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| <p>GOVERNING BODY OF WILBURY PRIMARY SCHOOL Wilbury Way, London, N18 1DE Telephone No: 020 8807 5335</p> <p><u>FINANCE AND PREMISES COMMITTEE</u> <u>1 February 2018</u></p> |  |
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MINUTES - PART 1

Membership:

Abdul Abdullahi
 Gary Christofi – Virtual Attendance (webex)
Natasha Fields
 Patricia Hanton
 Leon Levy – Chair
 Headteacher

italics denotes absence

Also attending:

Anu Chopra - School Business Manager
 Lisa Wise – Deputy Headteacher
 Caroline Clifford –Acting Deputy Headteacher
 Theresa Palmer – Minute and Advisory Clerk

1. **APOLOGIES**

An apology for absence was received from Ms Fields.

2. **DECLARATION OF INTEREST**

Governors were reminded that they should declare any interest relating to items on this agenda. None were made.

3. **MINUTES**

The Minutes of the meeting held on 2 November 2017 were agreed and signed by the Chair as a correct record.

4. MATTERS ARISING

School Meals (Minute No 4)

RECEIVED a School Meals Year Group Income Analysis Report produced by the School Business Manager (SBM), Ms Chopra, a copy of which is included in the Minute Book.

REPORTED that there had been minimal impact on income from the small increased cost of 15p for school meals.

NOTED that

- (a) the slight variation (£263 compared with £243 daily) in income represented a fall in take up of approximately 20 pupils since Spring 2017;
- (b) the drop in income also mirrored the fall in FSM eligibility;
- (c) in Year 3, 76 pupils had a school meal 16 of whom were FSM;

5. PREMISES

RECEIVED the Premises Report Spring 2018, a copy of which is included in the Minute Book

NOTED that

- (a) **it was questioned whether the School was insured against the recent vandalism to school property.** It was confirmed that an insurance claim had been submitted and a response awaited. The cost to make good on damage caused was £1100. It was anticipated that the School would receive £600 in lieu of the £500 excess.

The Police had been informed of the incident . On the recommendation of the insurance company and police the CCT had since been re located and lighting improved;

- (b) **it was questioned** whether staff were clear about the need to maintain personal safety when responding to incidents;

RESOLVED to clarify the safety practices of the Site Management Team.

ACTION: SBM

- (c) **the cost of replacing fire alarms was questioned.** It was explained that, Corporate Management had advised that the LA assumed

responsibility for work which cost in excess of a specific sum. An LA officer had attended the School to review quotes (£60,000) which had been received. It was agreed that the LA would assume project management responsibilities and that the school would fund management fees;

- (d) Governors observed that there was a full programme of planned works to be undertaken during the Easter and Summer holidays.

6. HEALTH AND SAFETY

RECEIVED the Health and Safety Report Spring term 2018, a copy of which is included in the Minute Book. The following arose through consideration of the Report.

Fire Drill

NOTED that

- (a) evacuation of the building for the recent Fire Drill was completed, without incident, in 2 minutes 50 seconds. Works to improve the bell alarm to create a discernible difference between Lock Down and Fire alarms had been implemented;
- (b) it was observed that other matters listed within the Report were routine tasks within the day to day management and maintenance of the structural fabric of the School.

7. FINANCE

- (a) Budget 2017-2018

RECEIVED the Third Quarterly Return, a copy of which is included in the Minute Book.

REPORTED that the projected carry forward balance as at 31 March was £223,487.00.

NOTED that

- (i) whilst the projected carry forward was less than the previous year's, which had been slightly in excess of £300,000, it was higher than anticipated. **It was questioned what had caused the reduction.** Governors were informed that the increased staffing costs (pensions and salary increases) had impacted on expenditure. However, several factors contributed to achieving a more favourable outturn budget surplus including:

predicting worst case scenarios, more effective budget management and price negotiations;

- (ii) the impact of the reduced Reception intake for September 2018 would not be realised until, 2018/19 as the budget share was based each year on the Autumn (October) Census Count. **It was asked by how much the budget would be reduced.** In response it was confirmed that the reduction would be approximately £150,000

RESOLVED to ratify the Quarter 3 Return and it be signed by the Chair and Headteacher and forwarded to the LA.

