

Agreed Minutes of the meeting of the Whitchurch Primary School Finance & Resources Committee, held on 24th June 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 (PT) – Committee Chair, co-opted
 Neil Sherman (NS), co-opted
 Manji Kara (MK), LA
 Kulabalasingham Sudhakar (KS), co-opted
 Jatinkumar Patel (JP), Associate
 Joanne Daswani (JD), Headteacher
 Josie Nathan (JN), Finance Manager
 In attendance: Maureen Rafferty (MR)

Apologies:

Mina Parmar, co-opted

Supporting documents:

Agenda
 Charging and Remissions policy
 Draft minutes: 30th April 2020
 Chart of Accounts Private
 Chart of Accounts Main
 SVFS questions section A and section B

– denotes action
 – denotes question

Meeting opened at 2.29pm

	Action	Due
<p>1. Welcome and apologies</p> <p>Apologies were received and accepted from Mina Parmar. The meeting was quorate as describe in the Committee Terms of Reference.</p>		
<p>2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality</p> <p>None</p>		
<p>3. Arrangement of Agenda</p> <p>It was agreed the meeting would follow the Agenda.</p>		
<p>4. Policies</p> <p>4i. Charging & Remissions Policy</p> <p>Pg. 2, under 'The Governing Body will levy charges for:' refers to contributions towards ingredients used in food preparation, where the</p>		



<p>finished product will be taken home. What happens if food isn't taken home, is there no charge?</p> <p>The Headteacher indicated that the School only asks for a voluntary contribution, not mandatory.</p> <p>Action: Bulletpoint to be moved under 'Voluntary Contributions' on pg. 3.</p> <p>Action: Under 'The Governing Body will levy charges for:' on pg. 2, add the word 'optional' in the 2nd bulletpoint: The cost of board and lodging in relation to [optional] residential trips taking place during school hours.</p> <p><i>JP joined the meeting at 2.34pm</i></p> <p>It was clarified by the Headteacher that residential trips are optional and not part of the curriculum therefore a charge needs to be levied. Does the School request voluntary contributions for curricular trips? Yes, if parents cannot afford to send their child, Pupil Premium or fundraising funds from Friends of Whitchurch are used to subsidise these children.</p> <p>Pg. 4, under 'Private Fees', can you please explain why parents are charged for letters etc.</p> <p>The Headteacher advised this is standard practice for most schools to prevent requests for unnecessary printing however some letters are discretionary.</p> <p>Parents are able to request this information via GDPR requests. Yes, they can, however these types of requests are also chargeable.</p> <p>How many requests for letters do you receive per year?</p> <p>Usually between 5-10 per year.</p> <p>A Governor stated it is questionable as to whether these types of requests should be chargeable.</p> <p>It is more of an admin cost (time and effort) rather than a paper and printing cost. The charge was agreed.</p> <p>Action: Under 'Private Fees' on pg. 4, addition of 'fees will be waived at Headteachers discretion.'</p> <p>Ratified: This policy was ratified by Governors subject to the above amendments.</p> <p>Thanks were extended to MR for her contribution.</p> <p><i>MR left the meeting at 14.43pm.</i></p>	<p>MR</p> <p>MR</p> <p>MR</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
<p>5. Approval of Minutes and matters arising from the meeting held on 30th April 2020</p> <p>The minutes of the meeting on 30/04/2020 were agreed as an accurate record of proceedings, however could not be signed and dated due to the meeting being held by video conference.</p> <p>Action: Minutes to be signed when Governors are able to meet again in person.</p> <p><u>Sii. Air conditioning maintenance and running costs</u></p>	<p>SS</p>	<p>ASAP</p>



