



CARLTON PRIMARY SCHOOL

Minutes of the Resources And Finance Committee meeting held as an online video conference call on Monday 11th May 2020 at 11.30am

- 1st draft -

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

Also:

Dionne Jackson – School Administration (*present via video call*)
 Kate Grant – The Bursar (*present via video call*)
 Victoria Mitchell – Clerk To The Governing Board (*present via video call*)

Tim Carew chaired the meeting and Victoria Mitchell wrote the minutes.

1.	Welcome, Introductions and Apologies	Actions and timescale
	<p>1.1 The Committee Chair, Governor Tim Carew, welcomed everyone to this online video conference call meeting. This meeting was being held as an online video conference call meeting as a result of a global virus pandemic and advice from the Government requesting people stay within their homes in order to limit the spread of the virus.</p> <p>1.2 The committee noted that Governor Jess Wren had sent apologies for absence.</p> <p>1.3 The meeting was quorate.</p>	
2.	Declaration of Interests	
	2.1 There were no declarations of interests made for this meeting.	
3.	Minutes of the previous committee meeting held on 28th January 2020	
	<p>3.1 The committee received and read the minutes of the committee meeting held on 28 January 2020. These were accepted as an accurate record with no amendments.</p> <p><u>Matters arising</u></p> <p>3.2 <u>Item 6.7 and 6.10</u> - both items have been carried out. Budget setting is an agenda item for the meeting today.</p> <p>3.3 The Minutes of the Resources And Finance meeting held on Monday 11 May 2020 was then agreed as accurate by the committee. A set of printed minutes would be presented at the next meeting of the FGB for the Committee</p>	

	<p>Chair to sign them off.</p> <p>ACTION: Clerk To Governors to bring a copy of the minutes of the Resources And Finance Committee held on 28th January 2020 to the next meeting of the Governing Board for them to be signed off as an accurate record. To be signed.</p>	The Clerk
4.	Financial impact of the Covid-19 virus pandemic and lockdown	
	<p>4.1 The Headteacher updated the committee on how the Government imposed lockdown due to the coronavirus Covid-19 pandemic had impacted on the school's income and costs.</p> <p>4.2 Income to the school has reduced because of the lockdown. As only a handful of pupils were now attending the school during the day, with the majority of pupils being homeschooled, income from the school clubs has decreased. However the school is still paying the staff who run the school clubs as advised by London Borough of Camden Human Resources Department. The Government have stated that they would reimburse schools for any loss in income. The school is seeking to recoup this lost income from the Government.</p> <p>4.3 Income from premises hire has reduced as well. The school budgeted for £25,000 of income from School Space who hire out the school's premises. However a letter has been received from School Space advising that they estimate the school will only make £13,000 as result of the Government imposed lockdown. Both the Headteacher and the Bursar believe this £13,000 estimate may be an overgenerous estimate.</p> <p>4.4 As well as a decrease in income to the school there have also been increased costs to the school as a result of the pandemic and lockdown. On 23rd March 2020 the school was closed for a 2-day deep clean. This incurred a cost to the school and a claim has been submitted to pay for this.</p> <p>4.5 Camden school headteachers have discussed keeping schools open during the summer holidays - this may also incur an increase in costs to Carlton Primary School as there will be an increased utilities use.</p> <p>4.6 With regards to school meals the school has been advised that it must still pay the allocated amounts for meals despite the reduction in pupils on site at the school receiving those school meals. School meals are usually cost neutral at the school as the cost of the meal is recouped by payments for the meal. At present those allocations are being paid despite no pupils attending the school. The allocations are still being paid so that the catering supplier Caterlink can pay their staff.</p> <p>4.7 The Headteacher reported that there had been ongoing problems receiving food vouchers from the Government contractor. These food vouchers are for pupils who have been told to stay at home during the lockdown but would normally receive a school meal during their school day. The difficulty obtaining the food vouchers has meant there has been some duplication as the school has supplied the families with food while the vouchers are awaited. The Headteacher has documented all her attempts to obtain the food vouchers from the Government contractor and London Borough of Camden. The Headteacher stated that many local schools have encountered similar issues obtaining the food vouchers and so it is hoped the local authority re-imburses the school for their additional costs while they were awaiting the vouchers.</p>	

