



**TOWER HILL PRIMARY SCHOOL**  
**Fowler Road, Farnborough, Hampshire. GU14 0BW**

**Minutes of Finance & Personnel Committee Meeting**

held online on **Thursday 12<sup>th</sup> May 2022** at 6:30 pm

**Present:** Nick Brown (NB), Camilla Collins (CJC), Kieran Collins (KC), Gemma McDermid (GM), Laura Ovenden (LO, **Headteacher** (HT)), Agnieszka Sasiela (AS), Nicola Ward (NW, Deputy HT), Mark Whitehead (**Committee Chair**, MW)

**Apologies:** None

**Absent:** None

**In attendance:** Jane Fitzpatrick (JF, Business Manager), Rachael Purvis (Clerk)

**Meeting started at:** 6:34 pm

<b>1.</b>	<b>Welcome</b> The Chair welcomed everyone to the virtual meeting and ensured everybody could hear and be heard.	<b>Action</b>
<b>2.</b>	<b>Apologies for Absence, Declaration of Pecuniary Interests / Conflicts of Interest</b>	
2.1	There were no apologies for absence and the meeting was quorate.	
2.2	No pecuniary interests or conflicts of interest were declared in any of the agenda items.	
<b>3.</b>	<b>Minutes of the last meeting</b>	
3.1	The minutes of the previous meeting held on 3 <sup>rd</sup> March 2022 were agreed and would be electronically signed as a true and accurate record by the Committee Chair and stored electronically in pdf format on Governor Hub.	
3.2	Actions arising from the previous meeting were reviewed and recorded on the summary table of Outstanding Actions (page 5) at the end of these minutes.	
3.3	Matters arising from the minutes and the actions list were discussed and are summarised below: <ul style="list-style-type: none"> <li><u>Performance Management Process Check</u>: Two governors, not necessarily from the Pay Committee were required to conduct checks on the Performance Management Process on six anonymised sets of paperwork. MW and GM volunteered to undertake the check.</li> </ul> <b>Action:</b> Organise date for Performance Management Process Check with GM and HT.	MW
<b>4.</b>	<b>End of Year Budget Review</b>	
4.1	<b>Review and approve end of year budget 2021/22</b> The End of Year Budget Reports for 2021/22 had been prepared by JF and circulated to governors in advance of the meeting. The HT highlighted key points from the budget and took governors questions as summarised below. <ul style="list-style-type: none"> <li><u>Free School Meals</u>: <b>Q: Variance Report Row 44 - please confirm the purpose of the Free School Meal (FSM) food vouchers. Was this a new/unforeseen expenditure resulting in the over spend?</b> Weekly £15 food vouchers were issued during the pandemic and beyond to Pupil Premium (PP) families. This had continued but typically only two days notice was given prior to holiday periods in which JF had to organise the distribution to families. Money to cover the vouchers' cost was received from the government.</li> <li><u>Carry forward</u>: The year end had resulted in a larger than planned carry forward which was explained in more detail in the budget rationale paper. In summary, there had been difficulties in getting supplies and contractors to undertake planned projects on the buildings and site. In</li> </ul>	

Minutes signed by (PRINT): MARK WHITEHEAD

Signature: *Mark Whitehead*

addition, installation of new flooring and carpets had been delayed until after the window and door replacement work was completed and there was no longer any mess.

- **Cleaning Services:** Costs had not gone down but the line in the budget from which cleaning services were paid had changed. As the school now employed cleaners directly, there was no cleaning services payment in the last month of the year.
- **Sports Premium:** There was still some money left to spend by the end of the summer.
- **Day Trips:** Whilst there had been a good number of day trips for the children there had been an under spend.
- **IT:** Upgrades to the WiFi and the server had increased spend on IT.
- **Fundraising:** More than £20k had been raised over the year, exceeding the target of £15k which had been unexpectedly good.
- **Q: Is there a deadline for spending the funds?** End of year surplus is carried forward to the next year which is very helpful in offsetting deficit in the following year. It does not get clawed back although if it were to go over 10% that might be a problem. Currently it was around 7% which was not a problem, although ideally it would be around 4%. It was noted that some items had to be spent in year, but these were very clearly identified.
- **Q: Has all the tutoring money been spent?** This won't be known fully until the end of the summer term. Going into next year the school will need to subsidise the scheme more fully. KC was in the process of producing the detailed return to County about the use of the money and this would determine the level of claw back of any unused funding.
  - The government had mentioned in their recent White Paper on Education that tutoring was important. By the end of term, three blocks of tutoring would have been completed. The scheme was currently being evaluated in-house and tutors being surveyed about their desire to continue.

