

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Finance and Premises Committee

Minutes of the meeting of the Finance and Premises Committee held at the School at 5:00 pm on Monday, 1 November 2021.

PRESENT

Mrs V Farrell, Mr R Jeffrey, Mr G Muir, Mr J Pickles

In Attendance

Mrs A F Jewell (Minute Clerk)

Mr Muir took the Chair for the meeting.

1. **ELECTION OF COMMITTEE CHAIR**

RESOLVED: That Governors agree to appoint Mr O Bryden as Committee Chair (unanimous).

2. **APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

Apologies were received from Mr O Bryden and Mrs J Leighton (both with consent).

There were no declarations of interest.

3. **NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS**

No items were notified to be brought up under any other business.

4. **MINUTES OF THE MEETING HELD ON 1 JULY 2021**

RESOLVED: That the Minutes of the meeting held on 1 July 2021 be approved by the Chair as a correct record

5. **MATTERS ARISING**

(a) **Any Other Business – Use of Land Next Door to School (Minute 37 (a) refers**

Although Mrs Jinks had contacted Walker Singleton, nothing had been heard further on this matter.

(b) **Any Other Business – Finance Audit (Minute 37 (b) refers)**

Mrs Farrell advised that Mr D Gearing retired before the summer and there had been a reorganisation of the Finance department at the LA. Nothing had yet been heard about the audit.

ACTION: Mr Muir to check if the Chair had written a report regarding his finance visit with Mrs Farrell.

6. FINANCE AND PREMISES REPORT

The reports had been sent to Governors prior to the meeting. The following were noted:

(a) Finance

Q: With buildings and premises, do we have any idea on when the work will take place?

A: There is some remedial work to do to the render. The gutters have been cleaned during the holiday which the LA have paid for. These will need cleaning every other year. Mrs Farrell will speak to the company to provide a quote for this, as well as putting netting in place to deter the pigeons gaining access to the gutters.

Q: Would this work normally come out of our budget?

A: Yes, unless we make a case with Asset Management. They are usually very good. We do have a budget to maintain the building.

Q: There is an overspend on electricity and water. Are you saying that the lettings use more of this?

A: We are busy now with lettings and these do show an impact as the building is used mornings and evenings and on weekends as well. We have not yet heard from the LA about the energy increases but we will be getting in touch with them to see what the increase is likely to be. Hopefully this will be reflected in the budget going forward as this area is already a significant overspend.

Q: Are you able to break down where the usage is or is it simply on one meter?

A: We will check what the LA marginal costs are for lettings. More items in school use electricity. It is unlikely that we can find out how much energy is used after a certain time but there is a formula that the LA recommends be used.

(b) Benchmarking

Mrs Farrell tabled the Schools financial benchmarking figures 2019/20 and spoke to the contents. The school was benchmarked against similar schools, although it was not certain whether any of these schools also had their own Childrens Centre. It was noted that with the exception of repairs and maintenance a good amount of money can be reclaimed from the Childrens centre. Some of the other schools had a two form entry. Governors asked if 2019/20 was a particularly expensive year for financial expenditure on repairs and maintenance.

ACTION: Mrs Farrell to look further at the repairs and maintenance costs and email a copy of the benchmarking report to Mr Bryden and Mrs Leighton.

7. BUDGET

This item was already covered within Minute 6 (a) above.

8. HEALTH AND SAFETY

Governors were advised that a fire evacuation has been completed and an invacuation will be completed in November. The health and safety checklist had been postponed to the current week. The plan had been to do this with the caretaker but he was currently away. It was agreed that this should be completed with the caretaker once he was back at school.

Mr Muir advised that a health and safety site visit would be arranged for January.

Mrs Farrell advised that quotes were awaited for the playground refurbishment.

9. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the date of the next meeting of the Finance and Premises Committee be held at the School on Wednesday, 19 January 2022 at 6:00 pm.

Agenda item

Pupil Premium spend

10. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.

The meeting closed at 5:49 pm