



FINANCE & PREMISES COMMITTEE MEETING

FRIDAY 4 OCTOBER 2019

07:45-09:45

COMMITTEE MEMBERS

FOUNDATION GOVERNOR

Imogen Hall

LA GOVERNOR

Christine Richardson

PARENT GOVERNORS

Ben Pullenayegum (Chair)
Jeremy Brough (Vice Chair)

EX OFFICIO HEADTEACHER

Curtis Sweetingham

ASSOCIATE MEMBERS

Catherine Mitri

In attendance

Gina North, School Finance Manager
Lynne Evans, Clerk

ACTION POINTS FROM MINUTES – PART I

Item	Action	By Whom	By When
3.3.1	ToR remit to be included as agenda item for next meeting	LE	1/12/2019
4.4.4	CS ask office to create a rota of keyholders for lettings, contact volunteers to remind	CS	18/10/2019
4.4.5	Office arrange induction for keyholders for lettings, arrange key safe or key cutting	CS	18/10/2019
4.5	Discuss how best to communicate with LA re projected deficit.	BP, GN	1/12/2019
4.8	Notify parents of increase in MF to £80 first child and £40 per child thereafter	IH	1/3/2020
4.8.1	Discuss communication to parents re MF via F&P committee (electronic input)	All F&P	1/12/2019
4.9.1	Governors also noted that the previous H&S policy should be amended to delete an XX	LE	10/10/2019
4.11	CS to arrange office to alter layout of STJ Priority List to mimic W&B list and RAG rate.	CS	18/10/2019
4.12	BP would ask his PA to liaise with school office to put dates in diaries for priority list discussion	BP	10/10/2019
5.2.9	GN liaise with the auditor on some specifics of coding of the costs for KS2 gym equipment.	GN	18/10/2019
5.3.4	Include additional line item for staff sickness insurance saving	GN	1/12/2019
5.12.1	Ongoing review of lettings prices – carry over to next agenda	LE	10/1/2020
6.3	Send a text reminder to all parents who had not paid their MF contribution immediately	CS	04/03/2019
6.3.1	Send a personalized MF / GAF reminder letter at the beginning of January 2020	CS, IH, LE	01/01/2020
6.3.2	Write communication to parents re what the MF is used for, and how much other local schools charge, in comparison with St John's (School 1, School 2 etc.), alongside a link to website of how much Barnet schools have lost in funding over past few years. Tracker of MF, PTA, Termly fund to be considered	IH	1/12/2019
7.1.1	Ensure access for JB to GoogleDrive and Priority List	LE	04/03/2019
8.1-8.3	Clerk upload ratified policies to website	LE	10/10/2019



MINUTES
PART I

1.0	Welcome and apologies for absence
1.1	The Chair opened the meeting at 07:52 and thanked all for attending.
1.2	No apologies had been received and all members were in attendance.
2.0	Declaration of Interests
2.1	No declarations were received.
3.0	Board membership matters
3.1	The incumbent Chair of the Finance & Premises Committee confirmed his willingness to stand for a further year and it was UNANIMOUSLY RESOLVED to appoint Ben Pullenayegum as Chair of the Finance & Premises Committee for the academic year 2019/20.
3.2	It was also confirmed that JB was willing to stand as Vice Chair of the committee. Members voted and it was UNANIMOUSLY RESOLVED to appoint Jeremy Brough as Vice Chair of the Finance & Premises Committee for the academic year 2019/20.
3.3	Governors reviewed the amended Terms of Reference for the committee and RESOLVED to accept them. The Chair signed the ToRs which were placed on file.
3.3.1	<p>Q: A Governor asked if the committee felt it was on top of checking all of the specific items that the committee had to monitor under its remit.</p> <p>A: BP replied that some wording on the ToR had been tweaked to reflect that the committee should be “ensuring” rather than “doing” some things however, it was noted that the items should be discussed at the next meeting. ACTION</p>
3.3.2	<p>Q: A Governor referred to the Terms of Reference and asked specifically what types of contracts the committee should scrutinize over the value of £5k.</p> <p>A: CS replied that it would apply to items purchased out of the school budget and that three quotes are always sought and presented to the committee. However, in reality, there were very few contracts where the amount would be over £5k. The roof project for example, was expensive, but not paid for from the school budget and was an LDBS premises project.</p>



