



Minutes of the Finance Committee Meeting (virtual)

held on Wednesday, 7th July 2021 at 8.45am

Present: Ben Sutton (Headteacher) Michael Noakes
Diane Grayson (Chair) Matt Boxall
Pat Wilson Claire Neal (SBM)

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

		Action									
1.	Apologies for Absence and Declarations of Interest Apologies were received, with consent, from Claire Scott-South. There were no declarations of interest.										
2.	Minutes of the Last Meeting 28th April 2021 - Previously Distributed. The minutes were agreed as a true and accurate record of the meeting and were approved to be signed by the Chair.										
3.	Action Points and Matters Arising <table border="1"> <thead> <tr> <th></th><th>Action</th><th>Status</th></tr> </thead> <tbody> <tr> <td>1.</td><td>Update the column headings on the Start Budget to show the correct years in the second and third columns.</td><td>Completed.</td></tr> <tr> <td>2.</td><td>Include an incremental increase for the Headteacher in the Start Budget for 2021-22</td><td>Completed.</td></tr> </tbody> </table> <p>Matters arising: None were raised.</p>		Action	Status	1.	Update the column headings on the Start Budget to show the correct years in the second and third columns.	Completed.	2.	Include an incremental increase for the Headteacher in the Start Budget for 2021-22	Completed.	
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2.	Include an incremental increase for the Headteacher in the Start Budget for 2021-22	Completed.									
4.	Budget Monitoring Report review - Previously Distributed. Budget Monitoring Report <i>A governor queried why contributions for visits had reduced by £10,000.</i> The Bursar confirmed they did not know and the figures should have been the same as far as they were aware. The Bursar was asked to check the numbers and re-issue an amended report (if required). <i>A governor asked for clarity as to whether the school could confirm they would receive the £14,800 reimbursement quoted in the report.</i> The SBM confirmed the school would definitely be receiving this money back from the Council (CYC) as it was for expenditure on the new library. <i>A governor challenged whether it was optimistic to expect the school would receive all the expected revenue from catering this year.</i> The SBM confirmed it was difficult to say currently as they were in a period of transition as they	Bursar									

	<p>went back to serving meals in the hall, but take up was increasing month on month. It was noted however that a couple of bubbles had been out of school that month and there had been a reduced menu due to staffing. Having said that, there was a great menu in place for autumn and given the school planned a big push to get reception children engaged with school meals, it was anticipated income would not be far off the projected figures by the end of the year.</p> <p>A governor asked when visits would likely to happen during the year. It was confirmed they would occur during the year and that a large PGL visit happened last month but some of the costs of this were in last year's budget as they should have taken place last year. Some trips were being planned currently but costs were slightly higher due to the need to have bubbles on coaches.</p> <p><i>A governor noted there was an end of year deficit on revenue and asked if any more funding was expected to cover this loss.</i></p> <p>The SBM explained the school was definitely due to receive the £14,800 funding for the new library but this did not show as income yet as it hadn't been received so this would remove the deficit on the next monitoring report.</p>	
5.	<p>Catering Update - previously distributed</p> <p>Questions were invited by the School Business Manager (SBM).</p> <p><i>A governor asked why there was such a large difference in wages for the general kitchen assistant in April and May.</i></p> <p>It was considered it may be due to some kitchen assistants being coded as TAs as they had been used elsewhere in school or due to staff changes. However, the SBM agreed to investigate the reasons for this further with the Bursar and to confirm the figures were correct and to report back to governors via email.</p> <p><i>A governor asked whether the school intended to make a large profit on the catering and if they did, would they review the pricing.</i></p> <p>The SBM confirmed they could review pricing if a large profit was made but it wasn't expected to. It was also noted there was currently no expenditure against the Free School Meals funding included in the budget. The SBM also confirmed the school was investigating alternative suppliers to obtain the same quality ingredients at cheaper prices.</p>	SBM
6.	<p>Capital Plan – verbal update from the SBM</p> <p>Update on the costs for re-surfacing the playground</p> <p>The SBM confirmed she was in discussion with CYC regarding this and current estimates were quite high at approximately £25,000 for the 800 square metres they planned to re-surface. However there was a possibility that CYC may pay for this next year which was being progressed.</p> <p>The SBM also confirmed she was currently starting to investigate using sustainable energies in school, particularly in relation to installing solar panels on the roof. Community grants through a Solar for Schools company working with CYC were available which meant they could be installed for free.</p>	
7.	<p>Discuss and agree how to spend the committed revenue balance of £90,000 in the budget</p> <p>The School Business Manager was asked to review what the proposals were for the £90,000 of committed revenue in the budget.</p> <p>The SBM confirmed £33,000 had been allocated to be spent on resurfacing works around the playground with installation happening in the summer holidays. This would include bonded bark at the back of the MUGA along with artificial turf and the MUGA being resurfaced with artificial</p>	

