

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
(FANS) FINANCE PAY AND PERSONNEL COMMITTEE FOR CHURCH HILL AND LOW
HALL NURSERY SCHOOLS HELD ON MONDAY 6 NOVEMBER 2023 AT 5.30 P.M.
VIRTUALLY**

Present: Pauline France (Chair)-Local Authority Governor

Co-opted Governor

Jana Mills

Head Teacher

Helen Currie

Parent Governor

Aalia Chaudhary

Associate Member

Hasina Rashid (School Business Manager)

Clerk to the Governors: Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5	Committee Terms of Reference 2023/4: Agreed.	All to note	Ongoing
7.2.9.	Repayment of Transfer CHNS to LHNS: FGB to discuss.	FGB	Next meeting.
7.5.	Schools' Financial Value Standard Return: HR to identify actions including for LA	HR/LA	Ongoing
8.3.	Governor Training re Staff Supervision and Well Being: Agreed.	HC/ Governors	Ongoing
9.4.	Pay Policy: FGB to consider.	Gov Services	Next FGB meeting.
11	Date and Time of Next Meeting: 6 February 2024 5.30 p.m.-Virtual.	All to note. School/GS to action	06/02/2024.

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting.

1.2 Apologies for Absence

Apologies for absence were received and accepted from Paula Vaz Cudna.

1.3. Quorum

The meeting was quorate with 5 governors present.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

There were none.

3. SUMMARY OF ACTIONS SINCE LAST MEETING

3.1. Agreement by Full Governing Body of 2023/4 Budget for CHNS and LHNS

This was noted. By the year end both schools may have deficit budgets due to underfunding and exhaustion of reserves.

3.2. Financial Risk Register

This was considered by a Schools' Facing Financial Challenge (SFFC) meeting in July 2023 for both schools. It was discussed with the Local Authority re underfunding despite repeated restructures and use of reserves. Risks will be considered further.

3.3. Head Teacher Performance Management Review

This was carried out with objectives set by PF and MB (Chair of FGB is aware).

3.4. Pay Review Recommendations

These are to be made.

3.5. Financial Audit

A recent audit at LHNS was noted with a follow up audit expected and a full audit next year at CHNS.

4. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE CURRENT ACADEMIC YEAR 2023/4 (ELECTIONS CONDUCTED BY CLERK)

4.1. Election of Chair

Pauline France was elected unanimously. (Proposed by Helen Currie and seconded by Jana Mills).

4.2. Election of Vice Chair

Jana Mills was elected unanimously. (Proposed by Helen Currie and seconded by Pauline France).

5. COMMITTEE TERMS OF REFERENCE

These were **AGREED** as continuing to reflect the current remit of the Committee.

6. MINUTES

6.1. Minutes of the Last Meeting Held on 03 May 2023

These were received and accepted noting that SEN income over budget was received. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

6.2. Matters Arising

6.2.1. Mix of Provision Including re 2 Year Olds

This will continue to be discussed.

6.2.2. Early Years Pupil Funding

This will be reported to FGB.

6.2.3. School Facing Financial Challenge Action Plan

This has been completed.

7. FINANCE AND BUDGET MONITORING

7.1. Church Hill Nursery School Budget Monitoring Summary Quarter 2

A predicted year end surplus of £105,500 was noted.

7.1.1. Pupil Numbers: There is currently a £25,000 shortfall on budget with the School recruiting continuously to fill spaces admitting when children are 2 or after their 3rd birthday. There are 9 unfunded children. An analysis of numbers was noted including 17 2 year olds. There is demand for more childcare paid and unpaid via daycare and 15 and 30 hour provision. It is hoped that numbers on roll will rise throughout the year especially pm (low numbers have been managed by reallocation of staffing across the federation and will be reviewed again in April 2024.

7.1.2. Special Educational Needs Interim Funding (SENIF) and Education, Health and Care Plan Funding: There are 2 at CHNS with more pending.

7.1.3. Pupil Premium Funding

This is received for 11 children at CHNS and 6 at LHNS.

7.1.4. Recharges

The School is over budget on recharges with £3,000 received from the LA.

7.1.5. Daycare Income

This is £30,000 over budget with more expected.

7.1.6. Cleaner Contract Part Recharge to Another School

This was noted.

7.1.7. Teaching Staff Costs

There have been savings re industrial action but a pay increase of 6.5% will be backdated to September 2023.

