

## 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 16 March 2017 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)

---

1. **Apologies** Apologies were received from Charlotte Mayers.
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 February 2017 were **confirmed** and signed (copy in the minute book).  
Arising from the minutes:
  - 3.1 **Funding for Playground Development (Ref: Minute 7.1)** Steve Tedbury reported that he had enquired about funding from the Mercers and ascertained that the fund was to help deprived people in Greater London and the West Midlands, but that no funds would be available until September 2017.
  - 3.2 **First Aid Courses (Ref: Minute 7.4)** Sarah Brodie reported that no spare places had been available on the last first aid courses run, but that in future governors would be informed if there was spare capacity.
  - 3.3 **Payroll (Ref: Minute 7.8)** Sarah reported that a payroll check had found some staff to have been overpaid as a result of Payroll errors; in future regular checks would be made (see also Minute 6.1).
4. **Staffing** Sarah Brodie updated the Committee on staff recruitment:
  - **Reception** The school had been unsuccessful in filling the administrative post for reception for the summer term and Chloe Harkins, who would complete her apprenticeship at the end of the spring term had agreed to continue full-time until the end of the summer term; the school would review the post and advertise for a September start; the new administrative assistant would cover reception duties and Leanne would take responsibility for the administration of admissions.  
  
The Committee wished to record their **thanks** to Chloe for continuing after the completion of her apprenticeship.

See also confidential minutes.

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

- **Caretaking** There had been no response to the advertisement for a part-time caretaker and the role would be reviewed alongside the review of the administrative assistant role and work currently being undertaken by Babcock with a view to enhancing the caretaker role.

- **Croft Centre Reception** AfC had asked the school to identify what support it could offer and with costs in terms of providing reception cover for the Croft Centre; the phone system was being changed and a new team or teams were expected in September 2017; the school was completing a risk assessment and would assess costs.

**5. Review of Contracts** Sarah presented a spreadsheet of service level agreements (SLAs) and contracts to be reviewed in 2017/18 with current costs and proposals. It was noted that:

- There would be a reduction in the cost of the HR SLA from £5,669 to £4,429 due to lower staffing support requirements.
- There was an administrative charge associated with DBS checks for volunteers.
- The cost of the Legal Support SLA was likely to be similar to that for 2016/17, but had not yet been corroborated.
- As most payments were made online the school no longer required the bank courier service; there was a small charge to parents for electronic transfers using Parentmail to make card payments.
- The cost of the School Post service had been confirmed at £216.
- The school would be discontinuing the contract with Babcock and taking out a contract for maintenance work with Vantage, a local contractor that the school was confident was sufficiently well staffed.
- A quote of £5,724 had been received for statutory testing for the whole building; if the Croft Centre was not included, there would be some income left to put towards caretaking costs.
- The Grounds Maintenance contract was not good value for money and could be stopped if the caretaker post was filled.
- The contracts for Cleaning, Integris Support, Click on IT, Website, Parentmail and Tapestry would continue.

The Committee **agreed** that Tapestry represented very good value for money, but noted that it was still taking time for staff to extract the data for assessments.

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

- an overview of variances, issues and changes since the last meeting
- income and costs for extended services.

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

**6.1 Overspending on Staff Costs** The Committee noted that the estimated overspend of £23,427 on staff costs was mainly due to costs for Rocking Horse Club staff – unanticipated costs to support children with additional needs, staff overtime for planned and unplanned staff absence, and overpayments as a result of payroll errors. The Committee **agreed**:

- the action to be taken with regard to the payroll errors (see also Minute 3.3);
- an increase from 3 to 6 hours a week for absence cover for 2017/18;
- that Rocking Horse Club staff costs should be reviewed before setting the final budget;

- that the school should check that cleaners were being paid as expected.

It was noted that:

- the overspending under E12 was offset by underspending under E4;
- There was a further saving under E05 due to employing an apprentice administrator.
- No long term absences were anticipated.

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

- 6.2 ICT Learning Resources** It was noted that the school was obtaining quotes for a contractual change to allow for two repairs a year and an amount for new screens would need to be added to the final budget plan.
- 6.3 Overspend** It was noted that the overall overspend for the year was expected to reduce from £25,500 to £17,700.
- 6.4 Income** The Committee noted that an additional nursery adjustment, just received from the local authority, had increased unexplained income by £15,000 to £74,000.

The Committee **agreed** that the school should ask for a breakdown so that, if due, it could be built into the 2017/18 budget and any missing income identified.