4.0	Minutes of the previous meeting dated 5 July 2019 (Part I)
4.1	Governors reviewed the outstanding actions and matters arising turning first to item 5.2 which was marked as complete.
4.2	Item 5.3 GN to create breakeven point for nursery was completed, a document showing the results was tabled at the meeting.
4.2.1	Nursery breakeven was presented as being approximately 22 pupils per day, needed to cover costs. It was noted that nursery breakeven was particularly difficult to estimate as was depending on how many pupils claims 30 free hours and how many stay for extra paid sessions.
4.2.2	Governors discussed the funding, costs and breakeven in detail and agreed to review intake each year; below 22 pupils and the nursery would be operating at a loss.
4.3	Governors were also presented with the breakeven point for Breakfast and After School Club, which was noted as being 14 pupils per day for BFC and 30 hours per day for ASC (spread over 2 hours)
4.4	Governors looked at lettings income in detail and noted that out of the £6,175 income; £1,875 was generated from weekend bookings, which relied on having individuals available to open and close the school. Two members of staff were currently dealing with this to help raise income, but it was not sustainable.
4.4.1	Q: A Governor asked for the times of out of hours lettings. A: CS replied that it was Saturday and Sunday mornings from 9-12; Monday and Thursday evenings from 19:30-20:30.
4.4.2	Governors noted their thanks to the two members of staff currently giving their time, to open and close the premises.
4.4.3	Governors then probed for solutions to the issue of opening and closing the premises and all present offered various options. It was noted that the role involved turning the alarm off and unlocking 4 doors (4 separate keys), and vice-versa on closing.
4.4.4	It was agreed that CS would ask the office to create a rota, based on all individuals who have previously offered to volunteer and for the office to contact the volunteers, reminding them of their offer and to check that it would still stand. ACTION
4.4.5	It was also agreed that an "induction" would be required for all volunteers so that they would completely aware of their responsibilities, together with additional keys being cut where necessary, or the use of a key safe. ACTION
4.5	Item 6.14 – GN & IH submit revised budget and 3 year forecast to LA. Complete. BP&GN discuss outside of meeting how best to communicate with LA re projected deficit. ACTION



4.6	Item 7.3 CS finalise lettings policy by 25/9 Complete and for ratification in this meeting.
4.6.1	A governor noted that the revised Lettings Policy looked fine but felt some clarity was required on the blanket heating rate across both sites (EYFS and main school).
4.6.2	A governor asked whether the school should consider letting out premises for free to the PCC in order to be outward facing in line with the school's Christian ethos and vision. Governors responded that whilst it was a nice idea, the logistical and financial ramifications would prevent this (staff staying late to open/close).
4.6.3	It was agreed to not offer any discount of free lettings although advertising of letting space via the church network should be considered.
4.6.4	A Governor also reminded all that as policies are updated, they need to clearly reflect Christian values, ethos and scripture.
4.7	Item 7.4.1 – remove PTA GAF from packs by 19/7. Complete
4.8	Item 7.4.4 – increase MF to £80 first child and £40 per child thereafter by 19/7/19. Governors discussed that this action had not been completed and would now be delayed to September 2020, with advance notice going to parents at Easter 2020. ACTION.
4.8.1	Governors discussed that communication was always key with Maintenance Fund and that despite numerous information circulated, parents are often confused about the Fund and what it is used for. It was agreed that the communication and message to parents would be discussed and agreed at F&P committee and should include advising parents that they could offer more if they were able to. ACTION
4.9	Item 5.6 –it was felt that GN had amended the policies referred to and IH and LE would double check all had been received. FMP should include use of SchoolMoney
4.9.1	Governors also noted that the previous H&S policy should be amended to delete XX ACTION
4.10	Item 7.5.1 – GN to workout breakeven costs for BFC and AFC and also marginal cost of each. Breakeven costs presented at 4.3
4.10.1 - 4.10.2	<p style="text-align: center;">MOTION OF CONFIDENTIALITY</p> <p style="text-align: center;">RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p style="text-align: center;">(Part I Resumed)</p>