Governors thanked the HT and JF for their management of the budget and their good, clear explanation in their rationale paper.

**DECISION:** Governors agreed that the 2021/22 End of Year Budget (as set out below) should be recommended to the Full Governing Body (FGB) for approval.

Income	£2,308,400 Two million, three hundred and eight thousand, and four hundred pounds
Expenditure	£2,320,327 Two million, three hundred and twenty thousand, three hundred and twenty seven pounds
In Year (Deficit)	(£11,927) Eleven thousand, nine hundred and twenty seven pounds
Surplus Brought Forward	£158,934 One hundred and fifty eight thousand, nine hundred and thirty four pounds
Cumulative Surplus Carry Forward	£147,006 One hundred and forty seven thousand, and six pounds

### Devolved Capital Report

4.2 JF had circulated the Devolved Capital report prior to the meeting. JF and the HT briefed governors on the capital funds:

- Capital funding of £8,353 was expected for 2022/23, the same as in 2021/22. This would take the total capital funds to approximately £45k.
- Now that a good amount of capital funds had accumulated the plan was to move ahead again with the project to create an additional classroom from the PE shed. The HT had ideas about how she envisaged using the space to support children with Social, Emotional and Mental Health (SEMH) needs and Education and Health Care Plans (EHCPs) which she was incorporating into her new School Improvement and Development Plan (SIDP).
- The project would be expensive but the intention was to retain a reserve of capital funds for contingencies.
- **Q: Has the budget for 2022/23 earmarked everything that needs funding?** Yes although it would be possible to review spending priorities at the November 2022 budget revision.

<p>5.</p> <p>5.1</p> <p>5.2</p>	<p><b>Budget Forward Planning</b></p> <p><b>Staff Structure</b></p> <p>The HT distributed her staff structure to governors together with her rationale prior to the meeting. She highlighted the following points and took governors' questions.</p> <ul style="list-style-type: none"> <li>• £55k of additional income had been received to cover staff pay increases and was factored into the budget tool. As a result of new teachers starting salaries being raised to £30k, uplifts were required to other staff salaries over the next couple of years. The details of the pay rises would be set out in the 2022 Pay Policy in October 2022.</li> <li>• <b>Q: Do you know which teachers get what rises?</b> There was a link in the budget rationale with an explanation of the formula used. Actual figures will be published with the new pay policy in the autumn term.</li> <li>• <b>Q: Will it cover the costs?</b> It should do; an online calculator is used to define the grant amount.</li> <li>• <b>Q: Do you expect the staff costs and income to be equal?</b> Yes, although it might take a couple of years to do so. This will need to be monitored.</li> </ul> <p><b>Review and approve 2022/23 Budget and Three Year Plan</b></p> <p>The 2022/23 Budget and Three Year Plan has been circulated to governors in advance of the meeting. The HT raised the following points and responded to governors' questions.</p> <ul style="list-style-type: none"> <li>• <u>SEND</u>: SEND funding had been based on the current number of children requiring support. However, it was known that two or more were expected to be joining the school and as a result this would be updated in the November 2022 revision.</li> <li>• <u>Budget Share</u>: <ul style="list-style-type: none"> <li>○ <b>Q: Within the budget share, given the number of disadvantaged children, how could a school not spend the minimum funding guarantee?</b> If you compare April 2021 to March 2022 the number on roll (NOR) had increased but the minimum funding guarantee had gone down from £80k in 2021 to £53k in 2022 which was felt to be shocking.</li> <li>○ <b>Q: What is the demographic of a school that does not use this?</b> It was agreed that MW and CC would investigate this more fully.</li> </ul> </li> <li>• <u>Music Service</u>: The HT was glad to still be able to offer music although it was no longer paid for through PP funding. "Listen to Me" sessions would continue to be provided through Hampshire's service and the HT was looking for additional ways to be 'music rich' through other providers and projects in the future.</li> <li>• <u>Other governor questions</u>: <ul style="list-style-type: none"> <li>○ <b>Q: In the Budget Summary, please confirm what the 'other income' on row 16 comprises?</b> This is broken down in the detailed Budget Report and covers things such as selling uniform, fundraising and day trips.</li> <li>○ <b>Q: Please confirm why staff teaching costs are expected to reduce in 2024/25?</b> Currently the Recovery Premium, Catch up Premium and PP funding are being used to partially fund 'over teachers', however these may not continue into 2024/25 and therefore may not be afforded.</li> <li>○ <b>Q: Please confirm why the occupancy costs, learning resources and other costs reduce from 22/23 levels during 23/24 and then increase again in 24/25?</b> A number of projects funded through the Ad Hoc Repairs and General Maintenance lines will have been completed. Whereas the Resources line increases when subject specific resources will need to be invested in such as 'rich texts' and 'Accelerated Reader' software.</li> <li>○ <b>Q: Rationale page 1 - is there a real risk that the PP grant could be discontinued? If so, what would be the resulting impact on staff numbers?</b> Yes it could be possible for the PP grant to be discontinued. However it has been going for a number of years and it would be expected that something else would have to replace it. Should the funding ever be reduced/withdrawn the HT would do everything she could to ensure that key roles such as the Family Support Link Worker and Pre-school Support Link Worker could be maintained. It was noted that PP provides significant income for the support of the children with additional needs.</li> <li>○ <b>Q: Rationale page 1 - surplus commentary – I assume these surplus funds remain</b></li> </ul> </li> </ul>	
---------------------------------	---	--

