

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 5 October 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 20 June 2017, were **confirmed** and signed (copy in the minute book). It was noted that all actions arising from the minutes had been completed.
4. **Review of Contracts** In answer to a question from a governor, Sarah Brodie **stated** that cleaning of the new staffroom had been added to the cleaning contract on a temporary basis and cleaning of the new Jigsaw room would be added.
5. **Budget Report** The Committee **received** a finance update report from the headteacher, including budget monitoring sheets prepared by Steve Llewellyn, showing payroll data to August 2017 (copy in the minute book). Steve and Sarah expanded on issues and highlights from the report, and answered governors' questions:

5.1 Payroll Steve reported that:

- Due to issues with the introduction of the new payroll system August pay had had to be calculated manually using July data and August pay rates.
- Accurate data was now being received and the school would be able to check August and September pay.
- The school had received £4,400 credit for adjustments to the August pay run.

The Committee **thanked** Steve for undertaking additional work arising from the payroll issues.

5.2 Staff Absence Supply Scheme (SASS) Steve reported that:

- Due to a number of factors at borough level the SASS would not be viable without a £4,000 contribution from each school, previously paid to schools in error, or contribution from the Council. This was being reviewed and funds would be requested in the near future.
- The school had submitted claims and was awaiting payment.

The Committee noted that Steve Llewellyn would be attending the SASS Committee meeting and **submitted** that it was important for the scheme to continue.

- 5.3 Caretaker** The Committee was pleased to note that a caretaker had been appointed for 30 hours a week on a 52 week contract from 1 October 2017. It was noted that the school had budgeted for the post from 1 September 2017.
- 5.4 Utilities** It was noted that the school had not received any invoices for its share of costs in the current financial year but that this was expected to be resolved in the near future.
- 5.5 NNDR** It was noted that the school had not yet received an invoice for rates for the current financial year.
- 5.6 Learning Resources** It was noted that further overspending was expected on resources for the expansion of Jigsaw.
- 5.7 Capital Expenditure** Steve **reported** that on advice from the local authority and to avoid capital funds being taken back by the authority due to the current size of the reserve the school would not be moving funds from the revenue budget to capital to pay for the canopy. The cost would therefore be met from the existing capital budget. The school would then have capital balance of £32,000. This would be used to pay for outstanding works identified by the new maintenance contractor and could go ahead once the caretaker was in post to manage them.

It was **noted** that capital funds for the expansion of Jigsaw were being managed by the local authority.

The governing body **agreed** that once projects had been completed Sarah should contact Beverley Butler, AfC Building Development Manager, Education and Children's Services, about the effect on the budget of the increased floor area being used by the school.

ACTION BY: Sarah Brodie

- 5.8 Income** Steve stated that there had been no further clarity on unexplained income. It was noted that:
- The school had only received income for eight Jigsaw places (Band 7), but expected to receive income for 12 places with effect from September 2017.
 - Rocking Horse Club was full but 8 places had been filled by children accessing their free 30 hours so did not attract income.
 - At the time of the meeting there were five unfilled nursery places: it was anticipated that these would be filled.
 - The school needed to fill 6 paying Rocking Horse Club spaces to make viable the employment of an additional staff member.
 - Little Learners had started a week later than usual due to the building works: the school would continue to monitor attendance and related income.

The Committee **agreed** that an additional member of staff should be employed when the waiting list for Rocking Horse lunch club reached 4 and that places should then be offered.

5.9 Jigsaw It was **noted** that:

- An impromptu **fire alarm** had taken place when the alarm was set off due to dust from the building work.
- Handover of the new building was scheduled for 30 October 2017 and the school would move in on 31 October.
- Although snagging could be expected after handover, the work had been a positive experience.

5.10 Current Staffing Sarah **reported** on the successful start of new members of staff in September 2017 and remaining vacancies:

- A member of staff was currently on a temporary contract due to personal circumstances.
- A candidate for the Early Years Educator post had been interviewed and would spend a day in Jigsaw as part of the recruitment process before being offered the post.
- The 'fourth adult' was able to cover in Jigsaw while numbers in the nursery were low.

5.11 Maternity Cover for Headteacher Juliet Cassidy **reported** on the arrangements being made in consultation with Charis Penfold, Link Inspector, to cover the maternity leave of the headteacher from January 2018:

- The maternity cover post had been advertised internally.
- An expression of interest had been received and the candidate would be interviewed informally by Charis and Juliet in the week beginning 9 October 2017.
- If successful and subject to advice from HR, the candidate's substantive post would be advertised externally as a maternity cover the same week.

