



Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Finance and Resources Committee, held on 13th January 2021 at 6.30pm

Present



Co-opted Peter Tenconi, committee Chair (PT)
Neil Sherman (NS)
Peter Brook (PB)
Parent Governor Deepa Samani (DS)
Headteacher Joanne Daswani (JD)
In attendance Josie Nathan, Finance Manager (JN)

Clerk Seema Supeda (SS)

Apologies Manji Kara, Kulabalasingham Sudhakar

Supporting documents

Draft minutes: 11th November 2020
Finance Review 13th January 2021
Chart of Accounts Main
Chart of Accounts Private
Headteachers Report
SFVS

 – indicates action
 – indicates question/challenge

Meeting opened at 6.30pm

	Action	Due
1. Welcome, apologies and consent for absence Manji Kara, Kulabalasingham Sudhakar		
2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality. None declared		
3. Arrangement of Agenda The order of the agenda was agreed.		
4. Minutes (11th November 2020) & matters arising The minutes of the meeting on 11/11/2020 were agreed as an accurate record of proceedings to be signed, dated and filed accordingly	SS	ASAP
<u>4i. IT infrastructure proposal with rationale and cost analysis</u> Action: This action is to be rolled forward due to the current focus on the online learning provision, and further lockdown.	JD	3 rd March 2020
<u>4ii. SLA package</u> Action: This action is to be rolled forward due to ongoing changes and updates from the Local Authority, who may not be continuing with some	JN	3 rd March 2020



services.		
<p>5. Chart of Accounts (JN)</p> <p><u>Main account</u> What is the reason for cost centre S150 (Service Level Agreements) going over budget? The Finance Manager advised this cost centre usually covers annual services via the Local Authority. There have been increased legal costs which have gone over the £1000 that was budgeted. Cost centre A302 (Welfare/Teaching Asst) is also over budget. It was explained that A302 and A303 (SEN Costs) should be looked at together. When combined at the end of the financial year, these figures will balance.</p> <p><u>Private account</u> The Finance Manager reported refunds have been processed to parents for cancelled school trips during lockdown in academic year 2019/2020. Parents have already received their refunds through the Main account, this cost has now been transferred to the Private account. Is the Private account also kept in FMS (Financial Management Software)? Yes, this account is audited annually by the Local Authority FMS team.</p>		
<p>6. Headteachers report</p> <p><u>Covid19 related issues</u></p> <p>i. Devices and internet access The Headteacher reported the School has received 21 devices from the DfE, which have been issued to 21 families. The School has applied for further laptops to support those families with 2 or more siblings and not enough devices. Some laptops and other devices have kindly been donated by parents which are being configured. Pupils from disadvantaged backgrounds have also been provided with the opportunity to attend school. A family is being supported with the procurement of internet access through BT.</p> <p>ii. Free School Meals The School continues to offer Wonde vouchers to those families who are eligible, until the government scheme (Edenred) becomes active on 18th January 2021. The scheme will run until 12th February however the Headteacher recommended to the Governing Body that the provision is extended over February half term, to the 73 pupils that currently qualify for Free School Meals. Week 1 Wonde vouchers: 56 pupils x £15 = £840 Week 2 Wonde vouchers: 54 pupils x £15 = £810</p> <p>iii. Lettings External lettings and after school clubs have been cancelled until further notice. The breakfast and after-school club, Fun Development, are looking to restart the provision in the week commencing 18th January</p>		



2021. They are currently reviewing the cost implications against the number of interested parents.

2. Premises update

The Headteacher advised Governors the repair work on the fasciae has started, contractors will be working on a staged programme. The Local Authority have agreed to absorb the costs.

The School has received notification that the Local Authority will address the flooding at the Marsh Lane gates.

The third stage of the external lighting project loan application has been agreed by the Local Authority.

3. Staffing

New staff:

- Miriam Selby (year 5 teacher), replacing Saffiyah Chentouf
- Funmi Lewis-Omoh (welfare), replacing Catherine Buckland
- Tehillah Briscoe – Teaching Assistant
- Halala Hamad – Teaching Assistant

Leavers:

- Mrs Toral Patel is no longer employed by Whitchurch Primary School & Nursery.

4. Public sector pay freeze

The Headteacher reported the government has announced a pay freeze for public sector employees, there shall be no pay rises for staff earning greater than £24000. The School Teachers' Pay and Conditions Document (STPCD) for September 2020 still applies, however there will not be another in 2021. Budget projections for 2021 will be affected, but will not affect the budget for the next academic year.

Amendments to be made to the 21/22 budget with regard to any in-built pay increases from September 2021 that will no longer take place.

It was highlighted that this does not apply to Performance Management uplifts, teachers' pay can still be increased based on performance up to the maximum end of their pay-scale. The salaries that correspond to these scales will not increase in 2021.

Non-teaching staff shall receive their automatic increase if they are not at the top of their pay-scale.

Agreed: The recommendation by the Headteacher to provide Free School Meal vouchers over the February half term was **agreed**.

Did the School request the devices received from the DfE?

The School has received 21 laptops from the DfE, as requested. Another request for further devices has been made. The School is currently short of 6 devices.

A Governor advised the Business2School initiative has been very successful in the procurement of devices. The HT confirmed that WPS had registered an interest.



