

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 Thursday 1 December 2016 at 9.15 a.m.

Present: Dan Evans (Chair) Charlotte Mayers (Associate Member)
Sarah Brodie (Headteacher) Steve Tedbury
Juliet Cassidy

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

1. **Apologies** 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 4 October 2016 were **confirmed** and signed (copy in the minute book).
Arising from the minutes:

September Census (Ref: Minute 11) Sarah Brodie stated that she had raised with Charis Penfold, School Improvement Partner, the issue of funding for three year olds related to the September census date, but was not hopeful that the date would be changed to the spring term.

The Committee noted that the two remaining places were expected to be filled from the beginning of the spring term 2017, following due process; some funding would only be lost for one term. The Committee discussed whether possible vacancies in the autumn term should be factored into the 2017/18 budget plan, but it was understood that this may not be possible.

ACTION BY: All

4. Review of Contracts

- 4.1 **Repairs and Maintenance** The Committee noted that the school was obtaining quotes for the whole repair and maintenance job as well as for smaller areas of the work.
- 4.2 **Meals for Rocking Horse Club** Sarah reported that the school would be continuing with the meals contract with Zebedee while at the same time ensuring that all options had been explored.

The Committee was pleased to note that the meals option had been taken up by about two thirds of pupils at RHC.

5. Financial Report of the Headteacher

The report of the headteacher was received (copy in the minute book), including:

- budget monitoring sheets up to October 2016
- an explanation of variances, issues and changes since the last meeting
- income and expenditure summary for external services
- notes relating to the report and figures for external services

Sarah highlighted key points in the report and answered governors' questions.
Arising from the report:

- 5.1 Home Visits** In answer to a question from a governor, Sarah stated that funding was needed so that staff could work full-time to complete home visits in the shortest possible time; one teacher was accompanied by another member of staff for each home visit.
- 5.2 Accounting** It was noted that there were still a number of outstanding accounting issues with AfC which skewed the figures, but that these were being closely monitored and followed up by Charlotte. The Committee **agreed** that the school should budget on expected income.
- 5.3 Staff Cover** In answer to a question from a governor, Sarah stated that the school would only need to employ agency staff if there was a long-term unplanned absence.
- 5.4 2yo Place Funding** It was noted that the second bullet point under Income in the headteacher's report came under I01 (not I02).
- 5.5 SEN Unit Funding** It was noted that when all expected adjustments had been made to overall SEN Unit funding, income appeared to be slightly low against the expected £147,256 and **agreed** that the position should be reviewed at the end of the year.

ACTION BY: Sarah Brodie, FP&P Committee

- 5.6 External Services** Sarah presented the report on income and expenditure for external services. Arising from the report it was noted that:
- The Children's Centre would be offering Windham's equivalent of Crawlers & Explorers at the Croft Centre on the afternoons when Windham offered the provision in the morning. The details of the offer were not yet known, but the school would try to ensure that it offered something different.
 - The two unallocated 'paid' places had been offered out.
 - Expenditure on external services was more or less in balance overall.

The Committee thanked Charlotte for a clear and helpful report.

- 5.7 Canopy, Sandpit and Fencing at Front of School** The Committee noted that installation of the canopy was due to be considered by the Planning Committee on 17 January 2017.

The Committee confirmed their approval in principle to the installation of the canopy. It was noted that quotes had been received, but final costs may vary due to the length of time that had elapsed since the quote had been sent to the school.

The Committee noted that quotes were being obtained for the sandpit and fencing at the front of the school.

The Committee **agreed** that a decision on the allocation of costs should be an item on the agenda for the next meeting.

ACTION BY: FP&P Committee

- 6. Financial Benchmarking** As the financial benchmarking data was not expected until later in the term the Committee **agreed** to defer this item.

7. **Number 2 Account** The Committee noted that arrangements were in hand for auditing of the Windham School Fund account and **agreed** that the item should be deferred to the next meeting. It was noted that very little had been spent from the account.
8. **Croft Centre Development** It was noted that Sarah Brodie had met with Charis Penfold to present possible options for use of the Croft Centre by the school; a number of governors had joined the meeting; since then a further option from Charis had been aborted and the way was open for the school to seriously explore an option for an expansion of Jigsaw; Sarah had confirmed in writing to Charis the school's proposals and was awaiting a response.

It was further noted that:

- The proposal would involve use of the sensory room and the family room, both of which were currently under used.
- The staff room would move upstairs and the existing staff room would become the new sensory room
- Structural adaptations would be needed.
- The Croft Centre management were being kept informed of developments.
- Crofters would be using the building until September and it was important that they were not disrupted.

As discussed with Charis, the Committee **agreed** that Sarah should arrange for Beverley Butler, AfC Building Development Manager, Education & Children's Services, to visit the school to explore the feasibility of the proposals. Governors offered their support as needed.

ACTION BY: Sarah Brodie

The Committee thanked Sarah for her work on the proposals to develop use of the Croft Centre.

9. **Health & Safety – Action Plan** The Committee received a progress report as at 25 November 2016 on actions arising from the health & safety audit (copy in the minute book). It was noted that little had changed since the last report and that action on outstanding faults was being pursued.
10. **Policy Review** The Committee received policies due for review. Sarah answered governors' question about the policies:
- The **Staff Special Leave Policy** was working.
 - The **Managing Health and Attendance Policy** had been updated with minor changes using the local authority model.
 - **Fire Safety Policy** Current practice was for the school to telephone the fire station after the building had been evacuated. The school had agreed to be connected to the fire station and was waiting connection. There would be a charge for this service. When connected an alarm would sound in the fire station when the fire alarm was activated.
 - **General Risk Assessment Policy** The references to training were complicated because the school did not have a caretaker. If a caretaker was appointed the policy would need to be changed and advice would be taken from the caretaker.
 - If counselling was needed the school would approach the Educational Psychology (EP) team for families and the HR team for staff.

The Committee reviewed and **approved** the policies, subject to changes as indicated:

- **Staff Special Leave** (as presented)
- **Managing Health and Attendance (formerly Staff Health and Attendance)** – subject to deletion of references to voluntary aided schools
- **Fire Safety** – subject to deletion of Appendix A and references to it, as this was covered in the Health & Safety Plan update.
- **General Risk Assessment** (as presented)

Sarah Brodie and Charlotte Mayers left the meeting at this point.

11. Performance Management Juliet Cassidy reported that she had met with Cherry Baker and Sarah Brodie for the headteacher’s performance review and target setting, supported by Charis Penfold. The Committee **approved** the Performance Management governors’ recommendation on pay. See also confidential minutes.

12. Confidentiality The Committee **agreed** that agreement on the headteacher’s pay and performance should be recorded in a confidential minute.

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

Date	Reports by	Agenda Despatch
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 11.05 a.m.

Windham Nursery School Finance, Premises and Pay Committee Action Sheet		
Minute reference	Action required	By whom and when
3 September Census date	Factor autumn term vacant places into the budget plan	All For 2017/18
5.5 SEN Unit Funding	Review SEN Unit funding	Sarah Brodie FP&P Committee By 16/3/17
5.7 Canopy	Decide on allocation of costs for canopy	FP&P Committee On 1/2/17
8 Croft Centre Development	Finalise proposals and arrange for Beverley Butler to visit for feasibility study	Sarah Brodie Immediate
10 Policy Review	Amend policies as agreed	Sarah Brodie Immediate