



## Minutes of the Finance Committee Meeting (virtual)

held on Wednesday, 28<sup>th</sup> April 2021 at 8.45am

**Present:** Ben Sutton (Headteacher) Michael Noakes  
Diane Grayson (Chair) Matt Boxall from 8.56am  
Claire Neal (SBM)

**In Attendance:** Dawn Gledhill (Peripatetic Bursar)  
Samantha Vince (Clerk)

		Action									
1.	<b>Election of Committee Chair</b>  Mrs Grayson nominated herself to continue as Chair of the Finance committee. No other nominations were received. <b>Governors voted and elected Mrs Grayson to the position of Chair of the Finance committee.</b>										
2.	<b>Apologies for Absence and Declarations of Interest</b>  Apologies were received, with consent, from Pat Wilson and Claire Scott-South . There were no declarations of interest.										
3.	<b>Minutes of the Last Meeting 25<sup>th</sup> November 2020</b> - Previously Distributed.  The minutes were agreed as a true and accurate record of the meeting and were approved to be signed by the Chair.										
4.	<b>Action Points and Matters Arising</b> <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Add comment to the entries of pizza and tea and coffee fund on the School Fund to explain they supported staff well-being</td><td>Completed. The Chair noted that this type of spend should not be paid out of the School Fund as it was a Charitable Fund and was improper use of charitable monies. <b>Governors agreed this type of spending should not be paid from the School Fund from this point and that staff should pay for these items going forwards.</b></td></tr> <tr> <td>2.</td><td>Review the decision to allow the after school club to use the school playground as car parking</td><td>Completed. It was confirmed the license agreement had been re-written which omitted parking and the club had accepted it.</td></tr> </tbody> </table> <p><b>[Matt Boxall joined the meeting at 8.56am.]</b>  Matters arising:  None were raised.</p>		Action	Status	1.	Add comment to the entries of pizza and tea and coffee fund on the School Fund to explain they supported staff well-being	Completed. The Chair noted that this type of spend should not be paid out of the School Fund as it was a Charitable Fund and was improper use of charitable monies. <b>Governors agreed this type of spending should not be paid from the School Fund from this point and that staff should pay for these items going forwards.</b>	2.	Review the decision to allow the after school club to use the school playground as car parking	Completed. It was confirmed the license agreement had been re-written which omitted parking and the club had accepted it.	
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5.	<p><b>Budget Monitoring Report &amp; Start Budget Approval</b> - Previously Distributed.</p> <p><b><i>Budget Monitoring Report</i></b>  <i>The Chair noted that the report was very comprehensive and the notes provided were very useful. A governor asked what the £47,000 direct revenue financing was.</i>  The Peripatetic Bursar confirmed these were committed reserves and explained that at the end of last year, reserves was more than 8% so this £47,000 was committed for capital projects and in-house catering. She confirmed there was no restriction on carrying forward capital balances.</p> <p><b><i>Start Budget – previously distributed</i></b>  Questions were invited from the governors.</p> <p><i>The Chair noted the column headings were wrong in the second and third columns as they stated the wrong years. The Bursar was actioned to change these.</i></p> <p><i>A governor noted there was no pay inflation in current and future years and queried whether the Start Budget included salary incrementals for staff progressing up the scales.</i>  The Bursar confirmed there were some incrementals included, especially in the first year, but the school did not have many staff who weren't already at the top of their scales.</p> <p><i>A governor queried what had been included for incremental allowances for the Headteacher who would be towards the bottom of his scale, given he became a Headteacher last year.</i>  The Bursar confirmed an incremental allowance had not been included in the budget for 21-22 as it had to be agreed in the Autumn term and depended on performance.</p> <p><b>Governors suggested the assumption should be that things were going well and therefore based on a precautionary principle, the budget should pose a realistic picture. Therefore an incremental rise should be included for the Headteacher.</b></p> <p>The Bursar was actioned with including an incremental increase for 2021-22. She noted this would increase the forecast deficit and would also affect the committed reserves amount.</p> <p><i>Governors suggested school should consider what would happen if there was no increase in budget in future years where there was a forecast deficit but agreed the focus should be on planning for this next year.</i></p> <p><i>A governor queried what was included in the Additional grants for schools line under I18 and whether this included the additional catering grant.</i>  The Bursar confirmed this contained the Universal Family grant, the Catering grant, as well as Covid catch up funding. Also included was the P.E and Sports grant of £16,000 and £10 per pupil in years 1-6.</p> <p><b>Governors agreed to approve this Start Budget on the basis the agreed changes were made before submission.</b></p>	<p><b>Bursar</b></p> <p><b>Bursar</b></p>
6.	<p><b>Catering Update</b> - previously distributed</p> <p>Questions were invited by the School Business Manager (SBM).</p> <p><i>A governor queried what the additional equipment and staff costs related to.</i>  The SBM confirmed the majority of the costs in this section were as a result of increased costs relating to the impacts of Covid, such as having to purchase additional equipment to allow the school to serve meals in classrooms. £500 was also included for staff uniforms.</p> <p>The SBM confirmed numbers of children taking school meals had been affected by Covid and lockdowns but the figures were increasing now all of the children were back in school.  <i>The Chair congratulated the school on a successful implementation of the in-house catering.</i></p>	

