial year's budget. However the school does not yet have any budget set for next year. The budget must be set by 15th May 2019.</p> <p>4.15 <u>Question:</u> Is it correct to say many of the budget lines this year have been under spent? <u>Answer:</u> Yes. The only budget line where the final amount is unclear is the aforementioned pooling arrangement for the absence fund which may be over or under budget.</p> <p>4.16 The Committee Chair complemented the school stating that the budgeting appears to have been very effective this year with many of the budget lines coming in as predicted or slightly under.</p> | The Bursar |
| 5. | Indicative budget and impact 2019-20 | |
| | 5.1 The Headteacher gave a verbal report on the school budget for financial year 2019-20. | |

5.2 It was explained that the funding the school receives is calculated from the school census that is taken early in the autumn term and the funding formula is applied to those figures by Camden. The school has suffered a significant reduction in pupil numbers and so there will be a reduction in the school's basic funding of £152,000 going forward.

5.3 The Headteacher explained that the school received Behaviour Support Services alongside other services from Camden and these are set costs that are sent to the school on a spreadsheet and the school enters those figures into the budgeting software. However the school has not received a figure showing the amount of high needs funding it will receive, it has not received a funding figure for pupils who have an EHCP and the school does not yet have a figure showing the amount of pupil premium funding it will receive. However the school is able to roughly estimate the amount it will receive in these areas and the school predicts there will also be a reduction in funding for these areas based on the numbers of pupils.

5.4 Question: So once the school has received all this funding the school will have received a reduction in funding?

Answer:

Yes our funding will be less by 8.4% compared to last year. Looking at the pupil premium formula and following a discussion with Joe Lynch from the London Borough Of Camden we estimate the school will receive approximately £170,000 less this coming year.

5.5 Question: So a reduction in funding of £152,000 plus £170,000?

Answer:

Yes £152,000 less in the designated school grant rising to approximately when we add in other funding such as £170,000 pupil premium funding.

5.6 The Headteacher stated that the school is very concerned about the impact this reduction in funding will have on the school's structure. Following the Governing Board meeting that took place the Chair Of Governors and the Headteacher visited Camden Council to share their concerns and to impress on them that the school has had a restructure a few years ago and has struggled to maintain the quality of education and the opportunities given to its pupils. The school is now finding it is not sustainable going forward because of the significant reduction in funding. Camden's response was that an audit was carried out and they found out that the figures they used to calculate some of the funding was incorrect and therefore the previous projections they made on the places in reception were incorrect.

5.7 The Headteacher stated that there were now less children than were anticipated in Camden - the birthrate in Camden is downward and this would continue to impact on Camden schools. The impact on Carlton Primary School is that the school is likely to have just one form of entry next year. There are currently 23 children in the nursery. 19 children are due to move into reception - they have all applied for places in the reception - so it is known that there will definitely be 19 children in reception next year. However the school does not know how many children will come to the school from elsewhere. There has been a discussion about the capping of pupil intake in Camden schools next year but this is not yet decided upon. Therefore there will be changes to the structure and size of the school going into next year.

5.8 The Headteacher stated that Camden have informed the school that they will not fund a nurture group for next year despite the school feeling this

provision is needed. A nurture group is for children whose emotional development is not on a par with their peers, meaning they may need smaller groups.

5.9 The Headteacher also informed the committee that discussions were taking place in Camden about short-term budget deficits being allowed on condition that a recovery plan and means of paying back the deficit were made clear at the outset. The Headteacher stated that she did not think such a short term budget deficit would be an option for Carlton as the school would not have the means to pay the money back.

5.10 Question: So the school is going through a process of identifying where it can make staff cuts?

Answer:

No these cuts will not necessarily be staff cuts. The school buys into various learning resources as well. For example the school buys into the Aspire Project which costs the school £4,500. The children love this, it is about science and engineering, but the school may have to negotiate with the providers to see if a cheaper price can be secured. The school has also terminated its contract with Challenge Partners (they carried out a joint review of the school with the SLT earlier this year). This cost £3,500. The Headteacher has decided to try and do CPD in a different way to this. So the school is not going straight to making staff cuts, it is looking at the full provision and trying to identify where cuts or savings can be made.

5.11 Question: Why do some parents prefer not to send their children to Carlton?

Answer:

The reasons can be entirely random from parent to parent.

5.12 Question: If you get more children coming in this year then they won't be funded anyway?

Answer:

That is correct, they won't be. Only the number of pupils who are in the school on pupil census day will be funded. Furthermore this is a school with a lot of pupil mobility - a significant number of pupils begin at the school but then move away meaning they are not in the school on pupil census day. In addition we typically find that these pupils often have higher support needs so require more funding despite us missing out on the basic funding for them.

