

Agreed Minutes of the meeting of the Whitchurch Primary School & Nursery Finance and Resources Committee, held on 8th April 2020 at 2.30pm

(This meeting was scheduled to take place on 25th March 2020 however due to Covid-19 the meeting was moved to a video conference on 8th April 2020).

Present:

Neil Sherman (NS) Co-opted
 Manji Kara (MK) LA
 Jatinkumar Patel (JP) Associate
 Joanne Daswani (JD) Headteacher
 Josie Nathan (JN) Finance Manager

Apologies:

Peter Tenconi (PT) Committee Chair – Co-opted
 Mina Parmar (MP) Associate

Clerk: Seema Supeda

Supporting documents:

- 4. Matters arising (Minutes from 16th March 2020)
- 4i. Updated Terms of Reference 2019-2020
- 5. Budget (First Cut) - updated
- 6i. Payment of Governor Allowances Policy
- 6ii. Proposed Staff Disciplinary Policy (LBH)
- 6ii. Proposed Staff Disciplinary Toolkit
- 6ii. Proposed Grievance Policy (LBH)
- 6ii. Proposed Grievance Policy Toolkit
- 6ii. Proposed Code of Conduct Policy (LBH)
- 6iii. Covid-19 (Harrow Safeguarding Amend March 2020)
- 6iv. Bereavement Policy

– denotes action
 – denotes question

Meeting opened at 2.40pm

	Action	Due
<p>1. Welcome, apologies and consent for absence</p> <p>Apologies were received (post meeting) and accepted from Peter Tenconi and Mina Parmar.</p>		
<p>2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests</p> <p>None</p>		



<p>3. Arrangement of Agenda</p> <p>It was agreed the meeting would follow the Agenda. The meeting was quorate as defined by the Terms of Reference. NS chaired the meeting in the absence of PT.</p>		
<p>4. Approval of minutes and matters arising from meeting on 16th March 2020</p> <p>The minutes of the meeting on 16/03/2020 were agreed as an accurate record of proceedings however they could not be signed and dated due to the meeting being held by video conference. Action: To be signed at a later date.</p> <p>4. SFVS JD informed the panel although there were dropped points in the 'Progress score in reading', that the School is still within the average for reading and attainment progress.</p> <p>5. Finance Audit Report and Review Agreed: Terms of Reference – with the amendment of 2 meetings per term for all committees. Action: Amend ToR with 2 meetings per term for each committee.</p> <p>6. AOB: 3 phase lighting project It was reported that the School has the option to take an interest free loan for the final phase of the lighting project, or they can pay the amount outright. JN clarified that utilising the interest free option means the School has the cash flow to implement other projects in the next financial year. Using the interest free loan to complete the lighting project was agreed by all.</p> <p>It was agreed that all other actions were in hand or complete.</p>	<p>SS</p> <p>SS</p>	<p>ASAP</p>
<p>5. Budget (first cut)</p> <p>Q: CE02 – the Total Value shows £90,000 however the budget sheet shows £30,000, why is there a difference? The Total Value of £90000 includes all the known projects the school would like to carry out in the near future at this point in time. Certain projects, for example, the development of the space outside the HT's office, had been postponed due to the COVID-19 school closure. The actual capital spend for FY20-21 will be adjusted to show £30,000 which covers the work that will be completed this financial year. There was a query on E12 – Building Maintenance. Q: E12 has a £28000 expenditure, however the breakdown only shows £15000. The £28000 figure is made up of the Harrow SLA cost, the £15000 is for additional building repairs. 112: Parental Contributions to Visits Q: There seems to be a big jump from this FY to next, is the School expecting more money to come in?</p>		



<p>A residential trip didn't take place this year explains the high difference in comparatives for the year. However, school trip expenses should even out because parents pay for the trips, apart from Pupil Premium children which the school covers the cost for.</p> <p>Action: JN to update the budget spreadsheet</p> <p>The panel Approved the budget subject to Formal Agreement at the next meeting.</p>	<p>JN</p>	<p>30th April</p>
<p>6. Policies for renewal</p> <p><u>6i. Payment of Governor Allowances</u> Ratified</p> <p><u>6ii. Staff Discipline, Conduct & Grievance.</u> These policies were proposed to be adopted unchanged from the LA, they were presented as separate policies and it was agreed they would remain as such. Ratified.</p> <p><u>6iii. Covid-19 Policy (Harrow Safeguarding Amend – Covid19 March 2020)</u> Ratified.</p> <p><u>6iv. Bereavement Policy</u> Ratified.</p> <p>Action: Ratified policies to be dated and uploaded to the School website.</p> <p>Thanks were extended to JN and JP for their input. JN and JP left 2.59pm</p>	<p>SS</p>	<p>ASAP</p>
<p>7. AOB</p> <p>The AOB was a meeting of the Pay Panel which has been minuted separately.</p>		
<p>10. Date of next meeting</p> <p>The next meeting date has changed, it will now be held on Thursday 30th April 2020 – the time is to be agreed, it is most likely to take place as a video conference due to Covid-19 school closure.</p>		
<p>Part B Agenda</p> <p>There was no Part B to this meeting.</p>		

Meeting closed at 2.59pm