7.	<p><b>Capital Plan</b> – previously distributed</p> <p>The School Business Manager (SBM) invited questions from the governors.</p> <p><i>A governor suggested the school should be forward thinking and investigate spending capital on items which would reduce costs in the future such as the boiler, new windows and automatic door closing.</i></p> <p>The SBM confirmed the boiler had been replaced fairly recently (in the past few years) but it had been faulty and had been running at full capacity for 24 hours a day, so once the replacement part had been fitted, costs should reduce. She also confirmed windows continued to be replaced this year and next which only left the windows in the Early Years unit to be replaced. The SBM also confirmed a lot of these works were being funded by the Council (CYC).</p> <p>The SBM stated that the school wished to use the £47,000 capital transfer to develop the front of the school and the playground due to the fractious relationship with the sports and social club across the road and because the large barked area became very muddy when it rained, with the bark needing replacing every year. Therefore the school wished to replace this with an artificial grass surface which was more aesthetically pleasing, provided better drainage and was nicer for the children to sit on. The MUGA surface would also be replaced at the same time which would reduce accidents and make it more aesthetically pleasing.</p> <p><i>A governor asked what plans were in place regarding the artificial grass in Early Years.</i></p> <p>The SBM confirmed there was a drainage issue which required fixing before this could be replaced and the school would investigate drainage grants and CYC funding for the drainage work as it was likely to be costly.</p>	
8.	<p><b>School Fund review</b> – previously distributed</p> <p>This item had already been discussed in item 4 and governors had no more comments.</p>	
9.	<p><b>Review of Voluntary Fund Account</b> – previously distributed</p> <p>This item had been included on the agenda in error and was a repeat of item 8, so governors agreed to ignore this item.</p>	
10.	<p><b>Proposals for how to spend the committed revenue balance of £40,000 in the budget</b></p> <p>The School Business Manager was asked to review what the proposals were for the £40,000 of committed revenue in the budget.</p> <p>The SBM confirmed this amount had now increased to approximately £90,000 following the 2020-21 outturn. Part of this would be allocated to kitchen replacement for when that was required but a sizeable amount would be left. Potentially the school could consider transferring some of this to capital and it was agreed that how best to deal with this remaining balance should be discussed and agreed at the next meeting.</p> <p><i>A governor asked what the position was with resurfacing the playground.</i></p> <p>The SBM confirmed this would be a very large cost. Governors agreed to raise this at the Premises committee to request an estimate for this, with a view to including the resurfacing in the school's plans. Governors also requested an update on this item at the next Finance committee meeting.</p> <p><i>A governor asked whether the area reception used was covered so it could be used in Winter and provided shade in the Summer.</i></p> <p>The SBM confirmed there was a covered area available and it was just the drainage and the new surfacing which were required in that area.</p> <p>Governors asked school to consider if there were any improvements they wished to make which the revenue balance could be used for, which they wouldn't be able to obtain CYC funding for.</p>	<p><b>Agenda</b></p> <p><b>Agenda – Prem &amp; Fin</b></p>

13.	<b>Policy Review</b>  There were no policies due for review at this meeting.	
12.	<b>Any Other Business</b>  No other business was raised.	
13.	<b>Dates and time of next meeting:</b> <b>7<sup>th</sup> July, 2021 at 8.45am</b>	

*The meeting closed at 9.24am*

**APPROVED AT THE DRINGHOUSES FINANCE COMMITTEE ON 7TH JULY 2021 – NO SIGNATURE DUE TO COVID RESTRICTIONS.**

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Mrs Diane Grayson (Chair)

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Date

**DRINGHOUSES PRIMARY SCHOOL**  
**Action Plan following the Meeting of the Finance Committee**  
**held on Wednesday, 28<sup>th</sup> April 2021**

Action	Item	Responsible	Timescale
1. Update the column headings on the Start Budget to show the correct years in the second and third columns.	5	Bursar	By 10 <sup>th</sup> May
2. Include an incremental increase for the Headteacher in the Start Budget for 2021-22	5	Bursar	By 10 <sup>th</sup> May

**Items for next FGB:**

None were raised.

**Items for next Finance Committee:**

- Discuss and agree how to deal with the committed revenue balance (which was now £90,000)
- Update on costs for re-surfacing the playground

**Items for other Committees:**

- Premises committee – request an estimate for re-surfacing the playground