

## 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 18 May 2018 at 3.30 p.m.

Present: Dan Evans (Chair) Juliet Cassidy  
Jo Berry (Acting Headteacher) Steve Tedbury

Also attended: Steve Llewellyn (Financial Consultant)  
Beryl Hawkins (Clerk)

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- 1. Apologies** Apologies were received from Charlotte Mayers.
- 2. Declarations of Interest** There were no declarations of interest.
- 3. Order of Business** The Committee noted that an urgent item of business relating to the school budget had arisen since the last meeting and Dan proposed that the budget should be the main item of business for the meeting.
- 4. Budget** The Committee received a year end budget report, final draft budget plan and differences between the approved draft plan and the final draft plan, based on reduced funding from AfC for Jigsaw backdated to April 2017.

It was noted that preliminary discussions had already taken place between staff, governors and representatives from AfC regarding the level of funding received and a meeting between AfC and representatives of the Finance, Premises and Pay Committee had been set up for Monday 11 June 2018 to give further consideration to the issue.

The Committee considered data on expenditure for running Jigsaw.

After a lengthy discussion, the Committee **agreed** that:

- Juliet Cassidy should prepare a factual statement on costs to be shared with all governors on the Committee and then sent to Michael Smith, AfC Associate Director of Finance, and Scott Gardner, Senior Management Accountant for SEND, AfC, in advance of the meeting on 11 June.
- If necessary a pre-meeting should be held at 1.30 p.m. on 11 June.
- The response to any staff enquiry should be that discussions with AfC were currently taking place with regard to the school's budget.

### **ACTION BY: Juliet Cassidy, All**

- 5. Minutes and Matters Arising** The minutes of the meeting of the Committee held on 12 March 2018, were **confirmed** and signed (copy in the minute book).
- 6. Review of Contracts** No contracts were brought for review.
- 7. Site Update and Building Management** The Committee noted that:
  - In a recent asset management audit a question had been raised as to whether the school needed a more secure front boundary fence.
  - The school had been advised that funding could be available from the Department for Education and Skills Funding Agency for security measures that the school was not able to afford.
  - An application had been submitted by the school for funding for improvements to the security of the boundary fence and the gates.
  - The application process was expected to take 10 weeks.

**8. Policy Review** This item was deferred to the next meeting.

**ACTION BY: Jo Berry**

**9. Health & Safety** The Committee received the updated Health & Safety Report (copy in the minute book).

Jo Berry reported that there had been two accidents since the last meeting and that both had been reported.

It was noted that there was nothing further to report on the Windham/Croft Fire Risk Assessment action plan.

**10. Staffing** The Committee wished to record their congratulations to Charlotte Mayers on gaining her School Business Manager qualification.

See also confidential minute.

**11. Confidentiality** See Minute 10.

**12. Future Meetings** The Committee **confirmed** the date of the next meeting:

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

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The meeting ended at 5 45 p.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>Minute 4 Budget</b>	Draft statement on expenditure on Jigsaw. Take action as agreed in preparation for meeting on 11/6/18	Juliet Cassidy All Immediate
<b>Minute 8 Policy review</b>	Bring Admissions and Charging policies to Committee for approval	Jo Berry For 15/6/18