<p>The Finance Manager has checked the maintenance contract. Maintenance of the units is included; however, any repairs are charged for separately. A labour cost and cost of parts will be agreed before work commences.</p>		
<p>6. Chart of Accounts (Private and Main)</p> <p>Teaching staff is showing £88,934.56 surplus in the Remaining Budget column.</p> <p>JN indicated this will cover teaching staff uplifts in September. It was noted by Governors that the Private account is in deficit. Is the private account actually in deficit, how has this happened?</p> <p>JN noted that the brought forward balance is missing, and advised the Governors that the Private account is definitely not in deficit.</p> <p>Action: JN to investigate missing brought-forward balance with LA Finance Team (FMS).</p> <p>JN advised that an insurance claim has been submitted for monies lost due to cancellation charges for a trip which could not take place due to Covid19 lockdown and school closures. Should the insurance claim be unsuccessful, there will be no overall loss to the school as the company has offered a 25% discount on a re-booking for next year. This discount will effectively cover the cancellation charge.</p> <p>S153 Music Tuition shows a cost of £40,000. Is this the total cost?</p> <p>JN explained that this is the total budgeted cost for Music and most of it relates to the Music lessons that the school offers to pupils. It is offset by Music Tuition income of £35,000 as the parents are charged for these lessons. The remaining £5k is what the schools spends on music enrichment. The instrumental lessons cost is usually in credit due to instrument hire income, but this money is then used towards instrument repairs and maintenance. No profit is made on the music lessons.</p> <p>P700 – Contract Cleaning, there have been no expenses so far, is this correct?</p> <p>The School has a cleaning contract with the LA. JN indicated that they have not yet charged the School for cleaning which explains the lack of expense in the accounts although the decision was made earlier in the year not to renew the contract with Harrow due to the prohibitive price proposed. JN also stated that the School was in the process of sourcing a new cleaning contract but was specifically told by Harrow to stop this process whilst Covid19, lockdown and school closures were underway. The school has recently been made aware that schools should be looking to ensure they have their own cleaning provision by September as it is not clear what provision will be available from Harrow at this date. However, to date, there has been no official communication of this fact from Harrow., 3 contractors have been contacted and their quotes are being reviewed. The GB will be informed in due course.</p> <p>Is Covid19 extra cleaning included in these costs?</p> <p>At the time the budget was prepared, additional cleaning costs as a result of COVID was specifically budgeted for as no-one could have predicted the pandemic. The cleaning budget was generously</p>	<p>JN</p>	<p>ASAP</p>



<p>budgeted on the expectation that new contract was to be awarded and potential procurement related costs were included.</p> <p>Specific to COVID-19, there is now one cleaning staff member on site all day. The Headteacher stated that the School is looking into employing this cleaner to ensure high traffic areas can be kept clean throughout the day. This would then also help satisfy another Governor question raised previously about the possibility of having the children's toilets cleaned at lunch times.</p> <p>What is the difference between S175 School Improvements and S180 Building Maintenance and Repairs? S180 is actual building maintenance whereas S175 has been used for Capital Expenditure projects such as the air-conditioning and the music sound system.</p> <p>The cleaning costs are £60,000, is this the worst case scenario? Harrow's proposed cost for 2020/2021 is circa £75000, increased from ~£35-40,000.</p> <p>The new cleaning contract quotes received are on average c£55,000, any surplus funds will be spent towards extra cleaning costs occurred. There has been an indication from the government that schools may be able to recoup these costs, therefore JN is tracking Covid19 related additional expenditure.</p> <p>What are other schools doing considering the LA's position, can you join into a cleaning contract with another school? There seems to be a trend of other schools moving to private cleaning contractors. Local schools have been canvassed but there has been no uptake.</p> <p>S140 Pupil Premium shows £10,395.00, should it not be £90,000? No, this is a specific budget line for equipment and other small Pupil Premium expenditure.</p>		
<p>7. SFVS</p> <p>It was agreed by Governors that the best way to complete the SFVS would be to populate the fields then present to Governors for discussion at the next meeting.</p> <p>Action: Populate the SFVS (sections A & B) as well as Sections (C&D) and present for discussion at the next F&R meeting.</p>	JN	11 th November 2020
<p>8. ParentPay payment decision</p> <p>JN brought Governors up to speed with issues surrounding school trips and payments.</p> <ul style="list-style-type: none"> - Yr6 residential - Yr 6 Greek meals - Yr2 trip <p>All of the above were cancelled due to Covid19 lockdown and school closures.</p> <p>JN has arranged for monies to be refunded to parents. JN indicated the safest way to do this would be via ParentPay which is how a majority</p>		



<p>of the trips were paid for originally. £10,985 has been paid into ParentPay, with authorisation from the Committee Chair, PT.</p> <p>Has all the money now been refunded?</p> <p>Yes, all ParentPay refunds have now been completed with funds being returned to parents..</p>		
<p>6. AOB</p> <p><u>Staffing</u></p> <p>The Headteacher advised of the following staffing updates:</p> <ul style="list-style-type: none"> - 1 teacher relocating - 1 teacher taking a year out (compassionate, sabbatical leave) - New hires: Yr6, 2 x Yr3 		
<p>10. Date of next meeting</p> <p>This is the final meeting of this academic year. <u>Next year's meeting dates to be agreed at the Full Governing Body meeting on 9th July 2020.</u></p>		

Meeting closed at 3.12pm

Actions Log

Action:	For:	To be completed by:
C&R Policy: Bulletpoint to be moved under 'Voluntary Contributions' on pg. 3	MR	ASAP
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C&R Policy: Private Fees' on pg. 4, addition of 'fees will be waived at Headteachers discretion	MR	ASAP
Minutes to be signed when Governors are able to meet again in person.	SS	ASAP
JN to investigate missing brought-forward balance with LA Finance Team (FMS).	JN	ASAP
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