5.13 The Headteacher reported that analysis of the school website found a lot of website visitors were looking at the EYFS pages. As a result the school has reconfigured these pages in order to make the viewing experience much easier for visitors clicking on these pages. The school has also booked a photographer to come into the school and update all of the photographs on the school website so that the Carlton website stands out in comparison to other nearby schools.

5.14 Question: Can you make sure you have written authorisation from their parents to use the children's pictures please?

Answer:

Yes we have done this.

5.15 The Headteacher explained that she plans to circulate a document containing results of an audit of place planning in Camden. This document was packed full of useful information and came from an audit carried out by the

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| | <p>London Borough Of Camden.</p> <p>5.16 <u>Question:</u> When will the governors receive clear information on the changes? <u>Answer:</u> The place planning audit document will be sent out to all governors this week. Before the next FGB we will have met with all the relevant personnel at London Borough Of Camden to discuss this matter and will hopefully have information from them. In two weeks time we will also have a very rough draft of a new structure for the school that we can share with governors.</p> <p>5.17 <u>Question:</u> How will the new school structure tally with setting the budget before May 2019? <u>Answer:</u> The current structure will remain in place until the summer term 2019. It is anticipated that the changes will be significant to the structure and so they cannot be put in place during this academic year. We hope to start implementing a new structure from September 2019.</p> <p>5.18 <u>Question:</u> Although the restructure is designed to save up to £240,000 per year there may be significant initial costs if there are redundancies? <u>Answer:</u> That is correct.</p> <p>5.19 The Headteacher also informed the committee that the support staff in the school are having their jobs regraded by Camden. They are also due a pay award. This is likely to result in further costs to the school of approximately £18,000.</p> | |
| 6. | Premises update | |
| | <p>6.1 The Headteacher gave an update on the school premises.</p> <p>6.2 Many of the works taking place around the school playground have been completed. The big yellow canopy has been removed and there have been building works to the Site Supervisor's House. The house now has a new roof, although there is a section of the roof at the back that may require some more work.</p> <p>6.3 The Headteacher reported that the school swimming pool has not yet been fixed. Camden have now claimed that the school is liable to pay for the swimming pool repair as it was not kept fit for purpose by the school. The school dispute this and have evidence to prove that it was. An email will be sent to Camden tomorrow morning.</p> <p>6.4 One governor stated that they believed it was a low likelihood that Camden would pay for the repair as Kentish Town Swimming Baths were in close proximity to the school. However the governor was very unhappy about the tone of the email sent from Camden that implied incorrectly that the Site Supervisor was to blame for the swimming pool closure.</p> <p>6.5 The Headteacher stated that even if the school swimming pool is not repaired the room could be used for other EYFS activities if Camden were to return to the school and make good the unfinished works.</p> <p>6.6 The Headteacher also informed the committee that contractor MBHS were commissioned to carry out all the statutory responsibilities with regard to</p> | |

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| | testing and alarms in the school. They were much cheaper than the previous supplier of the services. However the services that have been received from them this year have not been good enough - evidence for this includes when the school had a problem with the school's alarm it was clear that MBHS do not carry out the works themselves but rely on other contractors to phone them back before they can respond. The school has paperwork showing their failures and a new supplier will be tendered. | |
| 7. | Feedback from meetings with Camden Officers | |
| | 7.1 Feedback from meetings with Camden has been discussed during other agenda items at this meeting. | |
| 8. | Any other business | |
| | <p>Audio recording of this meeting 8.1 <u>Question:</u> Are there any GDPR issues as result of this meeting being recorded onto an audio file for the Clerk to produce the minutes? <u>Answer:</u> No as it won't be shared with anyone except Dionne in the School Office and the Clerk. The Headteacher will ensure the audio file is deleted after the minutes have been produced. ACTION: Headteacher to ensure all copies of the Audio File of this meeting are deleted after the minutes are produced.</p> <p>Schools Financial Value Standards (SFVS) 8.2 The Bursar circulated the SFVS to the committee. The SFVS requires review each year and the Bursar requested the committee review it before it is passed to the Governing Board for approval and signature. 8.3 A number of governors stated the SFVS document asks for operational information that the governors do not have full knowledge of and so they requested the Bursar and Headteacher update the answer to each question in the document and it is received at the next committee meeting on 30th April 2019 for governors to review. ACTION: Bursar and Headteacher to update the SFVS and the updated document to be received as an agenda item at the next Resources And Premises Committee meeting. Agenda item.</p> | Headteacher Headteacher and Bursar |
| 9. | Next meeting of the Resources And Premises Committee | |
| | The next committee meeting will be held on 30th April 2019 at 5:00pm. | All committee members |
| 10 | Confidential items | |
| | 10.1 The Confidential section of the minutes of the committee meeting held on 13th November 2018 were approved as an accurate record. 10.2 There were no matters arising from the confidential minutes. | |

Signed: _____ (Chair Of The Committee/Chair Of Governors)

Print Name: _____ Date: _____