



Agreed Minutes of the meeting of the Whitchurch Primary School Finance & Resources Committee, held on Thursday 31.10.19 at 6.30pm

Present:

Peter Tenconi – Chair Finance & Resources (PT)
Neil Sherman (NS)
Manji Kara (MK)
Jatinkumar Patel (JP)
Kulabalasingham Sudhakar (KS)
Mina Parmar (MP)
Joanne Daswani – Head teacher (JD)
Josie Nathan – Finance Manager (JN)
Clerk: Seema Supeda

Apologies:

Gabriela Ahmadi-Asselemi (GA-A)

Supporting documents:

Minutes 21st March 2019
Terms of Reference (ToR)
Main Chart of Accounts as at 21/10/2019
Private Chart of Accounts as at 21/10/2019
WPS Anti-Fraud, Corruption and Bribery Policy - new
WPS Gifts and Hospitality Policy - new
WPS Pupil Premium Strategic Plan 2019

Meeting opened at 6.36pm

	Action	Due
1. Welcome, apologies and consent for absence Apologies were received and accepted from: Gabriela Ahmadi-Assalemi		
2. Declaration of any conflicts of interests/Update of Register of Pecuniary interests/Reminder of the need for confidentiality No interests were declared		
3. Arrangement of Agenda The meeting followed the agenda. Pupil Premium Strategic Plan 2019 to be covered in AOB		



<p>4. Minutes of previous meeting</p> <p>There are no minutes available for the Budget setting meeting on 16th May 2019, and if located or noted at a later date, there is no one to ratify that these are correct. Instead the last available minutes, dated 21st March 2019 were checked. These had already been signed and dated by the Chair at the time, Mehul Shah, 25/05/2019.</p>		
<p>5. Matters arising</p> <p><u>Coding Club</u> Brinderjit Singh, Network Manager, left in May and there is no Coding Club currently being run. Q: Is it going to be reinstated? There has been no interest from staff to take on this club, although it was very popular and oversubscribed Action: JD to decide whether to continue with the club</p> <p><u>School Trips Uptake</u> This was an action for JN, JN advised she is no position to reply to this as it is outside her remit. JD advised parents are hesitant, overnight trips are introduced in yr4 for one night and yr5 for 2 nights although costs are kept as low as possible.</p> <p><u>CCTV + Premises report</u> Complete, and all items in red on the Premises report are complete for this budget.</p> <p><u>Flower Bed</u> It is not viable to remove the flower beds to increase playground space as the school is built on a swamp. No further action necessary</p> <p><u>Premises Update</u> Schedule of works Action: JD to obtain plan from the Site Manager, Andrew Henry. To be added to Agenda for next meeting.</p> <p><u>Budget Meeting Action</u> 2019/2020 Budget was not approved by the Governing Body.</p> <p><u>ICT</u> Q: How does the school manage software licenses and how much is spent/due to be spent? When JD took on the Headteacher position, the school spent £45k. This has been reduced by a significant percentage as there are many resources available on LGfL. The school is back up to a £40k spend in JD's absence – this expenditure was compared to a full time teaching staff salary. There are a lot of free resources available which can be explored.</p>	<p>JD</p> <p>JD</p>	<p>18/03/2020</p>



<p>Q: Who looks after IT provision within the school? The school uses WiBird, however they are fully technical, the school no longer employs a Network Manager.</p> <p>Action: JD to revisit school software packages with the ICT team – to include, with an agenda item for the next meeting:</p> <ul style="list-style-type: none"> i. A summary of software costs ii. Software audit iii. Licenses paid + look at other zero-cost options available 	<p>JD</p>	<p>18/03/2020</p>
<p>6. Terms of Reference (ToR)</p> <p>Q: Resources Committee ToR point 6 – why have only 2 policies been picked out (namely: Remissions Policy and Expenses Policy)? The process to change the ToR needs to go to the Full GB, with the decision then to be ratified and sent to the correct committee.</p> <p>Panel: Point 9 to be amended with the removal of text: <i>as far as possible</i>. It should read: ‘To ensure that Health and Safety issues are fully addressed.’</p> <p>The word <i>sustainable</i> to be added to point 2 to read: ‘To establish and maintain an up to date sustainable 3 year financial plan.’</p> <p>The wording of the final point (point 13) should be amended to read: ‘Additional relevant items which the Governing Body needs to include in the discharge of their duty.’</p> <p>Consistency in terms used. GB should be used for the Governing Body instead of gb.</p> <p>There was clarification on point 4 of the Standards Committee ToR, with Judicium being named as the School Improvement Partner.</p> <p>Q: Does point 5 in the Standards Committee ToR relate to Link Governors? Yes.</p> <p>Action: Remove point 6 from Resources Committee ToR and use wording for point 6 in Standards Committee ToR instead.</p> <p>An inconsistency was noted in the Pay Panel ToR whereby the policy states a committee of two Governors + external advisors whereas another policy states a minimum of three Governors is required.</p> <p>Action: JD to look through Appraisal Policy and Pay Policy to see if they match</p> <p>Q: Whose responsibility it is to review and update policies? The Clerk’s job description states it is the responsibility of the Clerk. The school also uses a tracker to notify when policies need updating.</p>	<p>SS</p> <p>JD</p>	
<p>7. Finance review/update</p> <p>a) Action items from the Governors meeting</p> <p>It was highlighted that there is serious cause for concern with regards to statutory regulations and policies not being followed previously. There should be accountability for this.</p>		