4.11	Item 7.6.1 – alter layout of STJ Priority List to mimic W&B list and RAG rate. This has not been completed and it was agreed that this would be an administrative, documentation tasks. CS to arrange with school office. ACTION
4.12	Item 7.6.2 BP & CS diarize catch ups on premises updates by 1/9. It was agreed that BP would ask his PA to liaise with school office to put dates in diaries. ACTION
4.13	Item 7.6.3 – cancel all future dial-in meetings. Complete
4.14	Item 7.6.4 – increase timing for Oct, Jan and March to 2 hours. Complete
4.15	Item 7.9.2 – keep check on absence insurance. Ongoing....
5.0	First Year End Forecast
5.1	GN presented the forecast, advising governors that the LA had changed the format yet again.
5.1.1	The variances were noted as being the same as discussed at previous meetings, but comments had been included on the forecast again, just as a reminder and due to the reporting being on a new format.
5.2	Key income changes were noted as follows
5.2.1	I01 Funding - Teachers' Pension Costs. The employer's contribution rate increased from 16.48% to 23.68% from 1 st September 2019. A Teachers' Pension grant is being given to schools to cover this additional cost. This is estimated at £20k for St John's N20. See increase in teaching costs on code E01 also.
5.2.2	I03 SEN Funding. This has increased by £10171 and includes funding for 2 additional EHCPs from September 2019. Additional TA support is shown on code E03.
5.2.3	I05 Pupil Premium. Funding adjustment for 2 more pupils in July 2019, 25 pupils in total.
5.2.4	I08 Income from Facilities and Services (Consultancy). Includes total income from the secondment to SMSJ and for training provided via LDBS. See cost increase on code E01. Net "profit" to school £20k overall. Invoices for last year were agreed late and thus all income and costs have hit this year's budget instead.
5.2.5	I12 Income from Contributions. <ul style="list-style-type: none"> • School Journey increase £2.7k (see E19) • Instrumental tuition £2.5k (see E27) • Yoga club £800 (see E19 £600)
5.2.6	



<p>5.2.7</p> <p>5.2.8</p> <p>5.2.9</p>	<p>I13 Donations & Voluntary Funds. Had budgeted £5k for PTA donations, but they are now paying for WIFI so Donations increased by £3.9k for wireless network, see E19 also.</p> <p>I18 Grants. The PE Grant is now expected for remainder of financial year £10378. See E13 for groundworks for playground £4k, & E19 re gym equipment £5.6k. Universal Free school meal grant reduced by £4751 in summer term. See saving on meals provided on code E25</p> <p>Q: A Governor asked if the PE grant / sports premium would continue as understand we were not going to receive this year.</p> <p>A: GN replied that it is currently unknown. It was expected to have ended last year, but funds were still received.</p> <p>Governors discussed that the PE Grant / Sports Premium would be spend on KS2 gym equipment for the playground and that GN would liaise with the auditor on some specifics of coding of the costs. ACTION</p>
<p>5.3</p> <p>5.3.1</p> <p>5.3.2</p> <p>5.3.3</p> <p>5.3.4</p> <p>5.3.5</p>	<p>Key expenditure changes were noted as.</p> <p>E01 – Teaching Costs. Cost increase is due to increase in employers’ pension contribution cost in September 2019, plus cost of secondments etc. See income (I08) £42.5k. Governors discussed that they had already budgeted 2% for teachers pay.</p> <p>E03 Teaching Assistants. Increase in hours to support pupils with SEN (see I03 additional income); 1 part time post changed from MTS (E07) to TA (E03) in September 2019; Auto-enrolment of staff into the pension scheme increased costs £4k</p> <p>Q: A Governor queried why auto-enrollment of staff was increasing costs and why now</p> <p>A: GN replied that various staff had opted out of the pension scheme previously, but they are given the option to auto-enroll every three years. Some staff have decided to stay in the scheme this time, which results in additional cost to the school.</p> <p>E10 & E11 Staff Insurance. Overall saving of £5k compared to the LBB pool which was originally budgeted for. Governors discussed this saving being accrued and specifically requested an additional line item on the budget to show the contingency / saving from the staff sickness insurance. ACTION</p> <p>E19 – Learning Resources. Increase in costs due to income or grant being received for specific items</p> <ul style="list-style-type: none"> • Increase in income and expenditure for school journey £3.5k (see I12) • Costs slipped from 2018/19 to 2019/20 (school travel plan etc) £3k • PTA £3.9k (see I13)



