

## **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 6:00 pm on Wednesday, 19 January 2022.

#### **PRESENT**

Mr O Bryden (Chair), Mrs V Farrell, Mr R Jeffrey, Mr G Muir

#### **In Attendance**

Mrs A F Jewell (Minute Clerk)

Mrs S Mollett (Deputy Head Teacher)

#### **11. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST**

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

There were no declarations of interest.

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

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

#### **13. MINUTES OF THE MEETING HELD ON 1 NOVEMBER 2021**

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

#### **14. MATTERS ARISING**

##### **Any Other Business – Finance Audit (Minutes 37 (b) and 4 (b) refers)**

The Chair confirmed he had written a report regarding his finance visit with Mrs Farrell and would check to see if he could find a copy.

#### **15. FINANCE REPORT**

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

##### **(a) Finance**

It was noted that there is still some income due so currently there is no overspend. All central charges have gone out.

**Q: Is the £20,000 reimbursement for the library?**

**A:** No, that is for the amount of income lost due to Covid and is the reimbursement paid after we put our case to Mr David Gearing.

**Q: How much was the library paid from the DfC?**

**A:** Approximately £15,000. The income from the Childrens Centre is usually around £23,000 but we have had to spend more on energy than was budgeted for so that will proportionately be passed on.

**Q: Will we get all the additional spend back?**

**A:** We have already had some back. We won't get the same £20,000 back again.

**Q: Is there more income to come in from anything?**

**A:** Yes, the Childrens Centre money and the DfC reimbursement but we will be light on income as we haven't let out the Hall as much, plus we weren't getting any income from breakfast clubs etc. This won't have had a massive impact. Lettings were definitely down but are now right back up again.

Although teaching looks like an underspend it was noted that the pay progression will be backdated and will balance back up. The pay will be backdated to September. Mrs Farrell noted that gas and electric spend needs to be monitored.

(b) Premises

The render near the school kitchen is still to be completed. However, the roof needs repairing first before this can be done. Hopefully this will be completed shortly and the rendering will be repaired once the weather improves.

(c) Benchmarking Report

The report was circulated to Governors prior to the meeting. This had been compiled in a different format to the one used previously and included schools with similar demographics within the Local Authority. It was noted that the school rates were significantly higher due to having the Childrens Centre taking up a third of the footprint. If this is taken off then the school is average with others.

The staff salaries were high due to a large number being at the top of their pay scale. Support staff is also high but this included SEND support staff for whom some funding is received. Energy use was also high but some of this will be covered by the Childrens Centre recharge.

(d) SFVS

The document had changed from last year. This year the RAG rating had been completed by the LA.

**Q: Are you happy with the numbers in there?**

**A:** Yes. The average teacher costs come out broadly in line.

**Q: When was the last Governing Body audit report completed?**

**A:** In 2018. All issues were reported to the Governing Body and addressed. This will be amended.

Mr Bryden advised he would check through the document and advise Mrs Farrell if there were any further changes.

(e) School Fund Audit

It was noted that there were no changes as the account is not currently being used and there have not been any fundraising completed.

16. BUDGET

This item was already covered within Minute 5 (a) above.

17. HEALTH AND SAFETY

Mrs Farrell confirmed that the audit had taken place on 18 January. The report had been circulated to all Governors. There were no issues to report. Mr Muir advised that he would be completing a health and safety visit on 26 January and had completed some health and safety training recently.

18. 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, 30 March 2022 at 5:00 pm.

19. 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 6:40 pm*