



# CHERRY LANE PRIMARY SCHOOL FINANCE & PERSONNEL COMMITTEE

Minutes of the meeting held on Tuesday 23 January 2018 at 10.00am at Cherry Lane School

## GOVERNORS

Amanda Bedborough	Staff Governor	PRESENT
Mary Davie	Co-opted Governor	PRESENT
Phil Haigh (CHAIR)	LA Governor	PRESENT
Carl Nielsen	Vice Chair of Governors	PRESENT
Elizabeth Summerville	Parent Governor	PRESENT
Steve Whitehouse	Headteacher (ex officio)	PRESENT
Hailey Winton	Parent Governor	APOLOGIES
Carole Wright	Co-opted Governor	PRESENT

## STAFF

Kate Boulter	Clerk	PRESENT
Susana Condron	Business Manager	PRESENT
Nicky Tranter	Deputy Headteacher	PRESENT

		ACTION
1.	<b>STANDING ITEMS</b>	
1.1	<p><b>INTRODUCTION &amp; APOLOGIES</b></p> <p>Apologies from Hailey Winton were accepted and recorded in the meeting attendance (above). It was noted that Natesh Basavaiah, Parent Governor, had resigned from the Governing Body.</p> <p>The Chair confirmed the meeting was quorate and could proceed to business.</p>	
1.2	<p><b>DECLARATIONS OF INTEREST</b></p> <p>PH declared that he had been invited to become a governor of Meadow High School.</p>	
1.3	<p><b>MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2017</b></p> <p>The minutes of the meeting held on 16 November 2017 were agreed as a correct record.</p>	

1.4	<p><b>MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD ON 16 NOVEMBER 2017</b></p> <p><u>1.4 - Catering contract</u> The contract had been signed. Discussions were ongoing with the catering company regarding the menus.</p> <p><u>1.4 - Decking</u> PH to write to Tom Murphy regarding who should pay for replacement decking.</p> <p><u>3.1 - Lockdown Procedure</u> PH to write to Dan Kennedy to seek a view on the LA's involvement in school lock down procedures.</p> <p><u>5 - Going cashless</u> SC was still in discussion with potential suppliers of cashless systems.</p>	<p><b>SW</b></p> <p><b>PH</b></p> <p><b>PH</b></p> <p><b>SC</b></p>
1.5	<p><b>NOTIFICATION OF ANY OTHER BUSINESS</b></p> <p>None.</p>	
2.	<p><b>FINANCE REPORTS</b></p>	
2. 1	<p><b>(a) FINANCE UPDATE 2017/18</b></p> <p>SC introduced the budget monitoring report and answered questions from governors:</p> <ul style="list-style-type: none"> <li>• The school had received around £30K additional top up funding, which had been transferred to cost centre 104 (Education Support Staff) to cover the additional staff required to meet the new EHCP plans. As a result of this, the cost centre was showing a surplus.</li> <li>• SRP (700) was showing an overspend, and a year end deficit of around £15K was forecast. The Committee <b>AGREED</b> that PH would write to Tom Murphy to inform him that the school may have an in-year budget deficit attributable to SRP overspend.</li> <li>• Energy costs (303) were over budget and there had been difficulty receiving correct invoices. Energy was supplied by Kent County Council through the LA procurement framework, and a number of schools had reported billing issues. The school was contracted to the supplier for another three years. Governors indicated that they would support an argument for early termination of the contract on the grounds of inefficiency, if the billing problems were not resolved.</li> <li>• Catering (505) was showing a current overspend of around £18K, however there was income to put through which would adjust this figure down. The Committee <b>AGREED</b> that a report on 2017/18 catering costs and uptake would be provided at the first meeting of the 2018/19 academic year.</li> <li>• The budget position appeared less optimistic than had been forecast at the start of the year, however income was awaited and the position would be clearer by the next meeting. Governors commented that schools were facing challenging times financially, and it was sensible to be cautious.</li> </ul> <p>The Committee <b>NOTED</b> the budget report.</p>	<p><b>PH</b></p> <p><b>SC</b></p>