	<p>sports turf.</p> <p>She also noted that if the school bought rather than rented solar panels, they could receive a larger return on their investment but it would cost the school £55,000. She noted she would continue to investigate the most profitable way to undertake this and would report back to a future meeting.</p> <p><i>A governor queried how vital it was for the playground to be re-surfaced.</i></p> <p>The SBM explained that the main issue was the pooling water on the playground due to poor drainage which needed to be rectified. This would become more of an issue when the entrance was also reconfigured. Given the drainage needed to be fixed, it made sense to re-surface the playground and add new markings at the same time.</p>	Agenda – Fin Comm
8.	<p>Policy Review</p> <p><u>Policies to be approved for Adoption</u></p> <p>a) Lettings (specifically review of the lettings rates and recommendation for approval, as requested by FGB)</p> <p>It was noted only the charges had been updated since governors last reviewed the policy. The chair of the Premises committee confirmed they had reviewed the updated charges in their last meeting and that they were in line with other schools. However a small fee had been added to bookings later at night to cover the costs of the caretaker having to lock up.</p> <p><i>Governors requested ‘Monday to Friday’ was removed from the notes in the charges for sundries table. They also asked the SBM to check that the charges were correct for commercial hire as they reduced for a carpeted area or playground but there was no reduction for community use. They also noted the % figures were not consistent.</i></p> <p><i>Governors noted the playground charges did not include use of toilets and queried whether they had to be available.</i></p> <p>The SBM confirmed this would be negotiated at the time of letting.</p> <p><i>A governor queried whether the school had had many requests for letting.</i></p> <p>The SBM confirmed there was only the after school club currently, with the brownies likely to return, but probably not the fitness class.</p> <p>Governors agreed to approve the Lettings policy on the basis the changes to the rates section were made and that the policy should be reviewed annually.</p> <p><u>Policies for Approval</u></p> <p>No policies were due for approval.</p>	SBM
9.	<p>Any Other Business</p> <p>No other business was raised. Governors thanked the Chair for her service as Chair of the Finance committee, given this was her last committee meeting.</p>	
10.	<p>Dates and time of next meeting:</p> <p>TBC – Autumn term at 8.45am</p>	

The meeting closed at 09:20am

APPROVED AT THE DRINGHOUSES RESOURCES COMMITTEE ON 24TH NOVEMBER 2021

Mrs Diane Grayson (Chair)

Date

DRINGHOUSES PRIMARY SCHOOL
Action Plan following the Meeting of the Finance Committee
held on Wednesday, 7th July 2021

Action		Item	Responsible	Timescale
1.	Review the contributions to visits figure and re-issue the report if it required amending	4	Bursar (DG)	By the end of term
2.	Investigate the difference in wages for the kitchen assistant between April and May and confirm to governors if the figures were correct and why there was such a difference	5	SBM (CN)	By the end of term
3.	Made the agreed changes to the rates section of the Lettings policy	8.	SBM (CN)	By the end of term

Items for next FGB:

None were raised.

Items for next Finance Committee:

- Update on the costings for buying or renting solar panels – SBM

Items for other Committees:

None were raised.