

## 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 Friday 12 May 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)

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1. **Apologies** Apologies were received from Charlotte Mayers for absence from part of the meeting.
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 16 March 2017, including a confidential minute, were **confirmed** and signed (copy in the minute book). Arising from the minutes:
  - 3.1 **Sparkle Time (Ref: Minute 6.6)** The Committee was pleased to learn that Sparkle Time had started at the beginning of the summer term, running on Monday afternoons – one family attended in the first week and two in the second week. The school was confident that numbers attending would increase to the target of five families, which would give the school sufficient support to submit a funding bid.
  - 3.2 **Staffing (Ref: Minute 4)** Sarah Brodie assured the Committee that the arrangements for an extension of contract for the apprentice administrator were in the best interests of herself and the school.

Sarah reported that there had been little interest in the caretaking post, but that the role might be clearer after the meeting with Rob Henderson from AfC the following week when more might be known about plans for future use of the Croft Centre.

Governors asked Sarah to let them know if she needed any help with the recruitment process for vacant posts.
4. **Review of Contracts** Sarah reported that:
  - The cost of the cleaning contract would increase as wages were being increased at the same time as an increase in the minimum wage.
  - Due to the uncertainty with regard to the future of the Croft Centre and caretaking arrangements, the school would be using the company Vantage for statutory testing for the immediate future.
5. **Budget Report** The Committee received the headteacher's Finance Report (copy in the minute book), including:
  - updated draft budget plan 2017/18 (Final Plan Draft 2)
  - surplus balances return
  - differences between the approved draft and final draft budget plan

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

**5.1 Surplus Balances Return** Steve Llewellyn tabled a revised surplus balances return showing a reduction in total revenue balance of £97.50 and an equivalent reduction in uncommitted revenue.

The Committee noted that the school had received a communication from Grahame Craig, Senior Finance Officer Schools Lead for AfC, asking for an explanation of why the school's revenue balance for 2016/17 continued the pattern of high revenue balances, so that he could respond to an information request from the Department for Education.

It was noted that in the 2016/17 financial year:

- The school had received £80,000 during the year that was not anticipated at the start of the year.
- Overall there was a total revenue balance as at 31 March 2017 of £160,330, £142,494 of which had been committed
- The remaining balance of £17,836 could not be committed because the school did not know that it would receive the income.
- All surplus balances would be committed over the three year budget plan.
- The school had not made a loss because it had been able to spend some of the unexplained income.

The Committee **agreed** that the surplus balances return should be presented to the next meeting of the governing body for sign off and advised the headteacher on her response to Grahame Craig.

Steve Llewellyn **agreed** to circulate the end of year monitoring sheets.

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

**5.2 Draft Budget Plan** It was noted that:

- The updated draft budget plan included the reduction in revenue balance and additional income from increased interest.
- Of the unexpected income, £7,000 was for unreconciled balances that had since been reconciled, another £15,000 was from AfC for the upkeep of the building linked to children's centre services, although it was not clear whether this would continue as AfC were already paying a share of the cost, and approximately £10,000 was an overpayment for Jigsaw.
- If the school retained the remaining £68,000, it would have made a profit over the year.
- The school was still in receipt of £53,297 more than expected at I01.
- The allocation at E01 in the draft 2017/18 budget plan had been increased to address overspending in 2016/17 and to include a 1% pay award for all staff.
- Supply staffing would be covered internally initially and the cost of any agency supply needed would be met from insurance; all teachers were covered by absence insurance.

- The allocation at E27 was for one-to-one support currently being provided; the summer term allocation would continue from the current budget.

The Committee **agreed** that:

- The unexplained income could not be built into the budget plan without further clarification.
- The final budget plan should be presented to the June meeting of the governing body, and should if possible include the expansion of Jigsaw.

## **ACTION BY: Governing Body**

### **6. Jigsaw Expansion** The Committee noted that:

- Parents had been advised that conditional on plans being finalised for the expansion of Jigsaw they would be offered a place for their child from September 2017.
- The closing date for the additional teacher was 15 May 2017 and interviews would take place on 24 May.
- A staffing plan was in place.
- Approval of capital works was awaited from Cabinet.
- The earliest work could begin was the August bank holiday week. The work was expected to take eight weeks without interruption. The additional room would not therefore be available for at least the first half of the autumn term.
- Sarah was hopeful that Rob Henderson would agree to the staff room being moved to the large meeting room temporarily, but also longer term.
- The school was awaiting a response from Beverley Butler regarding the necessary building works and appointment of a contractor.
- Staff appointments and contracts would be formal from September 2017; staff would need to be given four weeks notice before the end of the summer term.
- Jo Berry had met all 12 children who were expected to start in the Unit in September 2017.

### **7. Premises** It was noted that the canopy and decking had been completed. Sarah thanked the Committee for their support with this project.

It was noted that work on development of the playground would begin on 15 May; the playground would be shut, but children would be able to see the building work and use the sensory garden.

### **8. Unofficial School Fund Account** The Committee received a statement of the Number 2 Account for the year ended 31 August 2016 (copy in the minute book). It was noted that the balance in the account was falling by about £2,000 a year. The Committee thanked Sarah and Charlotte Mayers for their efforts in managing the account.

### **9. Health & Safety** The Committee received the updated Health & Safety action plan (copy in the minute book). Arising therefrom:

**Asbestos Survey** It was noted that a new asbestos survey report had been received: the report stated that tiles under the lino might contain asbestos; the

tiles would only present a risk if they were to be moved; the asbestos management plan would be updated to take account of the report and brought to the next meeting of the Committee.

**ACTION BY: Sarah Brodie**

*Charlotte Mayers arrived at this point.*

It was noted that there had been no improvement in support from the Croft Centre on health & safety issues and agreed that the matter should be raised at the meeting with Rob Henderson.

**10. Policy Review** The Committee approved the following policies:

- Admission Arrangements
- Debt Recovery, Charging and Remissions Policy

It was noted that the Admissions Policy included references to the 30-hour entitlement and stated that the school would consider offering places if there were vacancies after 15-hour places had been taken up.

Sarah stated that the school would consider charging in the future for persistent late payments.

**11. Provision for Pupil** Sarah reported on the provision being made for an individual child and also in the absence of Jess Craig to allow more support for duties outside of the school day.

**12. Confidentiality** The Committee agreed that no confidential minutes were required.

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

<b>Date</b>	<b>Reports by</b>	<b>Agenda Despatch</b>
Tuesday 20 June 2017 at 9.15 a.m.	12/6/17	13/6/17
Thursday 5 October 2107 at 9.15 a.m.	26/9/17	28/9/17
Friday 24 November 2017 at 9.15 a.m.	15/11/17	17/11/17
Wednesday 31 January 2018 at 9.15 a.m.	22/1/18	24/1/18
Monday 12 March 2018 at 9.15 a.m.	1/3/18	5/3/18
Thursday 10 May 2018 at 9.15 p.m.	1/5/18	3/5/18
Friday 22 June 2018 at 9.15 p.m.	13/6/18	15/6/18

The meeting ended at 10.55 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>5.1 Surplus Balances Return</b>	Sign off surplus balances return. Send budget monitoring sheets for circulation to governors	Governing Body 16/5/17 Steve Llewellyn Immediate
<b>5.2 Draft Budget Plan</b>	Approve final budget plan	Governing Body 28/6/17
<b>9 Health &amp; Safety</b>	Update Asbestos Management Plan and bring to next meeting	Sarah Brodie For 20/6/17