

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

Present

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

– denotes action
 – denotes question

Meeting opened at 6.41pm

| | Action | Due |
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| <p>1. Welcome, apologies and consent for absence</p> <p>Apologies were received and accepted from Mina Parmar. Apologies were not received from Jatinkumar Patel.</p> | | |
| <p>2. Declaration of any Conflicts of Interest/Update of Register of Pecuniary interests/Reminder of the need for confidentiality</p> <p>None declared</p> | | |
| <p>3. Arrangement of Agenda</p> <p>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:</p> <ul style="list-style-type: none"> – Cleaning – Insurance – SLA – Phase 3 of lighting project | | |



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| <p>4. SFVS</p> <p>Agreed: The next SFVS (20/21) is to be updated at each Finance & Resources Committee meeting, ready for submission on 31st March 2021.</p> <p>A review of the SFVS one section at a time to become a Standing Agenda item for each F&R Committee meeting.</p> <p>The Governors went through the dashboard of the SFVS document with the Finance Manager.</p> <p><u>Section B: Spending as a percentage of total expenditure</u></p> <p>Why is the school in the 'Highest 10% of similar schools' at 6.1% for 'Spend on administrative and clerical staff'?</p> <p>[REDACTED]</p> <p>It was noted that the School should benchmark against other similar schools, and that a planned restructure will bring the percentage down.</p> <p><u>Section D: School Characteristics</u></p> <p>'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.</p> <p>Why are there so many unqualified teachers and are they on a recognised training course?</p> <p>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.</p> <p>Unqualified staff and NQT's to be added to the SFVS to explain the % of average teacher cost being so low.</p> <p>Is the School planning on reducing the cost of senior level staff?</p> <p>Yes, this will be addressed at a future meeting.</p> <p><u>Section E: Outcomes</u></p> <p>It was noted that the 'Progress score in reading' was 'below average' at -0.3.</p> <p>What strategies are in place to increase Reading progress and what was the reason for the drop?</p> <p>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.</p> <p>JD to provide specific dropped point information.</p> <p>The SFVS is approved (pending additional notes to be added by JD and JN as outlined above)</p> | SS | Ongoing |
| | JN | Next meeting (25/03) |
| | JD | Next meeting (25/03) |



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| <p><u>b) Virement of funds</u> 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.</p> | | |
| <p><u>c) Air conditioning</u> 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.</p> | JN | 30 th April meeting |
| <p>Additional AOB Items: <u>Cleaning</u> 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.</p> | JN | 30 th April meeting |



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| <p>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.</p> <p><u>Insurance</u> 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 recommendation, including correct pupil numbers and a difference in value of what each provider is offering.</p> <p><u>SLA</u> LBH SLA was agreed SLA to be taken to the next Full Governing Board meeting. Send SLA details to Chair Committee (PT) JN is awaiting a reply regarding building insurance and key holding/alarm response quotes.</p> <p><u>3 Phase Lighting Project – Phase 3</u> An interest free loan option was taken for the first 2 phases. The School is now entering the 3rd 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. It was noted that paying outright provides a truer reflection of the budget at any one time. 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.</p> | <p>JN</p> <p>JN</p> <p>JD</p> | <p>Next meeting 25/03</p> <p>Next meeting 25/03</p> <p>Next meeting 25/03</p> |
| <p>10. Date of next meeting</p> <p>The next meeting date has changed, it will now be held on Wednesday 25th March 2020.</p> | | |
| <p>Part B Agenda</p> <p>There was no Part B to this meeting.</p> | | |

Meeting closed at 7.49pm