



CHESTER LE STREET CHURCH OF ENGLAND PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF THE GOVERNING BODY HELD VIA MICROSOFT TEAMS ON TUESDAY 21 SEPTEMBER 2021 AT 1.30PM

Present: Mrs B Wells (Chair), Ms R Butler (Headteacher) and Mrs A Vear

Also Present:

Mrs K Allison, Clerk to the Governing Body
Miss V Atkinson, School Business Manager

		ACTION
1	<p><u>Apologies for Absence</u></p> <p>Governors considered and accepted an apology for absence from Cllr T Smith due to annual leave.</p> <p>The Chair welcomed Miss Atkinson, School Business Manager, to the meeting.</p>	
2	<p><u>Declaration of Pecuniary and Other Interests</u></p> <p>There were no declarations of Interest.</p>	
3	<p><u>Minutes</u></p> <p>Minutes of the meeting held on 7 June 2021 were received and had been agreed at the Governing Body meeting held on 28 June 2021.</p> <p>There were no matters arising.</p>	
4	<p><u>Budget Update and School Business Manager's report</u></p> <p>The SBM was invited to present her report to Governors and the following areas were highlighted:</p> <p>Work on budget setting would take place following the October census to ensure accurate numbers.</p> <p>The following variances from the August budget statement were highlighted:</p>	

- The increase in spending in Teachers was mainly due to profiling. However, there were two teachers that were not budgeted for from 21/22 budget and payments of £4,189 and £1451 were made in April 21. These payments were not taken prior to the 31 March 2021 deadline and the school were not at fault.
- Supply would be re-assessed at the next meeting with the LA finance officer and would take into account changes in staffing.
- Admin underspend – this post was out to advert.
- Premises underspend – this was due to one caretaking post remaining unfilled. It was out to advert at the time of the meeting.
- Additional SEND funding of £21,964 had been received from the LA. Staff had already been appointed as this funding had been agreed. It was asked whether the amount received for SEND was as expected and it was confirmed that it was in line with estimates.
- A salary payment for April had been reclaimed.

Income had been received for two students from the University of Sunderland.

Lettings were starting again. New goalposts and markings had been provided and it is hoped that this would lead to lettings from local football teams. The Choir is return to the school for practices and gymnastics was due to restart. Zumba would not be returning.

Virement

A late resignation of a UPR teacher will require a virement from Teachers to Supply.

Pupil Premium funding had increased and funds would be vired into this heading

Capital statement

The overspend was due to investment in IT equipment. The School Business Manager would look at the possibility of virement from revenue IT budget to capital.

Breakfast Club income

Miss Atkinson provided details of projected income from breakfast club and after school.

An average of 15 at breakfast club and 10 first hour and 4 second hour for after school has a potential income of £17,452. Current staffing costs were £18,500 which would be a loss. It was anticipated that there would be an increase in uptake following return to a more normal period following Covid.

	<p>However, although it was currently running at a small loss, the offer was seen as an asset to prospective parents and it was anticipated that admission numbers would rise due to availability of extended provision. It was noted that pricing was not an issue as the availability of parents now working from home had been a reason for not using the club.</p> <p>Governors commented on the high level of staffing for breakfast club and this would be reviewed. It was asked whether staff were employed by Taylor Shaw and it was confirmed that they were employed by the school for this role.</p> <p>Nursery provision may result in an uplift in numbers moving forward. There would be a push on advertising for the nursery provision.</p> <p>It was noted that breakfast club was now held in the lower hall for safeguarding reasons.</p> <p>Recruitment</p> <p>The recruitment of an additional caretaker to the vacant post was discussed. There had been a shortage of applications and had gone back out to advert. A relief caretaker was currently in place and it was noted that there was no agency availability. A relief cleaning company is providing additional cleaning at present. It was suggested that local schools be approached to see if they have any capacity to help.</p> <p>It was also suggested that it should be on the school newsletter and social media.</p> <p>Miss Atkinson reported that the school was on track for a carry forward of £40,000 at the end on 2021/2022.</p>	
5	<p><u>Review of the outcomes of the Asset Register Stock Check</u></p> <p>This was currently being updated</p>	
6	<p><u>Approval of disposal of obsolete stock items</u></p> <p>It was noted that there was currently a review of ICT equipment within the school to see which items were still viable and fit for purpose.</p> <p>Obsolete devices would be wiped and sent to a charity.</p> <p>It was highlighted that the school was moving away from interactive white boards that were being replaced with promethean smart boards which offered more flexibility for staff.</p>	

	Details of disposals would be provided following the review.	
7	<p><u>School Financial Value Standard update</u></p> <p>It was noted that the SFVS was due to be submitted by 31 March 2022 and the School Business Manager gave an update on progress.</p> <p>Governors would return their Financial skills audit to the School Business Manager.</p>	
8	<p><u>Review and monitor SLA's</u></p> <p>Miss Atkinson was currently reviewing the SLAs with the Headteacher.</p> <p>Governors agreed that the SBM and Headteacher could withdraw from SLAs as necessary following their review.</p>	
9	<p><u>Advertising</u></p> <p>Governors discussed a clear advertising strategy moving forward. The Headteacher requested a £1000 advertising budget to promote the school with a view to increasing admissions.</p> <p>It was proposed to contact the communications team when the Ofsted report was available.</p> <p>Agreed action:</p> <p>A £1,000 advertising budget is available for promotion of the school and nursery.</p>	
10	<p><u>Building Work</u></p> <p>It was reported that this was ongoing. The Headteacher shared her disappointment at the lack of communication from the Local Authority regarding timelines and issues.</p> <p>The Headteacher informed Governors that the workmen had cut through a wire resulting in no electricity to parts of the building and no one had informed the school.</p> <p>Problems had been encountered with the lower building.</p> <p>There were concerns over the lack of interaction with the project team. There will be three years of substantial upheaval within the school.</p>	

	<p>The Headteacher highlighted her concerns that windows recently installed are opening at head height children and this is a health and safety issues.</p> <p>The Headteacher stated that she was thankful for the work but would like more consultation and communication moving forward.</p> <p>Quotes were being obtained for repainting red tiles with grey masonry paint.</p>	
11	<p><u>Nursery Provision</u></p> <p>It was proposed to host an Early Years open day after half term and to advertise sign up in January, two terms before start. Six had already signed up.</p> <p>It was highlighted that the offer from Selby Cottages was very different and advertising would be approached sensitively.</p>	

There being no further business the meeting closed at 2.29pm