

## 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 Tuesday 21 June 2016 at 9.15 a.m.

Present: Dan Evans (Chair) Juliet Cassidy  
Sarah Brodie (Headteacher) Steve Tedbury

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

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1. **APOLOGIES** Apologies were received from Charlotte Mayers (Associate Member) due to other duties.
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 11 May 2016 were confirmed and signed (copy in the minute book).
4. **MATTERS ARISING FROM THE MINUTES**
  - 4.1 **SEN Unit Place Funding (Ref: Minute 4.2)** The Committee noted that the school had received Band 7 SEN Unit Place funding for two months. The Committee agreed that Sarah Brodie should inform Charis Penfold, School Improvement Partner, when they met later in the day and that no further action should be taken.

### **ACTION BY: Sarah Brodie**

- 4.2 **Supported Places (Ref: Minute 4.3)** In answer to questions from governors, Sarah Brodie stated that:
  - Two summer born pupils who were receiving supported places would be continuing for a further year following approval of a parental request by the SEN Panel.
  - The school would be able to meet the needs of these two children over the 2016/17 academic year and they would offer positive role models to other pupils.
  - A third pupil with additional needs was to be admitted in the autumn term.
  - The three members of staff already employed for one to one support had been guaranteed employment for 6 hours a week each and the redundancy process had been halted.
  - There was a possibility of a fourth pupil being admitted either in September or later in the academic year.
5. **REVIEW OF CONTRACTS** The Committee approved increased costs of £1,371 over the year for the cleaning contract to bring pay for the cleaners in line with that of cleaners employed by the contractor at other schools and above the minimum wage.

- 6. REPORT OF THE HEADTEACHER** The report of the headteacher was received (copy in the minute book), including:
- a budget monitoring report as at 13 June 2016 and explanation of variances, issues and changes
  - the updated Health & Safety report as at 14 June 2016.
- 7. BUDGET MONITORING** Steve Llewellyn and Sarah Brodie presented the budget monitoring report. It was noted that:
- The pay award (E03) of 1% for two years was payable in July, backdated to 1 April 2016.
  - Parents were paying extra for the additional one to one support in Rocking Horse Club.
  - The SENCO award was budgeted for in E09 (not E08).
  - The allocation at E26 was to cover for sickness absence; estimated costs were for the summer term.
  - The school had been assured that out-borough funding for additional needs for 2016/17 would be received in the near future; an accrual had been raised and the income therefore appeared on the report as received.
  - Charlotte Mayers would email a report to the Committee on income for Little Learners and Crawlers & Explorers.

**ACTION BY: Charlotte Mayers**

The Committee agreed that:

- The allocations for parking permits (E08) and supply teacher insurance (E10) should be increased to reflect price increases.
- An allocation of £500 should be made for cleaning materials (E14).
- Steve Llewellyn should produce an updated monitoring report to be circulated to the governing body before its next meeting.

**ACTION BY: Steve Llewellyn**

- 8. HEALTH & SAFETY – Action Plan** (see also Minute 4.12) The Committee received a progress report on actions arising from the health & safety audit (copy in the minute book). Arising from the report it was noted that:
- The school had done everything possible to meet the expectation for all children to arrive at the evacuation assembly point within 2.5 minutes; no children were in the building after 2.5 minutes.
  - Babcock and the local authority had been asked to visit to discuss arrangements for turning off the electricity supply so that essential works could be carried out.
  - Sarah Brodie had attended training on Legionnaires disease prevention.
  - Babcock would be visiting to discuss the new contract.
  - The school had decided to go for the lower level of service and had received quotes for areas of maintenance work not covered by the new contract.
  - Areas where asbestos had been found needed to be monitored for deterioration.

**9. 2016/17 BUDGET PLAN** The Committee considered matters relating to the budget plan:

**9.1 Two-year-old Provision** Sarah reported that all morning places had been filled and all but three afternoon places; there was a waiting list and the school did not anticipate any places being left vacant.

**9.2 Playground Development** Sarah reported that:

- In response to approaches made to contractors on local recommendations three had visited.
- All three had different ideas for the development of the playground area.
- One recommended early replacement of the tarmac and the other two suggested it should be replaced in the next five years.
- To date one quote had been received.
- Planning permission would be required for a canopy if it was to be more than three metres high.
- The school would need to wait for the remaining quotes before deciding on the way forward, but would like the work to be completed over the summer.

The Committee agreed that:

- Replacement of the tarmac could wait until a later date if it would not be affected by other works.
- Sarah should communicate with the Committee by email to agree the way forward.

It was noted that a sum of £20,000 had been included in the budget plan for the playground development work and that there was almost £40,000 available in the capital budget.

**ACTION BY: Sarah Brodie**

**9.3 Staffing** The Committee noted that:

- The two staffing posts had been advertised and that interviews had been arranged for 5 July 2016.
- Depending on the qualifications of the appointees, the school hoped to consolidate the current staffing structure and build on the experience of the past year.
- Celia Logue had returned to Jigsaw following a long term absence and would continue to work three days a week.

Subject to the changes agreed the Committee recommended the final budget plan to the governing body for approval. Steve Llewellyn agreed to provide the revised final budget plan for approval by the governing body on 28 June 2016.

**ACTION BY: Steve Llewellyn**

**10. COMPLAINT** The Committee endorsed the action taken by the school with regard to a formal complaint to the Council about noise from the music area.

**11. CONFIDENTIALITY** It was agreed that no confidential minutes were needed.

**12. FUTURE MEETINGS** The Committee agreed dates of future meetings, subject to agreement on dates for meetings of the governing body:

<b>Date</b>	<b>Reports by</b>	<b>Agenda Despatch</b>
Tuesday 4 October 2016 at 9.15 a.m.	26/9/16	27/9/16
Thursday 1 December 2016 at 9.15 a.m.	23/11/16	24/11/16
Wednesday 1 February 2017 at 9.15 a.m.	24/1/17	25/1/17
Thursday 16 March 2017 at 9.15 a.m.	8/3/17	9/3/17
Friday 12 May 2017 at 9.15 a.m.	4/5/17	5/5/17
Tuesday 20 June 2017 at 9.15 a.m.	12/6/17	13/6/17

The meeting ended at 10.30 a.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>4.1 SEN Unit Place Funding</b>	Inform Charis Penfold of over receipt of SEN Unit place funding	Sarah Brodie Immediate
<b>7 Budget Monitoring</b>	Email report to the Committee on income for Little Learners and Crawlers & Explorers.	Charlotte Mayers Immediate
<b>7 Budget Monitoring</b>	Make agreed adjustments to budget allocations and circulate updated monitoring report to the governing body	Steve Llewellyn For 28/6/16
<b>9.2 Playground Development</b>	Agree action on playground development with Committee by email	Sarah Brodie Immediate
<b>9 2016/17 Budget Plan</b>	Provide revised final budget plan for approval by governing body	Steve Llewellyn For 28/6/16