

OUR LADY & ST JOSEPH CATHOLIC PRIMARY SCHOOL

Meeting of the Resources Committee

Held on 3 May 2017

Governors Present	Foundation: Derek Vitali, Nick Brennan, Paul Mokwenye (Committee Chair), Diane Porter Staff: Sean Flood (Headteacher) Theresa Garnett Parents: Silvia Ullmayer-Sylvester, Susan McFarland-Lyons
Finance Officer	Theresa O'Hagan
Finance Consultant	Louise Campion
Deputy Headteacher	Aoife O'Grady
Apologies	None
Clerk	Susan Moyse
Abbreviations	EYFS (Early Years Foundation Stage), HLT (Hackney Learning Trust), H&S (Health and Safety), SIP (School Improvement Partner), SDP (School Development Plan), SEND (Special Educational Needs and Disability), UIFSM (Universal Infant Free School Meals), CFR (Consistent Financial Reporting), TUPE (Transfer of Undertakings Protection of Employment), SFVS (School Financial Value Standard)

MINUTES

Meeting opened 6.05pm. Paul Mokwenye in the chair

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|------------|--|---------------|
| 1 | WELCOME, MEMBERSHIP AND APOLOGIES | ACTION |
| 1.1 | Paul Mokwenye opened the meeting welcoming all present. | |
| 1.2 | BUSINESS AND PECUNIARY INTERESTS
The register of staff gifts and hospitality was noted. There were no updates to the governors' register of interests (2016-17). There were no declarations of interest in the agenda. | |
| 2. | MINUTES OF MEETING HELD ON 1 FEBRUARY 2017 | |
| 2.1 | Agreed as a correct record and signed by the Chair. | |
| 2.2 | Matters Arising: Governors Fund (item 2b)

Noted that it was now possible for parents to make a larger contribution (if they wished) via the online payment system. | |
| 3. | FINANCE | |
| 3.1 | YEAR END 2016/17
Louise Campion and Theresa O'Hagan referred to the Year End Statement and Controls Assurance Statement which had been circulated before the meeting. Governors noted the revenue year end surplus of £56,902 and recognised that this represented an in-year deficit as the balance brought forward from 2015/16 had been £84,390. Governors discussed: | |

- ICT purchases had led to in-year deficit
- Cuts to 2017/18 – funding other than nursery was now confirmed
- Nursery numbers

3.2 BUDGET PLANNING 2017/18

- a. Governors reviewed the three year plan and noted the forecast revenue surplus or (deficit):

	2017/18	2018/19	2019/20
Income	1606294	1623186	1625116
Expenditure	1606294	56886	1653095
In Year surplus (deficit)	0	70	(27979)
Cumulative surplus (deficit)	56886	56956	28977

Governors also noted:

- Income inflated at 1.5% (minimum funding guarantee) but this is not certain
- 5 vacancies (3 in Yr 6) - no children on waiting list
- Noted vacancies across many Hackney schools
- Waiting list starts fresh each year (parents are advised of this)
- HLT hold list – can sometimes be slow in filling vacancies

Agreed to include vacancy reminders on school website and in parish newsletter

SF/ TOH to
incl
vacancies
on website
and ask to
incl in
parish news

b. CFR Report

The 2017/18 CFR draft budget plan had been circulated. It included 2016/17 data for comparison. Governors noted in particular:

- Delegated funds – reduced by £31k (EY funding)
- SEN income – to be confirmed
- Overall income – reduced by £85k
- Teaching expenditure – reduced by £13k
- Grounds maintenance – reduced by £6k
- Learning resources – reduced by £15k
- IT – reduced by £37.5k as updated in 2016/17
- Agency staff – reduced by £7k

Regarding nursery funding, governors noted:

- Parents have to apply for 30 hours funding through a government website
- OLSJ currently offers 2.5 days per week rather than 5 half days
- Private nurseries offer longer hours
- OLSJ can decide to charge for additional hours

Governors discussed the benefits of holding a contingency into future years to protect against cuts and 'Fair Funding' but recognised that funding was intended for children currently in the school and that there were limits on the size of allowed surpluses.

The Committee **agreed** the year end statement, controls assurance statement and the budget plan for submission to the local authority.

3.3 SCHOOL BUILDINGS AND GOVERNOR FUNDS

- a. Governors received the account summary for the school fund account (28 April), noting that the account was to be audited in May 2017.

Balance carried forward	58493
Total receipts	27202
Total expenditure	32228
Closing balance	53467

They noted the breakdown of the balance as follows:

Uniform	4893
Governors fund	27262
Charitable fund	15573
Curriculum	1986
Other	298
Donations	3451
Closing balance	53467

Governors asked about Gift Aid. Theresa O'Hagan said it was working well and income of up to £1260 was anticipated. They asked about charitable collections and were told that these were children's collections for e.g. advent, St Vincent De Paul society.

4. AFTER SCHOOL CLUB

4.1 The Headteacher and Theresa O'Hagan reported that successful discussions had been held with 'Let Me Play' about taking on After School Care and Breakfast Club. Let Me Play would manage the provision but staff would remain school employees. The school would invoice LMP for the cost of staff (other than maternity leave). The pricing would be determined by LMP, with discounts for siblings. The range of activities offered by LMP was impressive and would run alongside the school's own after school clubs. Governors discussed:

- LMMP willing to take on without taking over school's own clubs because numbers now higher
- For example, after school care previous week had 80 children compared with approx. 30 previously
- Attractive activities had drawn in more families
- LMP may not use school house - considering nursery
- Price to parents may increase. Bookings must be made termly
- LMP will aim to increase take up
- School/ LMP contract to be ready for end May with six months' notice (either side)
- LMP already operating successfully in other Hackney schools
- Member of school staff will be on site at all times
- LMP may also be able to offer holiday club

Governors thanked the staff for their work to date on this project and **agreed** that the school should pursue the contract with Let Me Play.

SF/TOH to pursue contract with 'Let Me Play'

5. BUILDINGS

5.1 Solar Panels

Silvia Ullmeyer-Sylvester reported that she had met with Theresa O'Hagan. No income had been received to date although S U-S had been advised that the panels should provide over £2k income per year. The panels were generating electricity but it appeared that they were underperforming by approx. 10-20%. TO'H confirmed that the paperwork was up to date and that meter readings had been submitted. Governors discussed:

- Energy cost savings not as expected – budget increased in year 2016/17
- Changing energy supplier – part of HLT bulk contract
- Cost of checking /maintaining panels – covered by warranty

Agreed (i) to thank Silvia Ullmeyer-Sylvester for her work to date and (ii) that she contact British Gas regarding the income.

SU-S to contact BG regarding income

7. ANY OTHER BUSINESS

7.1 None

There was no confidential business. The Chair thanked Theresa O'Hagan and Louise Campion for their work in producing the budget papers. The meeting ended at 6.45pm.

Signed (Chair) -----

Susan Moyse

Minutes prepared by

Date _____

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