

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 Wednesday, 30 March 2022.

PRESENT

Mr O Bryden (Chair), Mrs V Farrell, Mr G Muir, Mr J Pickles

In Attendance

Mrs A F Jewell (Minute Clerk)
Mrs S Mollett (Deputy Head Teacher)

20. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

No apologies were received. There were no declarations of interest.

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

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

22. MINUTES OF THE MEETING HELD ON 19 JANUARY 2022

RESOLVED: That the Minutes of the meeting held on 19 January 2022 be approved by the Chair as a correct record.

23. MATTERS ARISING

Any Other Business – Finance Audit (Minutes Passim refer)

The Chair confirmed he had not located a copy of his report on the finance visit with Mrs Farrell and would contact Mrs Farrell to arrange a further visit.

ACTION: Chair to contact Mrs Farrell to arrange a further visit.

24. FINANCE REPORT

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

(a) Finance – Budget 2021/22

The deficit at the end of the financial year will be approximately £6,000. This is due to additional spending on gas and electricity of approximately £8,000 and the unexpected salary increase for support staff which was awarded in March and backdated to 1 April 2021. This incurred an additional £8,000 spend.

Q: Is there likely to be any further covid spending in the next year?

A: There shouldn't be. We have had a huge increase in paper products and we cannot not provide those.

Any toilets that have a hand drier have had the paper products removed from them. We do try to keep this to a minimum but we are spending more on hygiene products than we were pre-covid.

Q: Will there be any surplus left?

A: No.

(b) Premises

The issues with the roof were fixed, although the weather needs to be dry before the render can be completed. However, after the work was done this was then followed by terrible storms that then created a further problem resulting in a bad leak in a Y3 classroom and the school kitchen. Some sealant around the skylight has been damaged above the Y3 classroom and this also has a metal roof. The LA have agreed to fix the problem.

Mrs Farrell confirmed that the work to the Nursery playground and Childrens Centre will be completed shortly.

The three quotations received for the work to the playground and rubber crumb in the Childrens Centre had been circulated to Governors prior to the meeting. Mrs Farrell confirmed that Cathedral Builders had offered to complete more work than the other tenders. Aesthetically the work will look nicer and last longer as the school is trying not to put any more wood into the playground. The work to the Childrens Centre will be funded by Central Asset Management and the work to the Nursery will be funded from the DFC.

(c) Audit

Julie Davis from LA internal audit will be visiting to complete an audit on 6 April. A list of information requested has already been received, ie various documents, PP and SP information, register of business interests, SAP reports and the budget figures from the previous year. Feedback will be received on the same day followed by a formal report.

25. BUDGET 2022/23

This item was discussed at the Governing Body meeting held on 28 March.

26. HEALTH AND SAFETY

Mr Muir circulated to the meeting a copy of his Health and Safety visit report which had been completed on 26 January. Mr Muir noted that paperwork is generally up to date, there is a rolling timetable of inspections and checks and all staff are provided with the staff induction booklet and confirmation that they have read this is recorded on CPOMS. It was noted that an evacuation drill should be arranged for the whole school.

27. 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 Thursday 30 June 2022 at 5.00 pm.

28. 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 6:01 pm