

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 22 June 2018 at 9.15 a.m.

Present: Dan Evans (Chair) Juliet Cassidy
Jo Berry (Acting Headteacher) Steve Tedbury
Associate Member: Charlotte Mayers (School Business Manager)

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

1. **Apologies** It was noted that 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 18 May 2018, were **confirmed** and signed. It was noted that all actions from the last meeting had been completed.
4. **Review of Contracts** It was noted that no contracts were currently being reviewed.
5. **Financial Benchmarking** The Committee viewed onscreen selected benchmarking data for 2016/17 using a new Department for Education (DfE) financial benchmarking tool, comparing income and expenditure for the school with that for similar schools. It was noted that a lot was dependent on the way that different institutions had interpreted the data criteria and on their individual circumstances, but the data did not show any extremes or surprises for Windham.

It was noted that if governors wished to review the data further they could access it by going to the [DfE financial benchmarking website](#).

6. Policies Due for Review

- 6.1 **Admissions** The Committee recommended the governing body to approve the revised Admissions Policy, subject to rewording of paragraph 2 under 'Rocking Horse Lunch Club' to clarify that children accessing an extended day at Windham would 'have access to the lunch club on payment of the additional fee'.
- 6.2 **Charging Policy** The Committee approved the Debt Recovery, Charging and Remissions Policy, subject to the word 'make' in the last sentence of the paragraph on remissions being changed to 'consider'.
- 6.3 **Governors' Allowances Policy** The Committee approved the Governors' Allowances Policy.
- 6.4 **Asbestos Management Plan** The Committee approved the Asbestos Management Plan.

ACTION BY: Jo Berry, Charlotte Mayers

7. **Site Update and Building Management including Health & Safety** It was noted that there had been no moves into the Croft Centre. The Committee noted the premises report of the School Business Manager, including action since the last meeting on recommendations in the fire risk assessment and action taken by

the school to expedite work on the emergency lighting. It was noted that work had yet to be carried out.

Question: Has work on the door latches and gate been completed?

Answer: No. The Committee is waiting for revised quotes for the gates showing separate costs.

The Committee **agreed** that Jo Berry and Charlotte Mayers should draft a letter to Richmond and Wandsworth facilities services to be signed by Dan Evans requesting urgent action to address health and safety issues on the grounds that the safety of children was being compromised.

It was noted that work on the blind and sensors in the new Jigsaw room was in hand and that work on the door was being followed up; sound for the viewing area would not be provided.

In answer to a question from a governor, Jo stated that she was working on the assumption that the school would continue to have use of the existing staff room arrangements in the forthcoming academic year.

ACTION BY: Jo Berry, Charlotte Mayers, Dan Evans

- 8. Election of Chair** Juliet Cassidy stated that she had consulted AfC Governor Support about succession planning on the governing body and it was noted that this would be discussed further at the next meeting of the governing body.

Dan Evans was **elected** chair for the academic year 2018/19.

- 9. Jigsaw Funding and Final Budget Plan** Charlotte Mayers and Steve Llewellyn presented the finance report and budget monitoring report for Month 2 of the financial year (copies in the minute book).

It was noted that:

- To date a funding statement had not been received from AfC.
- The £26,000 expenditure on NNDR was for the 2017/18 financial year – the amount appeared in the monthly cash statement but had not been invoiced or paid.

Question: How does actual expenditure compare with the estimates for the first two months of the year?

Answer: There are no particular issues. Income for the nursery is slightly low because of an under-receipt on the school budget share – this shortfall is due to NNDR funding not having been received.

With regard to the shortfall in funding for Jigsaw, the Committee considered possible savings and **agreed** that Jo Berry, Charlotte Mayers and Steve Llewellyn should meet on 25 June 2018 at 1 p.m. to look at the impact on the school as a whole. Steve Tedbury offered to join the meeting at 3 p.m.

The Committee **agreed** that:

- Invoices for NNDR should not be paid until income had been received from the local authority.
- There was a need to understand the final position of AfC on the school's budget allocation, with particular reference to funding of Jigsaw, before deciding what further action to take and referred this to the governing body for decision at its next meeting.

- In the absence of further clarification the governing body should be recommended to sign off the draft budget plan approved at its meeting in March 2018.
- Steve Llewellyn should send a final draft budget plan to the clerk for transmission to the governing body for approval at its meeting on 27 June 2018.

See also confidential minutes.

ACTION BY: Jo Berry, Charlotte Mayers, Steve Llewellyn, Steve Tedbury, Beryl Hawkins

10. Occupancy

Question: Is occupancy currently what you would expect?

Answer: Take up of afternoon places is normal, but morning places not being filled is unusual. There has been a drop in demand nationally for nursery places.

The Committee **agreed** that governors should be kept informed of occupancy rates and that consideration should be given to ways of further promoting the nursery, for example, by improved signage.

ACTION BY: Bev Turner

11. Confidentiality See Minute 9.

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

Date	Reports by	Agenda Despatch
Monday 8 October 2018 at 9.15 a.m.	28/9/18	1/10/18

It was noted that approval of dates for the next academic year would be an item on the agenda for the next meeting of the governing body.

The meeting ended at 12.20 p.m.

Windham Nursery School Finance, Premises and Pay Committee Action Sheet		
Minute reference	Action required	By whom and when
Minute 6 Policy review	Review policies as agreed	Jo Berry, Charlotte Mayers Immediate
Minute 7 Site update	Write to Richmond and Wandsworth facilities services about H&S issues	Jo Berry, Charlotte Mayers, Dan Evans Immediate
Minute 9 Jigsaw funding and final budget plan	Meet to look at impact on school of Jigsaw funding shortfall Delay NNDR payment until income received from local authority Send final budget plan to clerk for transmission to governing body	Jo Berry, Charlotte Mayers, Steve Llewellyn, Steve Tedbury On 25/6/18 Charlotte Mayers Immediate Steve Llewellyn, Beryl Hawkins For 27/6/18
Minute 10 Occupancy	Keep governors informed of occupancy rates	Bev Turner Ongoing