ACTION: MR LEVY, HEADTEACHER

(b) Expenditure

(i) Purchases over the Headteacher's Delegated Limit

NOTED that Governors' approval was sought to procure the services of Fresh Air Fitness at a cost of £15,000. This was over the Headteacher delegated limit. £10,000 funding had been secured through the Edmonton Community Partnership. Sport England would be approached to fund the remaining £5,000.

RESOLVED to ratify the procurement of Fresh Air Fitness.

(ii) Chair's Action

NOTED that there had been no urgent expenditure approved via Chair's action

(iii) Waiver of Contract Procedure Rules

NOTED that there had been no request for a Waiver of Contract Procedure Rules.

(iv) Virements

NOTED that there had been no proposed virements

(c) Funding for 2018/19

RECEIVED the

- 2018/19 Indicative Formula Allocation
 - Indicative School Formula Allocations 2018/19 summary comparison
- copies of which are included in the Minute Book.

NOTED that

- (i) the proposed budget share for 2018/19 was £3,700,241 of which £22,342 reflected de-delegated funds i.e. top slice by the LA to fund central services. Therefore, the actual budget share would be £3,677,900 (estimated budget £3,886,747). The budget share did not include other additional funding streams including: Early Years which in the previous year had been approximately £300,000;
- (ii) there was a reduction of 34 pupils across the school with 22 in Reception. This was reflected across the LA where there was a total of 500 vacancies in Reception classes. However, the final overall anticipated budget for 2018/19 was £3,980,000 which was slightly higher than worst case scenario predictions;
- (iii) there were no changes to the FSM budget share;
- (iv) a review of lettings was currently in progress. This included ongoing discussions with the EFA regarding use of the fields and potentially installing AstroTurf. Governors observed an increase of funds from lettings at £42,000 to date. £30,000 had been estimated in 2017/18 and again in the 2018/19 budget.

Governors commended Mrs Chopra for the clear budget reporting.

(c) Funding for 2018/19

NOTED

- (i) that the LA retained the authority to allocate budget share within specified parameters. Therefore it had been decided to allocate funding based on the deprivation index to mitigate any extreme losses and extreme gains. Consequently the School was down on its total budget share (1% budget increase);
- (ii) an email had been sent to Mr James Carrick, Assistant Director, Education, stating that the budget share was unjust given the drop in pupil numbers suffered by the School. The LA had been asked to inform the School of the number applicants who had listed Wilbury as their first choice for a place in Reception in 2018/19.

8. SERVICE LEVEL AGREEMENTS (SLAs)

(a) Existing SLAs

RECEIVED the List of SLAs 17/18, a copy of which is included in the Minute Book.

NOTED that list contained services previously amalgamated within the former REAMS contract (£25,000) and currently managed directly by the School under the management of the SBM.

It was questioned whether value for monies efficiencies could be achieved under the auspices of the proposed MAT. It was explained that there was unlikely to be changes in SLAs before September 2018. It was proposed, and agreed, that a review of contracts across all schools be undertaken to mitigate against any costs incurred through early exit for example reduction in use of school current franking machine resultant from an increase in email correspondence.

9. POLICIES

NOTED that there were no policies due to be reviewed.

10. LA REFERRAL - SPRING TERM 2018

Financial Management Briefing

NOTED

- (a) the information contained in the Financial Management Briefing;
- (b) that Wilbury School was one of 10 volunteer schools, in the initial tranche of schools, to be supported by a data protection analyst secured by the LA to ensure data compliance under the new GDPR (General Data Protection Regulation).

11. DATE OF NEXT MEETING

NOTED the date of the next meeting – 17 May 2018.