	<p><b>available for the current year?</b> Everything not spent is carried forward and is used to offsets deficit.</p> <ul style="list-style-type: none"><li>○ <b>Q: How does the budget share of £1.89m compare to last year?</b> Very similar; it was £1.85m last year when there was no supplementary grant of £55k.</li><li>○ <b>Q: PE &amp; Sports Premium continuation - when is confirmation (either way) expected?</b> Nothing official has been heard about its continuation. The current funds will go to the end of the academic year. A suspicion was voiced that they may not continue as this had been suggested in previous years. No new funding had been budgeted for but it was noted that it allowed some amazing opportunities for the children.</li></ul> <p>Overall, The HT commented that she had many good plans for 2022/23 including staffing, school development and CPD.</p> <p><b>DECISION:</b> Governors agreed that the 2022/23 Budget (as set out below) should be recommended to the Full Governing Body (FGB) for approval.</p> <table><tr><td>Income</td><td>£2,453,177 Two million, four hundred and fifty three thousand, one hundred and seventy seven pounds</td></tr><tr><td>Expenditure</td><td>£2,515,512 Two million, five hundred and fifteen thousand, five hundred and twelve pounds</td></tr><tr><td>In Year (Deficit)</td><td>(£62,335) Sixty two thousand, three hundred and thirty five pounds</td></tr><tr><td>Surplus Brought Forward</td><td>£147,006 One hundred and forty seven thousand, and six pounds</td></tr><tr><td>Cumulative Surplus Carry Forward</td><td>£84,671 Eighty four thousand, six hundred and seventy one pounds</td></tr></table>	Income	£2,453,177 Two million, four hundred and fifty three thousand, one hundred and seventy seven pounds	Expenditure	£2,515,512 Two million, five hundred and fifteen thousand, five hundred and twelve pounds	In Year (Deficit)	(£62,335) Sixty two thousand, three hundred and thirty five pounds	Surplus Brought Forward	£147,006 One hundred and forty seven thousand, and six pounds	Cumulative Surplus Carry Forward	£84,671 Eighty four thousand, six hundred and seventy one pounds	
Income	£2,453,177 Two million, four hundred and fifty three thousand, one hundred and seventy seven pounds											
Expenditure	£2,515,512 Two million, five hundred and fifteen thousand, five hundred and twelve pounds											
In Year (Deficit)	(£62,335) Sixty two thousand, three hundred and thirty five pounds											
Surplus Brought Forward	£147,006 One hundred and forty seven thousand, and six pounds											
Cumulative Surplus Carry Forward	£84,671 Eighty four thousand, six hundred and seventy one pounds											
<p><b>6.</b></p> <p>6.1</p>	<p><b>Control Checks</b></p> <ul style="list-style-type: none"><li>• KC proposed and governors agreed that the IT Asset Register check should be re-scheduled for February 2023 as its annual schedule had been disrupted by the pandemic.</li><li>• The Single Central Register (SCR) will be conducted on the new system by CC in early June 2022.</li></ul> <p><b>Action:</b> Organise date for SCR check in early June 2022.</p> <ul style="list-style-type: none"><li>• MW confirmed he would conduct the Purchase Card check.</li></ul> <p><b>Action:</b> Organise a date to conduct the Purchase Card check with JF.</p> <ul style="list-style-type: none"><li>• The Petty Cash check was conducted by MW earlier in the day (12<sup>th</sup> May 2022) however it was noted there were very few cash or cheque transactions now as most payments were made electronically. Staff expenses were paid through the payroll. This meant that the current form used for conducting the checks was somewhat out of date and JF asked governors if they would be happy for MW and herself to adapt the form to reflect current payment methods.</li><li>○ <b>Q: Do County plan to change the forms?</b> They were last updated in 2015. JF's proposal would be to include changes such as cross checking the credit card statement. Governors were happy with this proposal and JF would also double check that County were not intending to update their forms.</li></ul>	<p>CC</p> <p>MW</p>										
<p><b>7.</b></p>	<p><b>Any Notified Business</b></p> <p>There was no other notified business.</p>											
<p><b>8.</b></p>	<p><b>Date of next meeting:</b> The Senior Leadership Team (SLT) would be out of school on a residential trip on the date scheduled for the next meeting so a new date was agreed as <b>Wednesday 29<sup>th</sup> June 2022 at 6:30 pm.</b></p>											