<p>Approval was sought from the Finance Committee for the staffing restructure to go ahead. Proposal: The Headteacher sought approval from the GB to implement the restructure in accordance with the Proposal for the restructure of the SLT document. Stage 1: Recruit Assistant Headteacher for years 1, 2 and 3 (internal) Stage 2: Recruit year group leaders (internal) Concurrent: Reassessment of administrative roles by Local Authority. Action: Report back on the implementation of the restructure at the next meeting of the Full Governing Body. Will this be open recruitment? This will be open recruitment; all posts to be considered internally via advertisement and interview. Agreed: The approval to implement the restructure was agreed unanimously by Governors.</p>	<p>JD</p>	<p>10th February 2021</p>
<p>7. SFVS (Schools Financial Value Standard)</p> <p>The Finance Manager has received notification from the Audit Team that there is no requirement for SFVS submission this year due to Covid19 and recurrent lockdowns. The Chair advised the best practice would be to submit the document to prove that constant review has taken place throughout the year. The Finance Manager explained the SFVS document to new Governors, how it is monitored and reviewed by Governors and that it is a standing agenda item for every meeting of the Finance and Resources Committee.</p> <p>Q23 – the evidence should be the minutes of this meeting. Action: Enter dates of the meeting. Q24 - All staff members are asked to declare interests annually; this information is then record on a Register of Interests. This is also a standing agenda item for Governor meetings. Action: Add segregation of duties Q25: Add Anti-fraud, corruption & bribery Policy Action: Add Anti-fraud, corruption & bribery Policy</p> <p>Agreed: Section F of the SFVS was agreed pending actions.</p> <p>Action: The SFVS requires sign off at the next meeting of the Finance and Resources Committee, to be added to agenda.</p> <p>The School submitted a voluntary audit of the Private fund for 2019/2020. FMS team reviewed the accounts and returned with a comment in relation to the treatment of VAT on the purchase of library wallets and stationery club expenditure. The School runs a stationery shop selling various items of stationery and library wallets to pupils at cost price. No profit is made from the sales of these goods. The input VAT on the cost of these items is currently being reclaimed by the Main account and cost charged to the Private account. FMS Team are of the view that the school is trading and therefore VAT should be charged on the sale of the items sold. Alternatively, instead of charging output VAT on the sales, the input VAT could be restricted.</p>	<p>JN JN JN SS</p>	<p>3rd March 2021 3rd March 2021 3rd March 2021 3rd March 2021</p>



<p>The Finance Manager's view is that there is a position that can be taken which would allow for the reclaim of VAT under existing VAT guidance. However, there is a risk that this could be challenged by HMRC and not accepted. Should the school be unsuccessful in its claim, the VAT claimed would have to be repaid and could be subject to interest and penalties. In 2019/2020, the net amount spent on Stationery was approximately £1200, the VAT in question is therefore £300.</p> <p>The Chair advised the Local Authority has legal oversight of the budget. Action: Contact Local Authority to confirm whether there are any repercussions to the School taking a difference stance to their own.</p>	<p>JN</p>	<p>3rd March 2021</p>
<p>8. AOB</p> <p><u>8i. Virements</u></p> <p>The Finance Manager explained virements for the benefit of new Governors, the movement of money between cost centres and why Governors must have oversight of this process. Is the reason for each virement noted anywhere?</p> <p>The reason is always documented on the paperwork that is filed with each virement.</p> <p>Virement: Transfer of funds from A000 (Contingency) to S130 Prof Fees Non-Curriculum to allow payment of an invoice. The virement was approved.</p> <p>The Headteacher sought advice from the Finance Committee surrounding the status of the Friends of Whitchurch (FoW) as a charitable body. It was noted that Friends of Whitchurch is an entirely separate body from the School. The HT has been informed by parents that FoW has recently lost its charity status. The Headteacher has received correspondence from parents asking to clarify the status of FoW and what has happened to the donated funds. The FoW Chair has not been forthcoming with information so far and there has been a high turnover of volunteers, including a new treasurer. The HT has emailed the Chair of FOW asking her to write to parents and clarify the situation, with no response forthcoming to date. Action: Contact Finance department at Local Authority on behalf of the Governing Body to seek further information and possibly legal advice. A Governor advised there should be a clear definition of what the entity is, how it operates and its relationship to the School (constitution).</p>	<p>SS</p>	<p>3rd March 2021</p>
<p>Dates of next meeting</p> <p>27th January 2021: Standards & Achievement 10th February 2021: Full Governing Body 3rd March 2021: Finance & Resources</p>		

Meeting ended at 7.16pm

Actions Log

Action:	For:	To be completed by:
Minutes dated 11/11/2020 to be signed, dated and filed accordingly.	SS	ASAP



IT infrastructure proposal with rationale and cost analysis	JD	3 rd March 2021
This action is to be rolled forward due to ongoing changes and updates from the Local Authority, who may not be continuing with some services.	JN	3 rd March 2021
Report back on the implementation of the restructure at the next meeting of the Full Governing Body.	JD	10 th February 2021
SFVS Q23: Enter dates of the meeting.	JN	3 rd March 2021
SFVS Q24: Add segregation of duties	JN	3 rd March 2021
SFVS: Q25: Add Anti-fraud, corruption & bribery Policy	JN	3 rd March 2021
Add SFVS sign-off to next meeting agenda	SS	3 rd March 2021
Contact Local Authority to confirm whether there are any repercussions to the School taking a difference stance to their own	JN	3 rd March 2021
Contact Finance department at Local Authority on behalf of the Governing Body to seek further information and possibly legal advice	SS	3 rd March 2021