

## LONDON BOROUGH OF RICHMOND UPON THAMES

Minutes of the meeting of the Finance, Premises and Pay Committee of Windham Nursery School held at the school on Monday 8 October 2018 at 9.15 a.m.

Present: Dan Evans (Chair) Steve Tedbury  
Juliet Cassidy Bev Turner (Headteacher)  
Associate Member: Charlotte Mayers (School Business Manager)

Also attended: Steve Llewellyn (Financial Consultant)  
Beryl Hawkins (Clerk)

---

1. **Apologies** It was noted that all Committee members were present.
  2. **Declarations of Interest** There were no declarations of interest.
  3. **Minutes and Matters Arising** The minutes of the meeting of the Committee held on 22 June 2018, including a confidential minute, were **confirmed** and signed. The Committee reviewed actions agreed at the last meeting. Arising from the minutes:
    - 3.1 **Site Update (Ref: Minute 7)** It was noted that Charlotte Mayers had been in communication with Rob Sims from Facilities and consequently a formal letter was not being sent to Richmond and Wandsworth; actions from the fire risk assessment had been scheduled for November and the emergency lighting for half term.
    - 3.2 **NNDR (Ref: Minute 9)** It was noted that NNDR income had not yet been received, but was expected; the school had not been invoiced; and the payment had not been made.  
  
It was also noted that income at I01 had been increased, but the promised explanation of additional incomes had not been forthcoming and Steve Llewellyn no longer received a separate statement.
  4. **Review of Contracts** It was noted that there were no contracts due for review.
  5. **Report of School Business Manager** The Committee received a finance report from Charlotte Mayers giving an explanation of variances, issues and changes relating to the budget, general overview, and updates on staffing, premises and occupancy (copy in the minute book).
  6. **Budget Monitoring** The Committee received a budget monitoring report up to September 2018 prepared by Charlotte Mayers and Steve Llewellyn (copy in the minute book). It was noted that staffing was within budget. Arising from the report:
    - 6.1 **Arrangements for Home Visits** See confidential minute.
- ACTION BY: Bev Turner**
- 6.2 **Parking Permits** It was noted that a discussion needed to take place with regard to the fair distribution of parking permits.
  - 6.3 **Utilities (E15, E16)**  
**Question: When was the last bill for utilities?**

**Answer:** A bill has now been received for 2017/18. £1,457 had been committed in 2017/18. Estimated costs including water are C£12,000 a year. Charges are based on historic costs and do not necessarily reflect actual use.

**6.4 Outreach Income (I08)** The Committee noted the lower than expected outreach funding and **agreed** that the school should compare monthly receipts for outreach with the amount paid back.

**ACTION BY:** Charlotte Mayers, Steve Llewellyn

**6.5 Nursery Occupancy** The Committee noted the report and **agreed** that:

- places should be offered now for autumn born two and three year olds due to start in 2019 if parents were willing to pay at the same rate as for 30-hour places for the remainder of the autumn term and that funded places should be offered from January 2019.
- If the places could not be filled Core 4 staffing was not justifiable.

It was noted that:

- Jigsaw was full.
- Although Windham was categorised as a maintained nursery, a fifth to a quarter of the school's income came from non-maintained sources.
- The projected year-end balance, which had improved from a negative £25,000 to a negative £6,000, assumed a shortfall in income due to unfilled places. However, anticipated income of £12,000 for SEND was now not expected due to places not being taken up by children who would have received the full funding.

Bev answered governors' questions about how staff were being deployed, including working a pupil/teacher ratio of ½ for 15 hours instead of 1/1 for 9 hours.

**7. Staffing – Caretaker** Bev reported on the temporary arrangements made to cover opening and closing of the building following the resignation of the caretaker and on the ongoing work to recruit a new caretaker.

## **8. Policies Due for Review**

**8.1 Safeguarding** Bev stated that she had reviewed the Safeguarding Policy, updating names and adding sections on homelessness and domestic abuse. The Committee **agreed** that the policy should be presented to governors for approval after it had been reviewed by Mark Given and that in the meantime it could be published on the school website in draft format.

**ACTION BY:** Bev Turner, Mark Given

**8.2 Policy Review Dates** The Committee **agreed** that the review dates for other policies should be checked and that if necessary they should be presented to the next meeting.

**ACTION BY:** Bev Turner, Charlotte Mayers, Beryl Hawkins

**9. Site Update and Building Management** The Committee noted the report and that:

- Crofters were currently the only other users of the site; Stay and Play had stopped for the autumn term, but would begin again in the spring term.

- Crofters did not have any staff on the front desk. Anyone visiting for Crofters was asked to sign in by school staff; the issue for the school was if someone from another building used the meeting room and had not been alerted to the situation.
- Clarification was needed on whether the caretaker would need to take on duties in relation to Croft Cottage; the caretaker had been involved in occasional unlocking and locking and users had been charged at the standard weekly rate.

Arising from the report:

- 9.1 Asbestos Inspection** Charlotte confirmed that the school had asbestos reports available and that no actions were outstanding.
- 9.2 Staffroom** The Committee noted that the school was still occupying the staffroom but there was an expectation that it would eventually be needed as a therapy room.
- 9.3 Passenger Lift** The Committee **agreed** that Charlotte Mayers should request the report for the most recent test of the passenger lift.