	<p>4.8 One governor observed that many of the costs incurred seem very uncertain. This is particularly the case as it is not yet clear for how long the Government imposed lockdown will continue.</p> <p>4.9 The Headteacher advised the committee that the school was not providing live learning to pupils. The academic approach of the school at this stage is to keep the skills of the pupils sharp while the lockdown continues.</p> <p>4.10 <u>Question:</u> There have been some families who are suffering great financial hardship - is the school able to do anything for these families? <u>Answer:</u> Yes the school has provided them with some food to take away with them in the short-term and has directed them to the local food bank. The school has very good links with this local food bank. The families were also asked to fill out a form to apply for free school meals for their children.</p> <p>4.11 <u>Question:</u> How has the school been supported by the local authority? <u>Answer:</u> There are weekly meetings with Camden - various professionals attend these meetings such as a mental health professional, Camden safeguarding lead and a number of officers from London Borough of Camden. There are also weekly meetings with Camden headteachers where good practice and advice is shared. These meetings of the headteachers take place without Camden Borough officers being there.</p>	
5.	The School Budget	
	<p>5.1 The Bursar presented a draft School Budget for approval by the committee. The committee received this draft and the Bursar explained the details.</p> <p><u>Income</u></p> <p>5.2 The school's formula funding has decreased by 8.72% compared to financial year 2019-20. This is mainly due to a decrease in pupil numbers this year. However the Bursar explained she had double checked how the block grant was calculated and informed the committee that it was a complex formulae used by the local authority based not just on pupil numbers but also on calculations equivalent to the school's comparative deprivation, low attainment and number of children on free school meals as well. The Bursar stated that the formulae is changed each year so this may explain slight disparities between the amount the school received in block grant last year compared to this year - the amount was not just based solely on pupil numbers at the school.</p> <p>5.3 Income to the school was also anticipated to drop as a result of the reduction in premises lettings due to the Government imposed lockdown and economic recession after the Covid-19 pandemic. School Space have estimated the school may only make up to £13,000 for premises lettings this financial year 2020-21.</p> <p><u>Expenditure</u></p> <p>5.4 Budgetted expenditure for staff will be decreased by one teacher and one teaching assistant. One full-time teacher and one part-time teacher are leaving the school in August 2020 and will not be replaced. However as the remainder of the staff at the school will receive an annual increment on their salary the savings made by the reduction in posts will be cancelled out by the increase in costs to salaries. There is therefore very little change in teaching staff costs</p>	

this year.

5.5 The school had been given additional funds from London Borough of Camden that allows the school to keep on an agency staff worker who has been at the school for a long period. Funding received from Camden means that the school can continue to employ this person rather than bringing in a replacement who is new to the school.

5.6 The school currently pays into teacher absence insurance as well as maternity leave absence insurance and the school will be paid back for time off in excess of the 10-day threshold. The Bursar explained that this absence insurance is unlikely to cover staff who are not ill themselves but isolating from Covid-19 due to their own health vulnerability or isolating due to the health vulnerabilities of other vulnerable people they reside with in their homes.

5.7 The Bursar stated that the salary costs of all teaching assistants at the school had been placed under one budget code for this financial year - this has been to make the support staff budget structure easier to understand. There was some budget mis-coding last financial year.

5.8 The Bursar stated that she does not anticipate the school will need to pay any redundancy money or compensation this financial year.

5.9 The budget line for recruitment has been budgeted for as the school does not yet know whether or not there will need for recruitment of any new member of staff.

5.10 Question: Why has the amount of the payments to Camden Pension Scheme been increased by so much?

Answer:

This is as a result of a large deficit in the pension scheme at the local authority. Every year the amount the school pays into the pension scheme is set to rise due to this deficit - there is nothing the school can do about this.

5.11 The Bursar explained that the school does not have any newly qualified teachers at present and so the NQT budget line is empty for financial year 2020-21 (budget line E09-01).

5.12 The Headteacher stated that the school is currently paying into the Camden Continuing Professional Development programme for staff training and E27 is a budget line to pay for school improvement.

5.13 The Bursar stated that she had grouped all repairs and maintenance costs together in one budget line and would monitor the spending throughout the financial year in order to keep a close watch on costs and what needs doing. £6,000 has been budgeted for premises refurbishment for the coming financial year 2020-21.

5.14 The budget for utilities costs (budget lines E16-01 and E16-02) has been set cautiously as it is not clear what will happen in the year ahead. Sometimes the boilers breakdown unexpectedly during a cold time of year and the school relies on electric heaters for heating - increasing electricity bills for a short period. Therefore the school is being cautious when budgeting for utility costs.

5.15 School meals are cost neutral. If £25,000 is paid out for food over the coming financial year then the school should receive £25,000 in payments for

those meals. Free school meals (budget line E25-01) are kept on a different budget line to that for paid school meals (budget line E25-02).

5.16 Question: Why do the cost and income amounts for school meals not balance out at present?

Answer:

The school receives £2 per paid meal and this costs the school £2 to the catering contractor. Therefore the amounts should balance out at the end of the financial year. They do not balance out at present because we are currently in May 2020, during the first quarter of this financial year.

5.17 Question: What costs will be incurred for free school meals as a result of the Government imposed lockdown and very small number of children attending school at present?

Answer:

The school is expected to pay the catering contractor Caterlink for April, May, June and July 2020. This is so Caterlink can pay their staff. The Government has also advised that the school can still expect to receive its funding for free school meals - this funding will be based on the average number of free school meals and that would normally be given out during this time despite the current lack of pupil attendance at school due to the Government imposed lockdown. The school has an email in the possession of Bursar Kate Grant explaining this.

