

## 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 20 June 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** 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 12 May 2017, were **confirmed** and signed (copy in the minute book).
- 4. Review of Contracts** Sarah updated the Committee on the review of contracts and answered governors' questions:
  - There was a question as to whether the school's cleaning contract needed to be extended to include the new Jigsaw room and the large meeting room.
  - There were issues with work not being completed by the current contractor for maintenance of the grounds; these were being taken up with the contractor and the school would ensure that the work was completed by the summer holidays at the latest.
  - The school had not been able to establish a link to the fire brigade but the fire alarm was working.
- 5. Budget Report** The governing body noted that due to issues with migration to a new payroll system AfC had not been provided with data in a useable format; consequently the school had been unable to monitor actual pay; all schools in the borough were affected.

The Committee expressed concern that they were unable to fulfil their financial monitoring responsibility and agreed that, depending on the outcome of a locality meeting of business managers on 26 June 2017 when the issue would be raised, Dan Evans should write to AfC on behalf of governors expressing dissatisfaction and referring to recent payroll errors involving the school.

See also Minute 13.

### **ACTION BY: Dan Evans, Sarah Brodie**

- 6. Jigsaw Expansion** Sarah updated the Committee on plans for the expansion of Jigsaw:
  - A meeting took place on 15 June 2017 when Sarah and other users met the appointed consultants.
  - Timescales were to be factored in; the work was expected to take about 10 weeks without interruption.

- Outreach would need at least one classroom space, but would work without this until the building work had been completed.
  - The additional Jigsaw class would run in the morning and Outreach in the afternoon.
  - It was not expected that planning permission would be required initially. The plans included an external ramp, for which planning permission might be required, but this was not needed in the first year and could be added later.
  - Rob Henderson had visited to discuss the plans.
  - The school was obtaining guidance on fire wardening for the Croft Centre, but was unable to provide cover for this – the office administrator would work from 8 a.m. to 4 p.m. term time only.
- 7. Premises** The Committee was pleased to note that the playground development was being well used and that the canopy was providing shade.
- 8. Health & Safety** The Committee received the updated Health & Safety report (copy in the minute book). Sarah reported on further updates and answered governors' questions. It was noted that:
- The lift had now been inspected.
  - Although it had taken longer than expected to transfer the contract for statutory inspection for gas to the new contractor, a representative from the had now visited and a formal inspection would be made in the near future.
  - The school continued to rely on torches for emergency lighting; the new contractor was clearing the backlog of repairs, including the emergency lighting, but this would involve costs to the school.
  - References on the penultimate page of the report to December 2017 (Fire Safety Policy) and November 2017 (grit bins) should be amended to 2016.
- 9. Policy Review**
- 9.1** The Committee received the updated Governors' Allowances Policy. It was noted that there had been no substantive change to the Policy. The Committee approved the Policy.
- 9.2** The Committee received the Asbestos Management Plan. Sarah answered governors' questions. The Committee approved the Plan.
- 10. Staffing** The governing body received a spreadsheet showing the deployment of teaching staff and early years professionals from September 2017. Sarah answered governors' questions and updated the Committee on recruitment to vacant posts and cover for long term absences.
- Steve Llewellyn arrived at this point and gave apologies for lateness.*
- 11. Three-year-old (3YO) Admissions** The Committee noted that there were 19 vacant places in the afternoon session for 3YO, but that there was a list of 6 or 7 children whose parents were interested in the 30-hours provision. It was noted that:
- The number of requests for primary school places in various parts of the borough was declining and that some plans for bulge classes or expansion had been abandoned as a result.
  - The school would need a minimum of 13 pupils in order to offer a viable session for the 30 hours.

- Seven or 8 schools in Kingston borough had offered the 30 hours, schools in Richmond had understanding of the provision, but none had made an offer.

The Committee **agreed** that a decision on whether to offer the 30 hours should be made by email between Sarah and the Committee in about two weeks' time. The Committee **agreed** that the vacancies should be advertised on the school website and through current parents.

**ACTION BY: Sarah Brodie, FP&P Committee**

**12. Final Draft Budget Plan** The Committee received the final budget plan (Draft 2), incorporating income equivalent to eight Band 6 places from September 2017 for the expansion of Jigsaw and Outreach. It was noted that:

- Years 2 and 3 showed the full effect of the Jigsaw expansion.
- Although the budget was balanced in Year 3, that had only been possible given the starting balance for Year 1 of £160,330.
- The higher expenditure allocation at E22 (administrative supplies) included additional amounts for office administration and Jigsaw.
- An email had been received from Anna Chiva, Head of Service Special Educational Needs at AfC, confirming approval of revenue funding for the expansion of Jigsaw.
- The budget was based on Band 6 funding for all Jigsaw children; over-receipt of income had been left in but not built into the budget; the difference between Band 6 and Band 7 funding was about £1,200.
- Place funding and top-up funding was split between I01 and I03.
- The allocation for training had been increased.
- The allocation for caretaking hours had been increased as much as possible within budget.
- The training budget for 2016/17 had not all been spent because staff had completed a lot of training in-house, at low cost or free.

In answer to a question from a governor, Sarah stated that one or two Disability Living Allowances could be expected during the year. The Committee noted that these could have been claimed elsewhere and agreed that they should be built into the budget if received.

See also confidential minute.

It was noted that Grahame Craig had acknowledged the correspondence from the school regarding discrepancies between income received and the amounts expected.

The governing body **agreed** to recommend the final budget plan to the governing body for approval at the meeting on 28 June 2017.

**ACTION BY: Governing Body**

**13. Budget Monitoring** Steve Llewellyn agreed to email a budget monitoring report for governors if data was received for June. It was noted that:

- The school appeared to be about £9,000 within budget, but that this could not be confirmed.
- Income was slightly up due to in-borough statement funding and based on current information was likely to continue to increase.

**14. Confidentiality** See Minute 12.

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

<b>Date</b>	<b>Reports by</b>	<b>Agenda Despatch</b>
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 a.m.	1/5/18	3/5/18
Friday 22 June 2018 at 9.15 a.m.	13/6/18	15/6/18

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The meeting ended at 11.15 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 Budget Report</b>	Write to AfC about payroll issues if needed	Dan Evans, Sarah Brodie After 26/6/17
<b>11 3YO Admissions</b>	Agree by email whether to offer 30 hours	Sarah Brodie, FP&P Committee By c 7/7/17
<b>12 Final Budget Plan</b>	Approve final budget plan on recommendation of FP&P Committee	Governing Body 28/6/17