

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 Monday 12 March 2018 at 9.30 a.m.

Present: Dan Evans (Chair) Charlotte Mayers (Associate Member)
Jo Berry (Acting 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 31 January 2018, were **confirmed** and signed (copy in the minute book). The Committee reviewed the action agreed.

Arising from the minutes:

- 3.1 **Breakfast Club Staff (Ref: Minute 3.2.1)** The Committee agreed that the breakfast club questionnaire was not a current priority.
- 3.2 **Special Educational Needs (SEN) Funding (Ref: Minute 5.2)** The Committee received confirmation that the school did not need to spend £6,000 before funding would be granted for pupils with SEN with no EHCP (Education, Health and Care Plan), but was waiting to know whether funding would be received in the current year for three pupils with SEN.
- 3.3 **Outreach (Ref: Minute 5.3)** With reference to a public consultation on future special needs provision within the borough, Jo Berry confirmed that Windham would not be expected to provide 16 Jigsaw places.
- 3.4 **Energy Costs (Ref: Minute 5.4)** Charlotte Mayers reported that the caretaker was now recording energy usage so that this could be compared with charges.
- 3.5 **IT Equipment (Ref: Minute 4.6)** Charlotte reported that it was not necessary for Click-On-It to replace the laptop batteries and that the school had ordered replacement batteries.
- 3.6 **HR Service Level Agreement (SLA) (Ref: Minute 5.7)** The Committee noted that the invoice for the HR SLA was for the period up to January 2018 and that the cost had increased because of the higher number of staff employed. The Committee **agreed** that the bill should be paid.
- 3.7 **Jigsaw Expansion (Ref: Minute 5.12)** It was noted that minor snagging had yet to be carried out and this would be followed up with the contractor.
- 3.8 **3YO Places (Ref: Minute 5.14)** It was noted that the 13 30-hour places had been offered for September 2018.

- 3.9 Financial Benchmarking (Ref: Minute 6)** It was noted that benchmarking data had not yet been received from the Department for Education.
- 3.10 Unofficial Account (Ref: Minute 8)** It was noted that there had been a slight increase in voluntary donations since the school had written to parents and that asking for contributions for specific costs, such as the 'living eggs' and farm visit had received a positive response.
- 3.11 Croft Centre Building and Fire Risk Assessment (Ref: Minute 9 and 10.13)** Jo reported that a brief sent to Rob Henderson, at AfC, was currently being considered with a view to a possible soft start to the change of use of the Croft Centre building, if agreed, in April 2018; the school would need to know before Easter for an April start.
- 4. Review of Contracts** It was noted that there were no proposals to change any contracts. See also Minute 3.6.
- 5. Budget Report** Charlotte Mayers presented the finance update report, including budget monitoring sheets and an explanation of overall staffing costs (copy in the minute book). It was noted that there had been no new changes to the budget since the last meeting. Jo, Charlotte and Steve Llewellyn answered governors' questions. Arising from the report:

5.1 Staffing Costs

Question: Why was overtime needed for an increase in pupil numbers?

Answer: Overtime was needed until an additional member of staff had been appointed. Spending is now back on track.

The Committee thanked Charlotte for her explanation of overall staffing costs.

- 5.2 Income** The Committee noted the report on income: the school would receive £15,000 for Children's Centre premises costs; over-receipt for the current year for Band 7 was being clawed back, and the school could expect £28,000 to be clawed back in 2018/19 for the lower numbers in the current academic year. It was noted that the budget plan was based on the assumption that this amount would not be received.

5.3 Premises Report

Question: Will the cost of the garden woodwork be met from the capital budget?

Answer: No. It will be met from revenue.

Question: Do you know what the boiler work will cost?

Answer: There will be no cost to the school.

Question: What progress has been made on work to the gates? What costs are involved?

Answer: For the gate in the 2YO area, no alternative has been found to the key pad or push button. Funding will be needed for the gate to the park and 2YO gate. The cost for the gate to the park should be split with

the Croft Centre. The school needs to get a costing for the 2YO gate on its own and for the 2YO gate plus the park gate.

5.4 Kitchen Inspection The Committee congratulated staff on receiving a five star rating on a recent kitchen inspection.

5.5 Occupancy The Committee was pleased to note that the nursery was expected to be full by the summer term.

5.6 Predicted Carryover

Question: How does the predicted carryover compare with last year's carryover?

Answer: Although there is a possibility that the carryover could increase due to income being received late and overpayments not having been taken back, the carryover had reduced compared to the previous year.

No statement of SEN funding has yet been received and there have been significant changes in funding arrangements for 2018/19 so it will be difficult to make comparisons. Windham's budget is now closer to the national funding formula – the AWPU (age weighted pupil unit) has been taken out and an amount allocated for the unit itself.

Question: Is the 30-hour provision paying for itself?

Answer: Income and expenditure will be more comparable from September 2018. The only issue was the cost of the Rocking Horse Club. Parents will be paying for eight places.

