

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 Wednesday 1 February 2017 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 1 December 2016 were **confirmed** and signed (copy in the minute book). Arising from the minutes:
 - 3.1 **September Census (Ref: Minute 3)** The Committee noted that there were no plans to change the census date relating to funding for three year olds (3yo); the school was full for the January census, but one of the places had been taken up by a child in the two-year-old (2yo) provision after the census deadline.
 - 3.2 **SEN Unit Funding (Ref: Minute 5.5)** It was noted that: for the first time the local authority had had to claw back Dedicated Schools Grant funding, by a reduction of the AWPU (Age Weighted Pupil Unit) rate, to offset a second year of overspending on special educational needs (SEN); Richmond was the highest spending local authority for independent special school placements; there was a 10-year plan to clear the local authority's SEN funding deficit.
4. **Early Years Nursery Funding Formula (EYNFF)** The Committee noted that Windham's current hourly rate would be guaranteed until 2020 under the new EYNFF; the rate for the extended 15-hour entitlement for working families was not likely to be economic and therefore not a preferred option.

Sarah Brodie stated that she had asked the local MP to represent Windham at a debate on the funding formula at Westminster Hall and she had stated that she would like to visit Windham. Sarah also stated that she would be attending a meeting at City Hall in February to raise the profile of maintained nursery schools alongside the head of Surbiton Nursery.
5. **Review of Contracts** Sarah Brodie reported on current reviews:
 - 5.1 **HR, Legal and Occupational Health** The school would like to continue with the existing service, operated by the London boroughs of Kingston and Merton, provided this was financially viable.
 - 5.2 **IT** The school was hoping to continue with the Click-on-it IT service provider, but was trying to renegotiate the contract so that support was available when needed.

5.3 SPARK The school was likely to continue to use the SPARK service.

- 6. Canopy** The Committee noted that the cost of the canopy would be in the region of £8,300 and that the work was likely to start during the Easter break. The Committee agreed that the cost should be met from the Capital budget.

In answer to questions from governors, Sarah confirmed that it was hoped the work would be completed during the holidays, but that potentially some could take place during term time.

- 7. Budget Report** The Committee received the headteacher's Finance Report (copy in the minute book), including:

- playground development update
- December monitoring sheets
- Croft Centre development update

Sarah Brodie and Steve Llewellyn highlighted key points and answered governors' questions. Arising from the report:

- 7.1 Playground Development** The Committee noted that the school was working with Infinite Playgrounds to refine the plans, to bring costs down within budget but retain natural materials as far as possible; it was hoped that the work would be completed during the current academic year, but the installation of the canopy would take priority.

Sarah stated that she had applied for grant funding of £10,000 from the Richmond Parish Lands charity. Steve Tedbury **agreed** to make enquiries about the possibility of securing funds from the Mercers.

ACTION BY: Steve Tedbury

- 7.2 Staffing** Sarah reported that the school would need to recruit a part-time administrative assistant for 20 hours a week to cover morning reception duties and website maintenance when the apprentice left in April 2016: funding for this would need to be built back into the budget and an advertisement would be placed in the near future. In answer to questions from governors, Sarah stated that employing an apprentice had been successful for the school and the employee, but that inducting another apprentice now would conflict with the administration of admissions.

- 7.3 Additional Services** The Committee received a breakdown of income and expenditure for the Rocking Horse Club, Little Learners and Crawlers & Explorers (copy in the minute book).

The Committee noted that Rocking Horse Club was now full and making a profit, and that the three services together were expected to be close to balancing by year end.

The Committee **agreed** that:

- A breakdown of the overspend at E07 should be provided for the next meeting.
- Little Learners and Crawlers & Explorers had value beyond the immediate service and should continue.
- There should be no immediate reduction in charges for Rocking Horse Club, while losses were being recovered.

ACTION BY: Sarah Brodie

- 7.4 First Aid Courses** The Committee **commended** the school's initiative of offering places on first aid courses to other schools and asked for spare places to be offered to governors.

ACTION BY: Sarah Brodie

- 7.5 Building Maintenance** The Committee **agreed** to the headteacher's recommendation to discontinue the Babcock contract at the end of the financial year in order to give the school greater control over spending.

It was noted that the role of Tracy Florentine (Croft Centre Business Support) was to be discontinued; the school would look to appoint a part-time caretaker and was obtaining quotes for bought in maintenance work as well as considering other total facilities management contractors; there would be issues to be resolved at least in the short term, but the school would ensure that health & safety issues did not compromise the building.

A governor **suggested** reviewing the possibility of sharing a caretaker with a local school.

- 7.6 Actual Income Received** Steve Llewellyn explained ongoing issues relating to over- and under-receipt of income from the local authority (AfC). The Committee **agreed** that the school should be aware when setting the budget of the amount that might need to be returned.

- 7.7 2yo** The Committee **agreed** that charges for 2yo for the next academic year should be an item on the agenda for the next meeting.