5.18 The Bursar stated that the school pays for insurance which is calculated on the number of pupils at the school. Therefore insurance payments have decreased this academic year because the school has less pupils on roll.

5.19 The Headteacher has allocated funding for curriculum resources. Some of what has been budgeted for is funding for the School Journey in financial year 2020-21 (budget line E19-14). However the Covid-19 coronavirus pandemic may result in the School Journey this year not taking place as the risks may be too high. This will depend on how the Covid-19 coronavirus pandemic situation and Government restrictions change over time.

5.20 The school will cautiously pay into the two school curriculums - Brighter Futures and the Academic Cognitive Excellence Curriculum.

5.21 Administration costs largely remain the same year after year and so these have been budgeted for again for this financial year 2020-21 (budget line E05-01).

5.22 Income and costs of Breakfast Club have been affected by the Covid-19 pandemic and Government lockdown - however these are tiny amounts in comparison to the rest of the school budget.

5.23 As Camden are planning to merge Carlton Primary School into a larger Rhyl Primary School at the end of next academic year the Bursar stated it is not anticipated that many families will be buying Carlton Primary School uniforms when the pupils return to the school after the lockdown ends. School uniform budget has therefore been reduced (budget line E24-05).

Capital

5.24 Question: Why are there two budget lines for Capital (budget lines CE02-01 and CE02-02) and what is the difference between these two budget lines

	<p>please? <u>Answer:</u> The school has £730,000 in Capital, but there is £23,000 that is carried over from the previous financial year that is also ring-fenced for Capital spending - Camden Financial Officer Joe Lynch from London Borough of Camden advised that this amount should be put into a separate budget line from the remainder of the Capital budget. The school could take the decision to allocate part of its £96,000 carryforward to Capital spending - this is why there is a separate budget line for this aside from the ring-fenced Capital spending budget line.</p> <p>5.25 <u>Question:</u> Why are there two budget lines for contingency (budget lines BO201 and BO202) and what is the difference between these two budget lines please? <u>Answer:</u> These budget lines are part of the Camden Budget Proforma spreadsheet and the school is unable to change these amounts.</p> <p>5.26 This completed the discussion, questions and answers from the committee on the School Budget that was presented. The Committee Chair then asked the committee if they would approve this School Budget. Committee members considered the matter. A secret ballot then took place where all members sent a secret ballot to the Clerk To Governors. The result was that the Resources And Finance Committee voted to approve this School Budget. ACTION: School Budget approved by the Resources And Finance Committee. Chair Of Governors to be informed.</p>	<p>Committee Chair / Clerk</p>
<p>6.</p>	<p>Update on the school premises</p>	
	<p>6.1 The Headteacher gave a premises report.</p> <p>6.2 The Headteacher reported that an asbestos check had taken place in the basement of the building. The school boiler had been serviced. The boiler can break down unexpectedly so it is serviced regularly to ensure it is always in good working order. There are also some small boilers in the School Kitchen that have been fixed - these were fixed as the temperature gauges were showing the wrong temperature. A refrigerator in the School Kitchen broke down and has been replaced.</p> <p>6.3 The Site Services Officer will erect the shelters in the school playground in preparation for pupils to return to the school when the Government imposed lockdown is over. The Headteacher stated that as the future of the school is currently unclear there are no plans to spend any large amounts of funds on the school premises during this financial year 2020-21.</p> <p>6.4 London Borough of Camden owes the school a number of payments for works the school has carried out on the premises. London Borough of Camden are the landlord of the premises.</p> <p>6.5 There were no questions and this ended the premises update.</p>	
<p>7.</p>	<p>How has the school moved on as a result of this meeting?</p>	
	<p>7.1 Governors stated the meeting had discussed and established what the school was doing during the coronavirus Covid-19 pandemic and lockdown. Governors learnt how pupils with free school meals are being supplied with their daily meal and the help the school has given to families in need. The</p>	

	governors also learned how the school has been in talks with Camden Borough officers and other headteachers to keep updated on good practice and advice during the pandemic and lockdown. Governors had also understood the school's financial situation and received and understood the School Budget. The School Budget had been approved by the committee.	
8.	Any other business	
	8.1 The governors placed on record their thanks to Bursar Kate Grant for her work preparing the School Budget. The Headteacher stated that Kate Grant had come to the school at a difficult time and worked quickly and carried out good work. She had worked on writing the draft school budget that she presented to the meeting today.	The Bursar
9.	Date and time of next meeting	
	9.1 It was noted that there were no other scheduled committee meetings during the summer term 2020. However the Committee Chair suggested that if there is further uncertainty or an issue then a further meeting will be arranged to take place before the end of this term. <u>ACTION:</u> A further committee meeting to be arranged if it is needed.	All committee members
10.	Confidential items	
	10.1 There were no confidential items. 10.2 The meeting then ended.	

The meeting ended at 12:51pm.

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

Print Name: _____ Date: _____