**ACTION BY: Charlotte Mayers**

## **10. Health & Safety**

- 10.1 Health & Safety Action Plan Update** The Committee **agreed** that the Action Plan Update was useful and should be presented to future meetings.

**ACTION BY: Bev Turner**

- 10.2 Fire Safety** Charlotte stated that some of the fire risk actions had been completed and action on the remaining risks had been promised: all outstanding action related to the Croft Centre.
- 10.3 Gates** The cost of work to the two gates was still estimated at C£11,000; for one of the gates this cost would be split with the Croft Centre; the school was still waiting to hear from Rob on authorisation for the shared cost; in the meantime procedures had been changed for staff to use keys.

## **11. Pay Recommendations** See confidential minute.

It was noted that appraisal meetings had yet to take place.

## **12. Headteacher's Performance Management** It was noted that a target setting meeting with the performance management governors had yet to take place. It was also noted that Charis Penfold, the School Improvement Partner would be visiting the school on 9 November 2018.

## **13. Terms of Reference** The Committee did not propose any changes to its terms of reference.

## **14. Jigsaw Funding**

- 14.1** Dan Evans reported on the meeting with Zac Goldsmith, MP, and representatives from AfC on 7 September 2018:
  - AfC wanted the school to make the same level of provision with less income.
  - Transitional funding would continue at least until the end of the 2018/19 academic year and might need to be extended.

- Any spending plans for Jigsaw would need to be justified to the Schools Forum.

**14.2** Bev reported progress on visits to other settings:

- None of the provision visited to date compared to that at Windham; the key difference could be seen in the outcomes for children on leaving the settings.
- Arrangements were in hand to visit further settings.

Steve Tedbury offered a further possible contact for a visit.

**14.3** The Committee considered action needed in preparation for the first meeting with Charis Penfold and Michael Smith, to be held on 8 November 2018, to consider how Jigsaw should be funded and **agreed** that:

- Bev should present a paper summarising the findings of visits to other settings and circulate it to governors in advance of the meeting.
- There was no need for the school to run two budgets while contingency funding was being received.
- Jo Berry and Bev Turner would attend the meeting. Alex Hardy should be invited to attend. Dan Evans and Steve Tedbury agreed to attend if possible.
- Bev, with support from others, including Jo Berry, Sarah Herbert and Sarah Brodie, should draw up headline models, including one sharing leadership with Surbiton Children's Centre Nursery, looking at quality of provision.
- Scenario headlines should be given, with examples – numbers that have transferred to mainstream or special schools – of what is relevant to Windham.
- As many governors as possible should attend the SEN funding consultation workshops organised by AfC, to be held on 16 October and 15 November 2018 from 3.15 to 4.45 p.m. Steve and Charlotte and possibly Bev agreed to attend on 16 October and Dan and Juliet on 15 November.
- Added value should be considered – Bev should ask Jo for parents' comments from the end of year survey.
- The line to be taken at the meeting should be talked through in advance.

It was noted that an Early Years workshop was being held at Orleans Park School in the week beginning 15 October 2018.

**ACTION BY: ALL**

**15. Moonbeams Staffing** See confidential minute.

**16. Air Quality Audit** The Committee **agreed** to an offer from the Mayor of London's office to fund the installation of air quality units at the school for a period of six months after which time the units would be removed if not paid for, at no cost to the school.

**17. Confidentiality** See Minutes 6.1, 11 and 15.

**18. Future Meetings** The Committee **confirmed** dates of the future meetings:

<b>Date</b>	<b>Reports by</b>	<b>Agenda Despatch</b>
<b>Friday 23 November 2018 at 9.15 a.m.*</b>	<b>14/11/18</b>	<b>15/11/18</b>
Thursday 31 January 2019 at 9.15 a.m.	22/1/19	23/1/19
Thursday 14 March 2019 at 10.15 a.m.	5/3/19	7/3/19
Friday 10 May 2019 at 9.15 a.m.	1/5/19	3/5/19
Monday 24 June 2019 at 9.15 a.m.	13/6/19	17/6/19

**\* The November meeting will now be held at 11 a.m., following Zac Goldsmith's visit to the nursery.**

---

The meeting ended at 12.15 p.m.

<b>Windham Nursery School Finance, Premises and Pay Committee Action Sheet</b>		
<b>Minute reference</b>	<b>Action required</b>	<b>By whom and when</b>
<b>6.1 Home Visits Arrangements</b>	See confidential minute	Bev Turner As required
<b>6.4 Outreach</b>	Compare monthly income with amounts paid back	Charlotte Mayers Steve Llewellyn Immediate
<b>8.1 Safeguarding Policy</b>	Present to governing body after review by Safeguarding governor	Bev Turner, Mark Given For 23/11/18
<b>8.2 Policy Review Dates</b>	Check policy review dates and arrange reviews as necessary	Bev Turner, Charlotte Mayers, Beryl Hawkins Immediate
<b>9.3 Passenger Lift</b>	Request most recent report of lift testing	Charlotte Mayers Immediate
<b>10.1 H&amp;S Action Plan Update</b>	Update and present to future meetings	Bev Turner Ongoing
<b>14 Jigsaw Funding</b>	Take action as agreed	ALL As agreed
<b>18 Future Meetings</b>	Note time of next meeting	ALL Immediate