

Agreed Minutes of the meeting of the Whitchurch Primary School Finance & Resources Committee, held on Monday 16th March 2020 at 6.30pm

<u>Present</u>

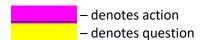
Peter Tenconi (PT) Co-opted Neil Sherman (NS) Co-opted Manji Kara (MK) LA Joanne Daswani – Hea teacher (JD) Josie Nathan – Finance Manager (JN) Clerk: Seema Supeda

Apologies:

Mina Parmar (Co-opted)

Supporting documents:

Finance Audit Report 2019/2020
Financial Audit Action Timeline
Financial Delegations: GB to HT, HT to DHT, HT to FM, HT to Assistant HT, HT to OD&C Manager
Virements Proposal March 2020
Air conditioning quotes



Meeting opened at 6.41pm

	Action	Due
1. Welcome, apologies and consent for absence		
Apologies were received and accepted from Mina Parmar.		
Apologies were not received from Jatinkumar Patel.		
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		
It was agreed the format of the meeting is to follow the proposed		
agenda.		
Additional AOB items were proposed by JD and accepted by the panel:		
Cleaning		
Insurance		
- SLA		
 Phase 3 of lighting project 		



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4. SFVS		
Agreed: The next SFVS (20/21) is to be updated at each Finance &		
Resources Committee meeting, ready for submission on 31st March		
2021.		
A review of the SFVS one section at a time to become a Standing Agenda	SS	Ongoing
item for each F&R Committee meeting.		
The Governors went through the dashboard of the SFVS document with		
the Finance Manager.		
Section B: Spending as a percentage of total expenditure		
Why is the school in the 'Highest 10% of similar schools' at 6.1% for		
'Spend on administrative and clerical staff'?		
It was noted that the School should benchmark against other similar		
schools, and that a planned restructure will bring the percentage down.		
Section D: School Characteristics		
'Average teacher cost' is in the lowest 10% of similar schools. It was		
explained this is because the School has 5 x NQT and 3 x unqualified		
teachers.		
Why are there so many unqualified teachers and are they on a		
recognised training course?		
These are long term, inherited members of staff. They are not on a		
recognised training course. 2 have not passed maths and one is a music		
teacher. They are all very capable teachers.		N
Unqualified staff and NQT's to be added to the SFVS to explain the % of	JN	Next
average teacher cost being so low.		meeting
Is the School planning on reducing the cost of conjur level staff?		(25/03)
Is the School planning on reducing the cost of senior level staff? Yes, this will be addressed at a future meeting.		
res, this will be addressed at a future meeting.		
Section E: Outcomes		
It was noted that the 'Progress score in reading' was 'below average' at		
-0.3.		
What strategies are in place to increase Reading progress and what was		
the reason for the drop?		
The drop-in progress was attributed to the Headteacher being away for		
so long and a lack of exposure especially to non-fiction books. The		
strategy in to increase the progress points is outlined in the SIP.	۵L	Next
JD to provide specific dropped point information.		meeting
		(25/03)
The SFVS is approved (pending additional notes to be added by JD and		(=, ==,
JN as outlined above)		
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5. Finance Audit Report & Review		
It was agreed that even if there is a delegated responsibility to a committee, minutes should be shared to all members of the GB once approved.	SS	Ongoing
According to the Financial Audit Review, 6 meetings for each committee are to take place each year, one meeting per committee per half term.		
2.2 Terms of Reference to be updated with the following recommendations from the Finance Audit Report:		
 Include the authorisation of expenditure/virements above the HT's limit by the Resources Committee What represents a quorate meeting for decisions to be taken (& 	SS	Next meeting (25/03)
 overall number on committee) Expected frequency of meetings Requirements for reporting to the Full GB (eg verbal report by Chair/presentation of minutes/referring of decisions to full GB) 		
9.2 All aspects of point 9.2 have been completed and maintained. Who is responsible for the Asset Register?		
The Site Manager and Operations, Communications and Data Manager are responsible for the Asset Register, the Deputy Headteacher is responsible for completing a second review (Headteacher or another member of the Senior Leadership Team to complete the second review in the advance of the Deputy Headteacher)		
in the absence of the Deputy Headteacher). Is there a plan to appoint a temporary Deputy Headteacher? Yes, this will be brought up during the next meeting. Are the items in the Asset Register coded?		
All IT equipment is coded, furniture is not. There was a suggestion that a yearly Asset Audit takes place.	MR/JD/SLT	Ongoing
6. AOB		
a) Financial Delegations i) GB to Headteacher, agreed and to be signed at next meeting when a duplicate point 'iv)' is removed from the text. ii) HT – DHT iii) HT to Finance Manager iv) HT to Assistant HT: It was noted that this is a voluntary and temporary delegation as part of the Assistant Headteachers role in the absence of the Deputy Headteacher – this delegation provides separation of duties as/when required. v) HT to Operations Manager (temporary)		
It was agreed that the Headteacher should appoint to a post rather than salary so the wording of the Headteachers financial delegation should change to the effect: The Headteacher can appoint staff up to but not including Deputy Headteacher level.	JN	Next meeting (25/03)
The financial delegations were agreed subject to the above change.		



