

## Agreed Minutes of the meeting of the Whitchurch Primary School Finance & Resources Committee, held on 30<sup>th</sup> April 2020 at 2.30pm

(It was necessary for this meeting to take place via video-conference using Skype due to Covid19 school closure)

**Present:**

Peter Tenconi – Committee Chair, co-opted  
 Neil Sherman, co-opted  
 Manji Kara, LA  
 Mina Parmar, co-opted  
 Jatinkumar Patel, Associate  
 Joanne Daswani, Headteacher  
 In attendance: Josie Nathan

**Apologies:**

None

**Supporting documents:**

Agenda  
 Minutes for meeting held on 30<sup>th</sup> April 2020  
 Budget 20/21  
 SLA Buy Back 20/21

– denotes action  
 – denotes question

*Meeting opened at 2.41pm*

	Action	Due
<b>1. Welcome, apologies and consent for absence</b>  There were no apologies to record, all members of the committee were present.		
<b>2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality</b>  None		
<b>3. Arrangement of Agenda</b>  It was agreed the meeting would follow the Agenda. The meeting was quorate as defined by the Committees Terms of Reference.		
<b>4. Approval of Minutes and matters arising from the meeting held on 8<sup>th</sup> April 2020</b>  The minutes of the meeting on 8/04/2020 were agreed as an accurate record of proceedings, however could not be signed and dated due to the meeting being held by video conference. <span style="background-color: #FF00FF;">Action: Minutes to be signed when Governors are able to meet again in person.</span>	SS	



<p><u>5i. Updated Committee Terms of Reference</u> The Committee Terms of Reference were agreed <b>Action: To add to school website</b></p> <p><u>5ii. Air-conditioning maintenance and running costs</u> JN has been in touch with Electro Mechanical Solutions to find out more information about the air-conditioning units. JN shared with the Governors the information she received:</p> <ul style="list-style-type: none"> <li>- The lifespan of the units depends heavily on their usage.</li> <li>- The units come with a 10-year warranty, subject to the maintenance contract which the School has purchased.</li> <li>- The difference in running costs when comparing inverter driven units to fixed run units of a similar specification is outlined as: Inverter driven units: £272 per year – this is the preferred option Fixed speed units: £886 per year Therefore, showing a ~£600 saving in running costs.</li> <li>- The projected running cost over 10 years is £2718.00</li> </ul> <p>There was no comparison available for the current air-conditioning units which have been installed in Phase 1. <b>Is there a risk that the School will be unable to afford the running costs in the long term?</b> There doesn't seem to be a high risk associated with the running costs of installing the air conditioning units as the costs are reason and can be absorbed by the budget as part of the overall running costs of the building. The air-conditioning units also have a heating function which eliminates the need for using the heaters during the colder months. An annual service will be included as part of the Maintenance contract, which costs £850.00 a year. <b>Does the 10-year warranty include parts and labour?</b> It seems to only include the parts; the maintenance contract should include labour. <b>Action: Check maintenance contract</b></p> <p><u>5iii. Procurement update</u> JN informed the Governors about the what the requirements were in terms of procurement in relation to the Cleaning contract following clarification from the Harrow procurement team: The requirement for a full tender depends on the value of the contract proposed per year, over 3 years. If the value falls under the EU threshold (currently £189k), there is no need for a full procurement process and instead the school can make a direct award to a contractor with a waiver which needs to be carried in in accordance with the school's financial policy. A waiver is possible in this instance as LBH did not provide the school with sufficient notice about their change in provision. During the final year of the contract, or towards the end if it is 1-year contract, a full tender needs to be completed for the next contract to begin. JN made the proposal to update all quotes with the latest price once lockdown is lifted and normal service resumes and to appoint a cleaning contractor directly applying a waiver. The school would ask LBH Legal to</p>	<p>SS</p> <p>JN</p>	<p>Next meeting</p>
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<p>review any contract proposed and will also inform Harrow Procurement of its intentions.</p> <p><b>Does the School buy into LBH Legal services?</b> Yes, the School has signed up to buy 10 hours of legal time, but this can be increased when necessary.</p> <p><b>Why does the SLA show a £0 amount for cleaning?</b> The School wasn't going to buy into the LBH Cleaning contract as the plan was to appoint a new contractor, however since Covid19 has happened, the cleaning contract has been temporarily extended by Harrow.</p>		
<p><b>6. Budget</b></p> <p>JN reported an amendment to the budget: E19 – Mats &amp; Cons, has been increased to £50,000 (£5000 increase). The end of year 3 carry forward is now £17,160. The reason for the amendment was to allow for the PE Sports Grant money to be ring fenced within budgeted expenses.</p> <p>[REDACTED]</p> <p>The Chair remarked that 85% staffing budget is unsustainable over time – the new structure should help this. JD informed the new structure should bring the staffing costs down to 79-80%.</p> <p><b>Line 182 shows the year 3 carry forward balance as £22,160</b> The School must legally plan for 3 years.</p> <p><b>Employee costs take up 82% of the full year's income, can you please provide a breakdown?</b> The full breakdown is provided within the spreadsheet, from lines 40-73. NS commented that 40% of Employee Costs is taken up by SLT which is a large proportion [REDACTED]</p> <p><b>Lines 57 and 63 show the same CFR code, is this an error?</b> No, this form is formatted by Harrow, the School just adds the costs.</p> <p>The budget was <b>approved</b> by the Finance &amp; Resources committee.</p> <p><b>Action: Add Budget to next FGB agenda to be ratified by the Full Governing Body.</b></p>	<p>SS</p>	<p>Next FGB: 13<sup>th</sup> May 2020</p>
<p><b>6. AOB</b></p> <p>JN asked how the Governors proposed working through the SFVS. NS proposed 1 section per meeting, which was agreed.</p> <p><b>Action: Add SFVS – Governance to the next meeting agenda.</b></p> <p>Thanks were extended to JN for completing the budget.</p>	<p>SS</p>	<p>Next meeting</p>



<b>10. Date of next meeting</b>  There will be an additional meeting this term <b>Wednesday 24<sup>th</sup> June 2020</b> <b>– the time and place is to be confirmed.</b>		
<b>Part 2 Agenda</b>  There was no Part B to this meeting.		

*Meeting closed at 3.11pm*

### Actions Log

Action:	For:	To be completed by:
Minutes to be signed when Governors can meet again	SS	Future date
Add Committee ToR to website	SS	ASAP
Maintenance contract to be checked – does it include labour.	JN	Next meeting: 24 <sup>th</sup> June 2020
Add Budget to next FGB agenda to be ratified by the Full Governing Body.	SS	Next FGB: 13 <sup>th</sup> May 2020
Add SFVS – Governance to the next meeting agenda.	SS	Next meeting: 24 <sup>th</sup> June 2020