6. Draft Budget Plan The Committee considered the draft budget plan (copy in the minute book). Jo, Charlotte and Steve answered governors' questions. It was noted that:

- The budget was based on 76 funded places; 8 of these funded at the higher rate for an additional 15 hours; paid for places for 5 of the 76, and 16 paying places for 2YO.
- Rocking Horse Club income had been included.

Matters arising:

Question: Are paying parents paying the right amount?

Answer: The amount is right for 3YOs, but should be reviewed for 2YOs: last year the rate increased from £136 to £137.

The Committee **agreed** that the school should find out the cost of 2YO places at two neighbouring providers.

The Committee noted that the rate of income appeared higher than expected and **agreed** that the school should check whether the eight 30-hour places had been double-funded by running a model with the pm rate and reviewing the impact.

ACTION BY: Jo Berry

It was noted that:

- The budget plan included an estimated 1% rise for teaching staff – 2% had since been proposed for mainscale teachers, but the outcome would not be known until the summer.

- The plan included increases of up to 9% for support staff from 1 April 2018 – in line with proposals to try to bring salaries up to the London Living Wage, expected to be brought up to £10.50 an hour from 2018.
- There were no expectations for salary increases in the second and third years.
- Some 1:1 support staff members had been included for the summer term only.
- The apprenticeship levy had not yet been charged for. If it was not charged for by the end of the financial year the school might need to double the expenditure allocation.
- Income from supply insurance had yet to be claimed by the school.
- No premises bills had been received to date, but expenditure was expected to be similar to the previous year.
- NNDR was not shown on the funding statement in the delegated amount.
- Maternity claim income had been deleted from I10.
- Based on current improvement in the take up of places, income from Little Learners should increase to an assumed 8 filled places.
- Jigsaw funding had been changed back from 16 to 12 places.
- EHCP funding was based on estimated Band 6 funding.
- Teaching assistants and early years educators were amalgamated in the new budget plan.

Question: Has the supply insurance been worthwhile?

Answer: Yes. The school has received more than the premium.

Question: Has Early Years Pupil Premium Grant (EYPPG) been assumed?

Answer: Not at the moment. The school could receive up to £1,335 specific EYPPG for an assumed five eligible pupils; in 2017/18 the school assumed two pupils and received funding for five pupils; some of the EYPPG was not received until June.

Question: Have you budgeted for Core 4 staffing for both sessions?

Answer: Yes.

It was noted that there should be more income for Outreach in the current financial year.

Question: Is the 'budgeted APTC staff hours' figure a rate or hours?

Answer: It includes both.

Question: Is 417 an average for the year?

Answer: Yes.

Question: So are more hours being worked this year than for the next two?

Answer: Yes. There was an increase in the autumn term.

Question: Why is EHCP income reducing from the autumn term 2018?

Answer: Children will be leaving. There is a missing income line for 1:1s. Based on a recent statement, EHCP income will be £13,000.

Question: **What is the process for funding the Outreach provision?**

Answer: A funding formula is being worked out by Scott Gardner at AfC.

The Committee **agreed** that:

- The plan should include a 2% rise for mainscale teachers from April 2018, bringing teaching staff costs to £235,000.
- Staffing should be changed from 4 to 4.2 fte (full-time equivalent).
- The school should query why NNDR had not been included in the funding statement.
- Predicted income from EYPPG should be reduced to an assumed four eligible pupils.
- The school should check that income of £12,500 for 1:1s had been added.
- Hours for the early years educator for Outreach should be increased from 0.4 to 0.5.
- Jo should follow up with Scott Gardner on the funding formula for Outreach and in the meantime funding should be increased from £41,800 to £72,000 – equivalent to four Band 6 places.

It was noted that with the agreed changes and assuming accuracy of pupil numbers, £83,000 would be brought forward from 2017/18 and if the overpayment was taken out there would be a carryover to the second year of £45,962, decreasing to £7,136 in the second year and -£51,771 in the third year.

It was noted that:

- Income for Outreach could be lower than estimated, which would result in a near zero carryover and a negative budget in the second and third years.
- Back pay for two terms could increase expenditure by £20-30,000.

The Committee **agreed** that the revised draft budget plan should be submitted to the governing body for approval.

7. Site Update and Building Management The report of the acting headteacher was noted.

8. Health & Safety Jo reported on two behavioural incidents involving a child and that no further action was required.

It was noted that actions arising from the fire audit were ongoing; a planned fire drill had been postponed because of a combination of circumstances and it had been re-arranged to take place later in the week.

9. Confidentiality It was noted that Sarah Brodie had informed staff of her resignation and agreed that parents should be informed in the first newsletter after the Easter holiday.

(Post-meeting note: The governing body agreed on 20 March that parents should be informed of Sarah Brodie's resignation before the Easter break.)

10. Thanks The Committee wished to thank Jo Berry, Charlotte Mayers and Steve Llewellyn for their work on managing the budget and preparing the draft budget plan.

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

Date	Reports by	Agenda Despatch
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 12.15 p.m..

Windham Nursery School Finance, Premises and Pay Committee Action Sheet		
Minute reference	Action required	By whom and when
6 Draft Budget Plan	Compare cost of 2YO places with charges at two neighbouring providers Check income rate for 3YO	Jo Berry Immediate