<p>Action: JD to forward a copy of the internal audit, timeline and responses to the Governing Body</p> <p>JD has received brief feedback from Brian Hubbard, auditor. The audit was increased from 2 days to 3 days. He took files away with him and has been in liaison with Susan Dixon at Harrow Council to Quality Assure his report. This will then be sent to JD. The Governing Body are then to decide on the next steps.</p> <p>The estimated timeline for report is 7th November.</p> <p>There are causes for concern with regards to</p> <ol style="list-style-type: none"> i. 2018/2019 Performance Management ii. Paying more than 1 TLR which is illegal according to regulations <p>Q: Has the additional TLR been terminated? Immediately upon JD's return, the total TLR was £11.5k.</p> <p>Panel: Discussion regarding TLR, what is/is not allowed and how TLRs work in maintained schools</p> <p>A HLTA was awarded an Unqualified Teacher rate which was a breach of regulations unless the employee was undertaking a course – it was noted that this action is against Pay Policy.</p> <p>An Assistant Head received 2 incremental increases during the single performance cycle – the Pay Policy performance period is 12 months.</p> <p>Internal Audit to be involved if substantial gains from policies are not adhered to. A member of staff also received 3 incremental points which is unheard of.</p> <p>Q: This should be investigated: Who approved, when, why, was there a Pay Committee meeting, an appraisal report for recommendations, minutes? There are no minutes to support the pay increases. This GB will stick rigidly to support policies and regulations.</p> <p>b) Strategy for resolving deficit budget</p> <p>Q: What is the strategy is for resolving the deficit budget? Overtime has been reduced with TA's and Premises staff. There was a misunderstanding that overtime is taken from a separate pot of money however it actually comes from the staffing budget. JD held a separate meeting with TA's to explain this, they understood the reasons to reduce overtime.</p> <p>The short term action is reduced overtime, long term is restructuring the SLT.</p> <p>Q: Is overtime is covered in the Policy? There is no policy for overtime, overtime is given on an ad-hoc basis.</p> <p>Q: Were the Acting Headteachers delegations were changed? Delegations were not changed, should be done yearly. NS: Advised it is the responsibility of the Full Governing Body to ensure delegations are in place – assured JN that it is not her fault the delegations have not been completed correctly.</p> <p>Q: Why is there such high unspent funds? It is an amalgamation of money from different areas over the years.</p> <p>Action JD: Document how/when overtime is paid</p>	<p>JD</p>	
	<p>JD</p>	



<p>Action JD: Comparisons of SLT structure of other 4 form entry schools, ready for next FGB or committee if delegated.</p> <p>Panel discussion regarding the main account, Academic Year compared to Financial Year, and how the Chart of Accounts works. Lettings income has increased significantly, 18/19 was £45k total, 19/20 £12-13k so far. Q: Is the school at full capacity for lettings? Yes Virements are to be minuted before the event, if urgent (i.e. required before the next meeting takes place), then the virement can take place but should be followed up at the next meeting and documented accordingly. Agreed: PT to sign off spends above Head teachers delegation limit of £5k. Panel discussion with regards to the private Chart of Accounts. Q: Do parents pay for school trips? Yes – voluntary payment of cost plus ParentPay fee. It was explained that ‘delegated building maintenance’ is via Harrow SLA commitment, ‘building maintenance’ is regular maintenance required, sliding doors etc. Action: JN to check the Scheme for Finances which covers everything that the LA is legally obliged to pay for.</p>	<p>JD</p> <p>JN</p>	<p>12/02/2020</p>
<p>8. Health and Safety update</p> <p>There is a smell from the drain of a Yr6 classroom. The sewers have been found to have nests of rats caused by builders not replacing a cap on the drain. There has been a temporary repair and sewers are to be flushed. Q: What is KeepMoat's warranty? There has been no response from KeepMoat. Tanks have been cleaned, treated and had their annual service. High pressure valve (fire hydrant) has been serviced and tested. Some core point fire alarms are not heard, for example in the staff room. Harrow Council to investigate on 9th November 2019. Q: How often are fire drills carried out? Once every half term. A lockdown drill has also been planned for next week. Soffits and fascias are rotting – Harrow Council to investigate.</p>		
<p>9. AOB</p> <p>Pupil Premium Strategic Plan 2019</p> <p>Barriers are Maths and English. There are the highest levels of persistent absence in EYFS and KS1. Agreed: Report to go onto the school website.</p> <p>WPS Anti-Fraud, Corruption and Bribery Policy</p> <p>Policy agreed</p> <p>WPS Gifts and Hospitality Policy</p> <p>A discussion was held regarding gifts to teaching staff from parents.</p>		



<p>Agreed: According to the Policy, any gifts above £30 need to be declared, line manager to record. Policy was agreed.</p> <p>All policies should have the document control and review date incorporated into the front cover. Action: SS to add this to all policies</p> <p>Harrow Schools Counselling Partnership</p> <p>The school has bought into the service in 18/19, counselling service for staff, parents and children. A total of £24k has been committed over 3 years and is covered in the budget.</p>	SS	
<p>10. Date of next meeting</p> <p>The next meeting date has changed, it will now be held on 18th March 2020, 6.30pm.</p>		
<p>Part 2 Agenda</p> <p>N/A</p>		

Meeting closed at 8.18pm