The Committee also **considered** implications for the allocation of duties and how salary would be affected.

The Committee **congratulated** Juliet on the progress made to date.

5.12 Premises The Committee **noted** that:

- Work on the garden woodwork that did not happen during the summer as expected was being carried out on Saturdays during the autumn term.
- A quote of just over £1,000 had been obtained for relaying the paving outside Jigsaw, necessary because the area was used for a fire escape, a puddle had formed and there had been some minor trips; the paving was on shared use land and arrangements for the work to take place were expected to be completed in November 2017.
- Two quotes had been received for painting of the nursery and a third was awaited.

The Committee **agreed** that:

- Noting the school had received a quote of over £1,000 for repair to the ground floor external boiler, a third quote should be obtained.

- Provided the school was compliant, required Service A inspections of the basement boilers, including spares kit replacement, should take place in December 2017 as scheduled.

5.13 Occupancy It was noted that:

- There was a waiting list for 30-hour provision; further applications would be considered if there were 13 unfilled spaces in January 2018.
- There was also a waiting list for 15-hour places for children who would not be old enough to start until January 2018.
- Some parents who were waiting for a place were contracted to another setting until the end of the autumn term 2017.
- The school was required to budget on the basis of all places being full.
- Statistically there were fewer children in the current cohort with English as an Additional Language than in 2016/17.

Sarah **agreed** to email the Committee with figures showing the financial implications of not having all 15-hour places filled.

- 6. Agenda for Next Meeting** The Committee **agreed** that Sarah should present proposals for future provision to the next meeting, including the cost implications of retaining the new staff room.

It was **noted** that Dan and Sarah had arranged to visit a nursery in Dorking that had successfully implemented the 30-hour provision; Sarah had also arranged to meet headteachers from Windsor and Maidenhead and the headteacher of Surbiton Children's Centre Nursery with regard to the 30-hour model. Former governor, Charles Barnard, employed by the London Borough of Ealing, was **suggested** as a possible source of advice on good practice.

ACTION BY: Sarah Brodie, Dan Evans

- 7. Health & Safety** The Committee **received** the updated Health & Safety report (copy in the minute book). It was **noted** that:

- The update included statutory risk assessments, including fire risk assessments.
- The fire risk assessment report was awaited.
- The caretaker had been booked onto all relevant training offered by the local authority.
- There was nothing significant in the updates that the Committee was not already aware of.

- 8. Policy Review** The Committee **approved** the following documents:

- Privacy Notices Policy
- Lockdown Procedure
- Admission Arrangements – amendment to reflect the offer of '30 hours' provision.

In **response** to a question from a governor about the choice of health & safety service, Sarah stated that the school had discretion and had chosen the Kingston and Sutton Shared Health & Safety Service, as a more comprehensive and proactive service than that offered by Richmond.

As the local authority's model Pay Policy had not yet been received, it was **agreed** that the Teachers' Pay, Teacher Capability and Teacher Appraisal policies should be referred to the full governing body for approval. Sarah agreed to circulate details of the 2017/18 pay awards to the Committee if these could be obtained by HR.

As the Medical Conditions Policy was not available for the meeting it was **agreed** that this policy should be referred to the governing body for approval.

ACTION BY: Sarah Brodie

- 9. LA Consultation on Implementing Changes to the Early Years SEN Inclusion Fund** The Committee **noted** that individual governors' comments had been used to inform the school's response to the local authority's consultation on implementing changes to the Early Years SEN Inclusion Fund.
- 10. Pay Recommendations** The Committee **approved** the headteacher's recommendation on pay awards. It was noted that the performance review for the headteacher had been arranged for 16 October 2017.
- 11. Confidentiality** The Committee **noted** confidential staffing matters that had been discussed.
- 12. Future Meetings** The Committee **confirmed** dates of future meetings:

Date	Reports by	Agenda Despatch
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

The meeting ended at 11.27 a.m.

Windham Nursery School Finance, Premises and Pay Committee Action Sheet		
Minute reference	Action required	By whom and when
5.7 Floor area	Contact Beverley Butler about new floor area being used by the school	Sarah Brodie When building project complete
6 Agenda for next meeting	Present proposals for future provision to the next meeting, including use of new staff room Report on visits to 30-hour provision	Sarah Brodie For 24/11/17 Sarah Brodie, Dan Evans For 24/11/17
8 Policy Review	Present Teachers' Pay, Teacher Capability, Teacher Appraisal and Medical Conditions policies to governing body for approval Circulate details of the 2017/18 pay awards to the Committee	Sarah Brodie For 24/11/17 Sarah Brodie When available