	<p><b>(b) SCHOOLS FINANCIAL VALUE STANDARD (SFVS)</b></p> <p>The Committee <b>AGREED</b> the completed SFVS form for submission to the LA by 31 March 2018.</p> <p><b>(c) BEST VALUE STATEMENT 2018</b></p> <p>The Committee <b>AGREED</b> the Best Value Statement.</p> <p><b>(d) FINANCE POLICY</b></p> <p>The Committee <b>AGREED</b> the Finance Policy.</p>	<p><b>SC</b></p>
<p>2.2</p>	<p><b>PUPIL NUMBERS</b></p> <p>The pupil numbers confirmed in the spring census were:</p> <ul style="list-style-type: none"> <li>• Nursery - 70</li> <li>• Reception - 88</li> <li>• Year 1 - 79</li> <li>• Year 2 - 89</li> <li>• Year 3 - 90</li> <li>• Year 4 - 114</li> <li>• Year 5 - 94</li> <li>• Year 6 - 58</li> </ul> <p>In response to questions from governors it was confirmed that:</p> <ul style="list-style-type: none"> <li>• The nursery could take 90 children, including 16 attending for 30 hours. There was some feeling that the nursery did not have space for many more children than the current number.</li> <li>• Offers for nursery entry in September 2018 had not gone out yet.</li> <li>• The school continued to monitor demand for extended nursery hours. Parents had not indicated this was something they required at present.</li> <li>• Year 1 had vacancies despite Reception having been full the previous year. 10 pupils had left the school in-year. The Committee requested a report be produced for the FGB on pupil numbers lost and gained by year group, and the reasons where this was known.</li> <li>• It was noted that across the Borough there was an overall capacity of 12.2% in Reception.</li> </ul>	<p><b>SW</b></p>
<p>3.</p>	<p><b>PREMISES</b></p>	
<p>3.1</p>	<p><b>UPDATE FROM PREMISES COMMITTEE</b></p> <p><b>(a) LOCK DOWN PROCEDURE</b></p> <p>CN had investigated equipment required to implement the Lock Down Procedure. New door locks and key safes would cost in the region of £1,500. A new permanent alarm dedicated for lock down use would cost around £10K. The site was large, and it would be necessary to wire all buildings so that the alarm could be heard across the site. A secure area would need to be identified where pupils could be kept safe if an incident occurred when pupils were in the playground. PH would include an indication of costs in his letter to</p>	<p><b>PH</b></p>

	<p>Dan Kennedy regarding the LA's involvement in school lock down procedures. CN would explore the possibility of someone from Cherry Lane visiting a school in the Borough which had already implemented a Lock Down Procedure.</p> <p><b>(b) NEW BUILDING ISSUES</b></p> <p>CN reported that there had still been no action from the LA despite numerous attempts by the school to highlight the Governing Body's concerns regarding the new building. CN had amassed a substantial amount of evidence which indicated that there had been problems since construction, and that the LA should not have accepted handover of the building. It was <b>AGREED</b> that PH would write to Councillor Simmonds to request that the LA liaise with the contractor to resolve the problems as a matter of urgency, and inform him that the school would have to close the building if it was considered to be unsafe for users.</p> <p><b>(c) SUMMER CLUB</b></p> <p>The school had applied for a grant from the Hillingdon Learning Trust to run a summer club during the first two weeks of the summer holiday. £7.5K had been requested to run the club in 2018 and 2019. The decision would be known at the end of February.</p> <p><b>(d) SOLAR PANELS</b></p> <p>The LA had been asked to reimburse the school the cost of installing the additional panels. The Committee <b>AGREED</b> that the school should write to the LA requesting that either (i) the LA reimburse the cost of the additional panels; or (ii) the school receive the income from the panels.</p> <p><b>(e) CHILDREN'S CENTRE</b></p> <p>PH had met with the LA, which had acknowledged that rooms in the Children's Centre belonged to the school. The LA would continue to use the office for Schools HR OH, and could use the Round Room if booked in advance.</p> <p><b>(f) WIFI</b></p> <p>The current wifi speed was inadequate for the school's requirements and it was proposed that it be updated during the Easter holiday. A quote of £8,000 had been received from Aztec to update the system. Another quote would be obtained. The Committee <b>AGREED</b> to support the work proceeding, subject to the cost being equivalent or cheaper than the £8,000 already quoted.</p> <p><b>(g) TRIM TRAIL</b></p> <p>The trim trail had been completed and was proving very popular.</p>	<p><b>CN</b></p> <p><b>PH</b></p> <p><b>SC</b></p> <p><b>SC</b></p>
4.	<b>STAFFING</b>	
4.1	<p>SW reported that:</p> <ul style="list-style-type: none"> <li>• The school was anticipating having teacher vacancies to fill for September 2018. One teacher would be needed for Year 6 which would be expanding.</li> <li>• The school had been represented at the Brunel Recruitment Fair and this had resulted in a number of prospective teachers visiting the school for interviews. No adverts had been placed yet.</li> </ul>	

	<ul style="list-style-type: none"> <li>• One staff member had been absent due to illness for four weeks, and their work had been absorbed by existing permanent staff. Staff sickness absence was generally low.</li> <li>• Two LSAs had been employed through an agency to work with pupils requiring one to one support.</li> <li>• The SMT had discussed using TAs to initially cover teacher sickness. The TAs knew the school and could provide efficient and effective immediate cover until a supply teacher was in place. The TAs would be paid an enhanced rate on a casual contract for the days they provided cover. The Committee supported the school advertising for existing TAs to provide this cover.</li> </ul>	SW
5.	<p><b>ANY OTHER BUSINESS</b></p> <p>None.</p>	
6.	<p><b>DATE OF NEXT MEETING</b></p> <p>The next Finance &amp; Personnel Committee would be held on Thursday 22 March 2018 at 10am.</p>	<b>ALL</b>

The meeting closed at 11.40am.