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

- 6.5 Decking** The Committee noted that the school was waiting for a revised quote for the decking and agreed that if necessary governors could be contacted during the holiday, but the school should assume assent to the proposals unless objections were received from governors. It was hoped that the work could be completed during the Easter holiday.
- 6.6 Sparkle Time** Sarah reported that the Children's Centre had stopped commissioning Sparkle Time, but could provide staff towards a service offered by other providers. The Committee considered a proposal discussed with the Children's Centre for the school to run Sparkle Time:
- The school would fund Helen Montgomery Smith and the Children's Centre would provide a second member of staff.
  - The provision would be for children with any additional need, was open to children from a younger age than Jigsaw, and for Jigsaw children would work like 'Stay and Play'.
  - The cost to the school would be higher than for other sessions, as there would be no guaranteed income of £40,000 a year; the cost to the school for running the service would be £2,340.
  - No charge could be made for the service, but voluntary contributions could be invited.
  - The service would be signposted by Social Services and would serve the whole of the Richmond community, not just Windham.
  - The provision would swap with another Children's Centre session that was not attended.
  - It might be possible to obtain some external funding to run the provision.

- If possible the service would begin after the Easter holiday.

The Committee **endorsed** the proposal in principle and it was **agreed** that:

- The proposal should be reported to the next meeting of the governing body.
- If agreed, the provision should be reviewed in a year's time.
- A half term's notice should be given if it was decided that the provision should be discontinued.

**ACTION BY: Sarah Brodie**

- 7. Charges for Two Year Olds** It was noted that a notional 5% increase in costs had been added to the budget for two-year-olds: there remained a lot of unknown factors, but the amount received from the local authority was expected to reduce.
- 8. Draft Budget Plan** The Committee considered the draft budget plan (copy in the minutes book). It was noted that a revised draft, including allowance for an agreed NJC pay award, extension of the apprentice administrator contract, inclusion of 3.6 hours for the caretaker post, and 6 hours a week cover for the Rocking Horse Club, brought the estimated year end balance for 2017/18 to £74,000, for Year 2 to £25,000 and for Year 3 a negative balance of £34,000.

It was noted that:

- £30,000 of the unexplained £74,000 had been included in the plan.
- The plan assumed Jigsaw funding was secure at Band 6; funding would not be received until children were actually attending.

The Committee **agreed** that the school should check whether to include funding for Sparkle Time when setting the final budget plan.

The Committee **agreed** to recommend the draft budget plan to the governing body for approval. Steve Llewellyn agreed to provide an updated copy of the plan for circulation to the governing body.

It was **agreed** that Sarah should contact Beverley Butler, AfC Building Development Manager, direct regarding the proposed expansion of Jigsaw with a view to a visit to the school being arranged.

**ACTION BY: Sarah Brodie, Governing Body, Steve Llewellyn**

*Juliet Cassidy left the meeting at this point.*

- 9. Schools Financial Value Standard (SFVS)** The Committee noted that the SFVS audit document had been updated at the last meeting and **agreed** that it should be circulated to the governing body for approval at its next meeting.

**ACTION BY: Sarah Brodie, Steve Llewellyn, Governing Body**

- 10. Unofficial School Fund Account** The Committee received an audit report for the Windham School Fund account for the year ended 31 August 2016. It was noted that there was no cause for concern. The Committee **asked** for a statement of the account, showing income, expenditure and balances to be presented to the next meeting.

**ACTION BY: Sarah Brodie, Charlotte Mayers**

**11. Health & Safety – Action Plan** The Committee received a risk assessment report for the Windham Croft Centre (copy in the minute book). It was noted that there had been no new issues since the last meeting. Sarah reported that she would be attending a Premises Committee meeting for the Croft Centre on 25 April 2017.

**12. Playground Development** The governing body **agreed** to a quote of £15,500 for the playground development and gave approval for expenditure of up to £20,000 in total for painting and any other work relating to the playground development.

**13. Confidentiality** See Minute 4.

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

<b>Date</b>	<b>Reports by</b>	<b>Agenda Despatch</b>
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 12.05 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 Reception staff</b>	Thank Chloe Harkins for agreeing to continue for summer term	Sarah Brodie Immediate
<b>6.1 Overspending on Staff Costs</b>	Take action as agreed	Sarah Brodie Immediate
<b>6.4 Income</b>	Ask for breakdown of unexplained income from AfC	Sarah Brodie Immediate
<b>6.6 Sparkle Time</b>	Pursue proposal for Sparkle Time as agreed	Sarah Brodie Immediate
<b>8 Draft Budget Plan</b>	Check whether to include funding for Sparkle Time in final budget plan. Approve draft budget plan.  Provide updated draft budget for GB.  Contact Beverley Butler, regarding Jigsaw proposal to arrange visit.	Sarah Brodie At final budget setting Governing Body On 22/3/17 Steve Llewellyn For 22/3/17 Sarah Brodie Immediate
<b>9 SFVS Audit Document</b>	Circulate SFVS audit document to GB.  Approve SFVS audit document.	Sarah Brodie, Steve Llewellyn Immediate Governing Body On 22/3/17
<b>10 Unofficial School Fund Account</b>	Present statement of unofficial school fund account to governing body.	Sarah Brodie, Charlotte Mayers On 22/3/17