The meeting closed at 7:18 pm.

## FINANCE & PERSONNEL COMMITTEE – OUTSTANDING ACTIONS

Date of meeting	Agenda item	Action	By Whom	By When	Status
3/3/2022	6.1	Add a detailed presentation and examination of the benchmarking data to the March 2023 F&P meeting on the agenda planner.	Clerk	12 May 2022 F&P	COMPLETE
3/3/2022	8.1	Schedule a Performance Management Process check by the Pay Committee.	HT	12 May 2022 F&P	COMPLETE
12/5/2022	3.2	Organise date for Performance Management Process Check with GM and HT.	MW	ASAP	
12/5/2022	6.1	Organise date for SCR check in early June 2022.	CC	ASAP	
12/5/2022	6.1	Organise a date to conduct the Purchase Card check with JF.	MW	ASAP	

## F&P STANDING AGENDA ITEMS / CONTROL CHECKS 2021/22

Item	Autumn	Spring	Summer	By whom
	*Date set	Date set	Date set	
Manual of Financial Practice & Procedure (annually)	COMPLETED FGB 23/09/21			FGB
Payroll check (annually)		Mar 22		MW
Purchase Card check (3 checks per year / termly reports to F&P committee)	COMPLETED Oct 21	COMPLETED Feb 22	Jun 22	MW
Petty Cash (annually)		Feb 22		MW
Benchmarking (annually)		COMPLETED Feb 22		KC, NW, MW
Income (annually)		Feb 22		MW
IT asset register (annually)		COMPLETED Feb 22		
Statement of Financial Expectations (annually)	COMPLETED Oct 21			MW
Single Central Register	COMPLETED Nov 21	COMPLETED Feb 22	Jun 22	CC
Performance Management Process			Jun 22	MW & GM

\*Control checks – date of actual check included in table. Report on control check to be added to agenda of F&P for relevant month / term.

Key:

	No Check due this term
	Check completed
	Check due this term