Sarah reported that some requests had been received from parents, who had asked for deferred entry to Reception, for places for 3yo with special needs in the 2yo provision: one pupil would be starting after half term.

ACTION BY: Sarah Brodie

- 7.8 Payroll** With reference to past difficulties with payroll, the Committee asked for a check to be made periodically to ensure staff were receiving correct payments.

ACTION BY: Sarah Brodie

- 7.9 Jigsaw** Sarah reported that she had asked for a commitment to move forward on the proposal to expand Jigsaw by spring half-term in order for the new provision to open in the autumn term.

The Committee **agreed** that Sarah should write to Anna Chiva expressing the Committee's wish to move forward.

The Committee **agreed** that the expansion would help to narrow the gap between income and expenditure.

ACTION BY: Sarah Brodie

- 8. Financial Benchmarking** The Committee received financial benchmarking data for 2015/16, comparing the school with other similar Outer London nursery schools and including Jigsaw and 2yo provision (copy in the minute book). Steve Llewellyn highlighted key points in the data.

The Committee **agreed** that there were no unexpected results, unless it was that the school's revenue balance was slightly below average; above average spending related to the cost of additional EHCPs (Education, Health and Care Plans), the inclusion of some Rocking Horse Club staff costs and the school's policy of providing the highest level of care and employing qualified staff.

The Committee thanked Steve for a helpful report.

- 9. Number 2 Account** The Committee noted that the audited statement of income and expenditure for the Windham School Fund had not yet been received from the auditor, but the audit had been completed and there were no issues. The Committee **agreed** that the statement should be circulated to governors when received.

The Committee noted that the balance in the account had reduced to £18,000 as some had been used to supplement voluntary contributions for trips and visits; if all planned activities for the year went ahead there would be a further reduction. The Committee noted that parents who had a 'paid' place were not asked to make a voluntary contribution and that no parents had taken up the option to part pay the £15 voluntary contribution.

ACTION BY: Charlotte Mayers

- 10. Health & Safety – Action Plan** The Committee received the updated Health & Safety action plan (copy in the minute book). The Committee noted that:

- Some statutory testing was due to be carried out.
- Babcock would be carrying out some work at the school during the half term break before Thames Water made their return inspection visit.
- Some emergency lights were not working; Babcock had supplied rechargeable torches and was taking the matter up with the local authority due to the high number of deficient emergency lights across the borough.

The Committee wished to record their deep concern at the abrogation of responsibility by Babcock in not keeping the emergency lighting in good order.

The Committee congratulated the school on evacuating the premises in 2 minutes 45 seconds.

In response to questions from governors, Sarah confirmed that the school would consider the possible need to include the new water feature in the Legionnaires Disease risk assessment.

The Committee endorsed the headteacher's intention to install a DfE sponsored defibrillator outside the school for school and community use in collaboration with the Croft Centre, the cost to the school being about £265. It was noted that the defibrillator would be supplied with voice over video instructions and that staff would use this for training purposes.

- 11. Policy Review** The Committee received policies due for review:

- Health & Safety
- Sun Safety

The Committee **approved** the policies, **subject to** re-instatement of the reference to the importance of Vitamin D from sunlight in the Sun Safety Policy.

The Committee noted the responsibilities that would normally fall to the caretaker and the temporary arrangements for this included in the Health & Safety Policy.

12. Schools Financial Value Standard (SFVS) The Committee **agreed** examples of improved use of resources for inclusion in the annual SFVS audit document:

- use of Parent Mail
- review of premises contract
- use of Rocking Horse Club staff instead of supply staff

It was agreed that the SFVS audit document should be presented to the next meeting for approval.

ACTION BY: Sarah Brodie, Steve Llewellyn

13. Confidentiality The Committee **agreed** that no items were confidential

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

Date	Reports by	Agenda Despatch
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 11.40 a.m.

Windham Nursery School Finance, Premises and Pay Committee Action Sheet		
Minute reference	Action required	By whom and when
7.1 Playground development	Enquire about obtaining funds from the Mercers	Steve Tedbury Immediate
7.3 Additional services	Provide breakdown of overspend at E07	Sarah Brodie For meeting on 16/3/17
7.4 First Aid courses	Consider offering spare places on first aid courses to governors	Sarah Brodie Immediate
7.7 2yo	Report on charges for 2yo	Sarah Brodie For meeting on 16/3/17
7.8 Payroll	Arrange for checks to be made on salary payments to staff	Sarah Brodie Ongoing
7.9 Jigsaw	Write to Anna Chiva about need to move forward with Jigsaw proposal	Sarah Brodie Immediate
9 No. 2 Account	Forward No. 2 Account statement for circulation to governors	Charlotte Mayers When received
12 SFVS	Arrange for SFVS document to be presented to the Committee	Sarah Brodie, Steve Llewellyn For meeting on 16/3/17