



Winterbourne Nursery & Infant School

Part A Minutes of Finance & Resource Committee Meeting

Wednesday, 10 March 2021, 6.30pm via Zoom

Ms Patricia Salami (PS)	Chair FGB (Full Governing Body)	Present
Ms Ekta Sareen (ES)	LA Governor, Chair of Pay Committee	Present
Mrs Nafeesa Sufyan(NS)	Parent Governor	Present
Mr Michael Swadling (MS)	Co-opted Governor, ViceChair FGB	Present
Mr Paul Walker (PW)	Co-opt Governor	Present
Mrs Petra Wiggzell-Jones (PWJ)	Acting Headteacher	Present

In attendance:

Mrs Nadina Bedlow - Clerk

Mr Edwin Alugbue - School Business Manager (SBM)

AGENDA ITEM	MINUTES	ACTION NO:
	Welcome The meeting opened at 18:37 no apologies for absence were received, however the SBM was unable to join the meeting by Zoom and participated/ contributed via telephone with PWJ.	
	Quorum The meeting was declared quorate	
	Declaration of interest None declared.	
	Minutes of the meeting: Wednesday 4 November The Chair commented that the minutes had been rigorously reviewed and the Committee agreed that they were a true reflection of the meeting. The minutes will be saved with the Chair's electronic signature. Action - the Chair will send an electronic signature to the Clerk	1.

Budget Update 2020/2021

The budget update was presented in brief by PWJ and the Chair with the assistance of the SBM via telephone.

Q. On the administrative & clerical staff (E05) there is a big reduction/underspend, why is that?

A. There was a saving made due to previous SBM leaving in November. There is overspend in expectations on agency staff but an underspend on staff.

Q. Other occupancy costs (E18) indicates an overspend, does that have to do with the improvement works or something else?

A. All the overspend is due to Covid-19 related cleaning products and others resources to keep the children in bubbles.

Q. There was an additional spend of £10,000 under curriculum (E27) was that related to the cost of packs?

A. That is the result of having agency staff.

Q. Why would we need agency staff?

A. We have agency staff and NSA to cover absences that can't be covered internally.

MS commended the school saying that that given where the school was it has produced a good year with a surplus.

Budget Update 2020/2021

PWJ/EA confirmed that the deadline for submitting the budget for 2021-2022 is 1 May 2021. ES and SBM have met previously to review the budget and would like the draft budget sent to the Committee before the next meeting in June. It was agreed that the draft budget will be presented at the meeting of the Full Governing Board on Wednesday, 24 March 2021.

Action – Clerk to send draft budget to committee via email after the meeting.

Moving forward forecasts are healthy but has been based on pupil numbers decreasing. Pupil Admission Numbers (PAN) for the purposes of forecasting were advised by Diane Keogh (DK), Local Authority. PWJ will be meeting with DK to discuss forecasting based on maintaining or increasing PAN.

2.

PS wants the budget to reflect the directive given by the Board regarding increasing PAN. MS expressed concerns regarding PAN. He requested projections or a better indication of what may happen with pupil numbers based on progression through the school and other KPIs. MS happy to work with PWJ. PWJ would like to look at how numbers can be boosted.

There are the factual numbers and actions/impact that can change the numbers.

Action – Consider how PAN can be boosted – MS & PWJ

	<p>Audit action plan update ES praised the team for their work, noting there are still some outstanding actions and would like an update against:</p> <ol style="list-style-type: none"> 1. DBS - SBM has checked issues and put system in place 2. Employment status check – now in place and ongoing 3. Committee Meetings – All signed and dated 4. Benchmarking – Complete SBM and MS 5. Lettings – Under review <p>Q. Can we organise lettings? A. We could look at summer activities and see if there is any funding for Covid-19 activities.</p> <p>ES requested the inclusion of the pricing policy prior to publication. MS would like to progress the recommendation when there is a formal pricing structure. MS suggested letting could be reviewed on an individual short term basis whilst managing the response to Covid-19. ES agreed; on the condition, published rates can be updated if the pricing structure is increased at a later date. PS asked to see what local schools are charging and if their policies are on their websites.</p> <p>Action – Review local school lettings policies – PWJ&SBM</p> <p>Q. Is anything actionable against “Ongoing status checks”?</p>	4.
	<p>Income Generation</p> <p>a) Lettings Schedule As discussed in terms of the budget.</p> <p>b) Fundraising plans No update received.</p> <p>c) Grant funding (Covid-19)</p> <ol style="list-style-type: none"> 1. The school has only recently received catch-up funding. 2. A second order for laptops for children has been placed. 3. Thirty computers have been updated for loan. 4. The school received a donation of twenty notebooks. <p>In addition the school was awarded a £300 grant for science week. PWJ is looking at charities that are open for applications for reading books and is currently in the process of applying for a small books grant.</p> <p>Q. How much was the second instalment of Covid-19 funding? A. £18,000 for the year, £6,000 for the second instalment.</p>	

	<p>Policy Schedule It was noted that the School Epilepsy Policy requires updating. Action – PWJ & SBM to update School Epilepsy Policy.</p> <p>Q. Will this be taken to the full Governing Board? It would be helpful to know what is coming up for each committee or meeting. A. We only take them when they require updating.</p> <p>MS identified policies highlighted by date that required updating/approval before the end of the Spring Term:</p> <ol style="list-style-type: none"> 1. Access – F&R Committee June 2. Capability – F&R Committee June 3. Remote Learning - QoE 4. School Epilepsy – March FGB 5. Act of terrorism – March FGB 6. Whistle Blowing – July FGB 7. Control Management of Contractors – July FGB <p>Action – Discuss structure of Full Governing Board meeting held in March and inclusion of policy review – PS & PWJ</p>	<p>5.</p> <p>6.</p>
	<p>Premises, Health & Safety Capital Works & Maintenance Plan Update</p> <p>ES met with SBM week previous and confirmed that almost all Local Authority work has been completed including emergency lighting.</p> <p>Action – SBM to distribute Capital Works & Maintenance Plan Update post meeting.</p>	<p>7.</p>