5.3.6	<ul style="list-style-type: none"> • PE Grant increase £10k (see I18) • Yoga club £600 (see I12) <p>E27 Bought-In Professional Services. Costs slipped from 18-19 £2.2k Increase in music tuition £2.8k, see income £2.5k code I12.</p>						
5.4	<p>The first-year end forecast was summarised as the estimated in-year deficit for 2019-20 being £42,903. The brought forward balance from 2018/19 was £82,405 so the estimated underspend at 31.3.2020 is £39,502. However, this is not a true reflection of the year as it includes income and costs that should have been covered in the previous year. It is, however, an improvement of £3909 since the Q1 forecast in July and may improve further. The draft 3-year plan shows a deficit of £71k by 31.3.2021 but changes to school funding are expected soon. The 3-year plan will be reviewed and issued when the new funding is announced.</p>						
5.5	<p>The 3-year budget was also updated and predicted as follows:</p>						
5.5.1	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">31/03/2020:</td> <td style="text-align: right;">£39275</td> </tr> <tr> <td>31/03/2021:</td> <td style="text-align: right;">-£71,122</td> </tr> <tr> <td>30/03/2022:</td> <td style="text-align: right;">-£218,383</td> </tr> </table>	31/03/2020:	£39275	31/03/2021:	-£71,122	30/03/2022:	-£218,383
31/03/2020:	£39275						
31/03/2021:	-£71,122						
30/03/2022:	-£218,383						
5.6	<p>Governors asked that some further columns be added to GN's summary table (Revenue balances/underspend), which would show where the school is in real terms and a clear view of how much money is hemorrhaging each year.</p>						
5.7	<p>Q A Governor asked whether there would be a delay in the promised funding reaching the school if there was a General Election / change of government and what the repercussions could be</p> <p>A: GN replied that it was a concern, but something out of control and so no contingencies could be made.</p>						
5.8	<p>Q: A Governor asked whether it was common for announcements to be made promising funding, but for the funding not to be received until much later.</p> <p>A: GN replied that with regards to teach pay and pensions, the funds tend to be received fairly quickly however, funding promised via other general announcements can take some time as "pots" tend to be moved around in order to cover monies due.</p>						