b) Virement of funds

JN informed the panel that Teachers Pension and Pay Award need to be vired as the money is sitting as a separate pot rather than in the salary cost centre which then doesn't show a true reflection of spend. JN advised that at the point of setting this year's budget, she had not been made aware that the School would receive these additional funds.

If you don't vire the funds, do they show up as a surplus elsewhere?

Yes, the account will balance, however it is tidier to have the funds in the correct place and will show a true reflection of 2019/2020 overspend. The virement was **agreed**.

Virement from Recruitment was agreed.

It was stated that it is better to vire directly from the main school budget wherever possible to show an accurate budget. If there are not enough available funds in the main school budget, the money should be taken from the carry forward.

The Chart of Accounts shows the variation.

c) Air conditioning

It had been agreed that the air conditioning would be a rolling program. Phase 1 has been completed, phase 2 & phase 3 are outstanding.

The preferred supplier was EMS (Electro Mechanical Solutions) for phase 1, and they were also the cheapest option.

Proposal: EMS to install 6 small air conditioning units (phase 2) during the Easter break.

Has anyone looked at running costs, maintenance etc?

A full analysis has not been completed.

How long will the units last, is there a value to the maintenance cost and running costs?

JN to look into the unit's lifespan and maintenance and running costs of the air-conditioning units.

It was **agreed** that phase 2 should not be delayed and should go ahead as planned, but that the information requested would be presented to the panel during the next meeting, in readiness for phase 3.

Additional AOB Items:

Cleaning

JN described how LBH have increased their cleaning costs for this year so schools are looking at other suppliers. Evergreen and IFS seem to be the preferred suppliers for most schools.

Have you received quotes?

The quotes range from £47,600 - £76,830.

What is the procurement process?

JN is unsure of the full procurement process, however she is aware that a procurement over £5000 should go out to tender – it was clarified that the total cost of the contract should be divided by the timespan (in years) to work out the yearly cost. The tender process only applies to a yearly cost of over £50,000.

JN to get in touch with Harrow Procurement team to clarify all processes and procedures surrounding procurement.

JN

30th April meeting

JN

30th April meeting



NS implied that as long as it is legal, with formal confirmation then 3		
quotes is the best way forward.		
It was noted that a 3-year contract would be the best option for budget		
forecasting.		
Insurance		
The DfE have extended insurance provisions for maintained schools. The		
ballpark figures are:		
DfE: c.£14,000		
LBH: c.£19,000		
LBH have decreased the price to almost match that of DfE, a cost		
comparison has been completed and there is only around £500		
difference.		
Provide the Finance & Resources Committee with a complete	JN	Next
recommendation, including correct pupil numbers and a difference in		meeting
value of what each provider is offering.		25/03
SLA		
LBH SLA was agreed		
SLA to be taken to the next Full Governing Board meeting.		
Send SLA details to Chair Committee (PT)	JN	Next
JN is awaiting a reply regarding building insurance and key holding/alarm		meeting
response quotes.		25/03
3 Phase Lighting Project – Phase 3		
An interest free loan option was taken for the first 2 phases. The School		
is now entering the 3 rd phase and has received a quote of £11093.		
Why is the School looking at using an interest free loan?		
Phase 1 and 2 were paid for this way – the supplier Salix will arrange		
installation & follow ups, and will manage the whole process.		
If the agreed supplier for phase 3 is Salix, do you have to use the interest		
free option?		
JD to find out for the next meeting.	JD	Next
It was noted that paying outright provides a truer reflection of the		meeting
budget at any one time.		25/03
JD informed the panel that it would be preferred to use the same		
supplier for all lighting throughout the building in case of any issues in		
the future.		
10. Date of next meeting		
The next meeting date has changed, it will now be held on Wednesday		
25 th March 2020.		
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Part B Agenda		
There was no Part B to this meeting.		

Meeting closed at 7.49pm