	<p>Procurement & Spending Chair of Governors presented an update distributed prior to the meeting from a recent monitoring visit conducted in January 2021.</p> <p>The visit was conducted by a combination of virtual and personal meetings to review transactions. Recommendations in 3.2 and 4.7 are implemented and considered by the SBM and HT.</p> <p>Termly visits are in place to ensure that the plans the school has implemented meet requirements. PS reviewed seven transactions chosen at random. The focus of the report is: appropriate documentation for raising purchase orders, and due process for contracting individual suppliers. Governing Board approval is required for spend over £10,000.</p> <p>Recommendation 1: SBM to look into ways of improving the schools Experian credit score. The school needs to improve credit. Recommendation 2: Raising purchase orders and appropriate spend against them. SPO and finance officer needs to clarify the authorisation and approval process, the form must include dates and job titles and other relevant information. Recommendation 3: No staff should pay off a purchase order without amending the purchase order or updating the supporting paperwork. Recommendation 4: All invoices must be paid on time and paid in the required time especially at the end of the financial year so accruals can be made accurately. Recommendation 5: All transactions must have a corresponding purchase order. Recommendation 6: ?? Recommendation 7: Overtime forms must be amended for clarity.</p> <p>The school has not responded to recommendations 6&7. Action – PWJ to send updated responses to recommendations 6&7.</p> <p>Action – PS will circulate report to Committee to approve recommendations to be approved via email.</p> <p>PS will conduct an audit visit at a later date to assess the application of recommendations.</p> <p>NS left the meeting 19:41</p> <p>Q. Are there any items of £10,000 that require approval? A. No</p>	<p>8.</p> <p>9.</p>
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	<p>GDPR GDPR Audit Action Plan Update ES noted that an extensive list of actions was discussed at the last meeting, whilst not a mandatory requirement ES requested an update.</p> <ol style="list-style-type: none">1. Posters up2. Policies ongoing3. Photo consent from staff4. Most of the actions are completed and can be closed off, <p>Action – PWJ to update GDPR Audit Action Plan and distribute.</p>	<p>10.</p>
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School's Financial Value Standard (SFVS)

New model

MS presented the new model SFVS and the Committee discussed each item. It was noted that pupil roll could progress to "yes" and that Finance Governor details should be updated as occupation in Finance not Accountancy.

Q. Benchmarking of the Leadership Team Q16 note response was in part. Is there any benchmarking we can do now anyway?

A. In essence we could look for similar schools and conduct a bench mark.

PS strongly recommended benchmarking against similar schools to ensure that the Senior Leadership Team were adequately and appropriately resourced. ES advised benchmarking could be conducted easily against schools that are similar sizes, noting that software is required. PWJ could look at modelling and where SLT are best placed.

ES would like to answer yes – in row 48 Senior Leaders have been benchmarked.

The committee [agreed](#) to amend Q16 to "Yes".

The Committee noted that Q24 marked Outstanding pending information from SBM could be updated.

The Committee discussed the lack of spending on teaching resources. PWJ confirmed that the school is currently using a surplus of material but as that depletes and the deficit has reduced spend on resource will be reviewed.

Q. Has the grant for ICT has that impacted spend?

A. We do need to look at teaching resources, there is an awful lot in the school we are finding lots that haven't been used. We are slowly working through that.

Q. Has the fact that the school has contracted in size, caused a surplus of resources, hence lower spending?

A. Yes there was an overspend in previous years that hasn't been touched and we are working through that.

PS queried the rankings based on the percentage supply staff. PWJ explained that the school is not getting as much SEN funding in relation to the increase in SEN needs. PWJ confirmed that number of SEN pupils have increased which impacts the number of staff. The Committee also discussed the ratio of staff against SEN and FSM pupils. It noted that the SFVS benchmarks schools based on proportion of pupils that are FSM but makes no allowances for the proportion of pupils that require SEN support.

ES in capacity as Chair of the Finance & Resource Committee and the Committee [agreed](#) the SFVS subject to the above changes for ratification at the next Full Governing Board Meeting in March 2021. If earlier approval required

	Any Other Business (including items referred from the Governing Body or Quality of Education Committee) .	
	Review of Meeting	
	Date of Next meeting: 16/06/2021 For inclusion at next FGB: 1. Budget draft 2. SFVS 3. Policies	
	Part B Business	
	The meeting closed at 20:15	

Signed: _____ Print Name: _____

Chair of Governors

Action Points

Actions and Actions arising from Part A F&R Committee meeting – Wednesday, 10 March 2021

N	Action	By	Wh	Status
1	The Chair will send an electronic signature	ES	ASAP	Complete
2	Send draft budget to committee via email	Clerk	ASAP	Complete
3	Consider how PAN can be boosted	MS & PWJ	tbc	
4	Review local school lettings policies	PWJ & SBM	tbc	
5	Update School Epilepsy Policy	PWJ & SBM	tbc	
6	Discuss structure of Full Governing Board meeting held in March and inclusion of	PS & PWJ	tbc	Complete
7	Distribute Capital Works & Maintenance Plan Update post meeting	SBM	tbc	
8	Send updated responses to Monitoring Recommendations 6&7.	PWJ	tbc	
9	Circulate report to Committee to approve recommendations to be approved via email.	PS	n/a	Complete
10	Update GDPR Audit Action Plan and	PWJ	tbc	