5.9	Governors discussed that the recommended pay increase of 2.75% related to teachers at the bottom of the scale and the top scale only. It was up to governors to decide how much pay increase to award teacher in between those scales and that the decision would need to be reflected in the school's pay policy. It was agreed that no decisions would be made until the money from government was received.
5.10 5.10.1	<p>Q: A Governor noted that there were quite a few costs that had slipped from the previous financial year and wondered if there was anything that could be done to mitigate for that happening in the future.</p> <p>A: GN replied that for the first time this year, the LA had increased the level of creditors and anything less than £5k was not allowed to be included as a creditor on the accounts. It was thought that it would have less of an impact next year.</p> <p>Governors discussed that it was apparent all LA school balances looked much healthier at year end, due to the change in accounting for creditors.</p>
5.11	<p>Q: A Governor asked the School Finance Manager, if the committee could do anything different when scrutinizing the figures, noting that the SFM worked with a vast number of other schools and governing bodies.</p> <p>A: GN replied that St John's looked in far more detail than other schools.</p>
5.12 5.12.1	<p>Q: A Governor asked whether the school should consider increasing the price of lettings to external clubs or whether that could pose a risk of losing customers.</p> <p>A: CS replied that he felt the school might lose customers; GN replied that some schools charge £20 per hour, whereas St John's only charge £10 per hour.</p> <p>Governors discussed lettings prices and agreed that they wanted clubs to run at school and that fees needed to be subject to an ongoing review. To carry over. ACTION</p>
6.0	Maintenance Fund Update
6.1 6.1.1	<p>The Treasurer reported that the 2018/19 year closed with £9,306.25 in the bank but £3,137.50 of those sums being committed. This left an uncommitted balance of £6,168.85.</p> <p>72% had contributed to the Maintenance Fund and 71% of school parents had submitted Gift Aid Forms.</p>
6.2	Turning to the current academic year 2019/20, the Treasurer reported that at 30/09/2019, 31% had contributed to the Maintenance Fund with 61% submitting Gift Aid Forms. A push was required on both funds and GAF, particularly for new joiners.



6.2.1	Cash in the bank at 30/09/2019 was £13,466.35 with £9667.18 as commitments due.
6.2.2	<p>Q: A Governor asked for an explanation of the different funds and whether the £5 termly contribution requested of parents was the same as the Maintenance Fund.</p> <p>A: The Treasurer replied and specified that the Maintenance Fund was ring-fenced for all building and premises related costs and also to pay the LDBS an insurance premium each term.</p>
6.3	Governors discussed communications surrounding the Maintenance Fund and it was agreed to send a text reminder to all parents who had not paid their MF contribution immediately. ACTION
6.3.1	It was also agreed to send a personalized MF / GAF reminder letter at the beginning of January 2020. ACTION.
6.3.2	Governors also agreed to include a letter / communication that set out the MF is used for, and how much other local schools charge, in comparison with St John's (School 1, School 2 etc.), alongside a link to website of how much Barnet schools have lost in funding over past few years. It was noted that a visual tracker of MF, PTA, Termly Fund contributions might be good for the newsletter. ACTION
7.0	Premises Update
7.1	Carried over to next meeting and agenda created with reference to ToR.
7.1.1	The Clerk to ensure new governor JB has access to the Priority List on GoogleDrive ACTION
7.1.2	<p>Q: A Governor asked if there was a way of gathering a note of parent skills in order to help tackle priority list.</p> <p>A: CS replied that it has been attempted before, but it has proved difficult in gaining information.</p>
7.1.3	Governors discussed approaching parents they knew to see if they could be approached in the future to undertake any work that needs doing.
8.0	Policy Review
8.1	Lettings Policy – RATIFIED. Clerk upload to website ACTION
8.2	H&S Policy – RATIFIED Clerk upload to website ACTION
8.3	COSSH Policy – RATIFIED Clerk upload to website ACTION
8.4	Financial Management Policy – RATIFIED Clerk upload to website ACTION



9.0	Any Other Confidential Business
	<p style="text-align: center;">MOTION OF CONFIDENTIALITY</p> <p style="text-align: center;">RESOLVED that, because of its nature, the business to be transacted be treated as confidential and not for publication. Discussion moved to Part II.</p> <p style="text-align: center;">(Part I Resumed)</p>
10.0	Close
10.0	The chair closed the meeting at 09:24 and confirmed Friday 17 January 2020 – 07:45-09:45 as the date and time of the next meeting.