7.1.8. Long Term Sickness Absence and Agency Staff Expenditure

This was noted.

7.1.9. Reimbursement of £3,000 re Gas

This was noted.

7.1.10. Term Time Only Compensation Costs for Support Staff

These were noted for CHNS phase 1 of £23,106.96. The LA and School will fund 50% each to be paid once staff have received and signed COT 3 contract offers and attended an ACAS webinar.

ACTION: HR to follow up with staff.

7.1.11. Transfer of Reserves of £35,000 to LHNS

This was noted and agreed as the last transfer to be made noting increased payroll costs.

7.1.12. Capital Funding

The School allocation for 2023/4 is yet to be received. The carry forward will be spent on LED lighting as potentially cost saving.

- 7.1.13. Predicted Carry Forward of £121,165
This was noted.
Q. Cash flow problems? **A.** It is hoped that the recent 'outstanding' OFSTED at LHNS will assist with increasing take up of daycare, holiday provision and breakfast and teatime clubs. There is collaborative work to share provision with Walthamstow West Partnership schools.
- 7.1.14. Financial Data
This will be presented to the LA to make a case for a minimum funding guarantee.
- 7.2. Low Hall Nursery School
- 7.2.1. Predicted Deficit of £1977
This was noted financed by reserve and capital funding transfer from CHNS.
- 7.2.2. Pupil Numbers
These are low (analysis noted) but it is hoped that these will rise following the recent OFSTED inspection.
- 7.2.3. SENIF and EHCP Numbers
These were noted at 6.
- 7.2.4. Daycare and Holiday Provision Income
This could increase following recent completion of works.
- 7.2.5. Staff Costs
There have been savings re industrial action but agency costs are over-budget.
- 7.2.5. Transfer from CHNS
A decision is needed re the accounting treatment of this (record as a loan or transfer).
- 7.2.6. Contracts
These are under review for refuse and water. A contractor has withdrawn service following the introduction of the Ultra Low Emission Zone (ULEZ) locally. Remedial works are due re legionella and lighting.
- 7.2.7. Predicted In Year Deficit of £38,722
This was noted.
- 7.2.8. Completion of Significant Capital Works
These were noted and may increase pupil recruitment.
- 7.2.9. Consultancy Income
This was noted re Play Together, Learn Together project and Stronger Practice hubs. This could help to fund term time only payments.
ACTION: FGB to discuss repayment of transfer.
The Schools were congratulated re both budgets noting that the use of CHNS reserves was to fund education for children. The LA will be encouraged to publicise all its nursery schools positively (all judged 'outstanding' by OFSTED).
- 7.3. School Development Plan Priorities
These were noted re premises, Forest School, focus on staff well-being and environmental improvements to the building.

- 7.4. Risk Register and Future Sustainability
Risks re LHNS and CHNS have been analysed and completed in relation to all committees and both schools. Underfunding in relation to other local authorities' nurseries has been stressed and the register will be revisited annually and as needed.
It will be linked to School Facing Financial Challenge meetings.
- 7.5. Schools Financial Value Standard Return
This will be considered in 2024 for submission by 31/03/2024.
ACTIONS: HR to identify these including for LA.
- 8. PERSONNEL AND STAFFING MATTERS**
- 8.1. Federation Staffing
There has been a site services officer vacancy since March/April which has been advertised but with no applications received. There is evening cover for cleaning but not for minor maintenance. (The role is part time and split shift which is not popular) however, HC and JM are aware of a possible candidate.
- 8.2. Update on Staff Professional Development and Leadership of SDP Priorities
HC noted postponement of staff observations to November due to OFSTED inspection. All staff have now received updated training re OFSTED.
- 8.3. Supervision and Well-Being Training and Governor Visit Cycle
ACTION: Chairs/vice chairs of committees to be trained re staff supervision and well-being.
- 9. ANNUAL POLICY REVIEW AND UPDATE OF POLICIES AND DOCUMENTS**
- 9.1. Financial Regulations and Order of Delegation
These were **AGREED** following changes to authorisation limits re disposal of assets and write off of debts.
- 9.2. Freedom of Information Act Policy and Publication of Information Scheme
This was **AGREED**.
- 9.3. Debit Card Issue
This was **AGREED** for issue of 1 card to HC re school bank account. The meeting also noted and authorised online purchases with purchase orders for breakfast and after school clubs.
- 9.4. Pay Policy
A revised policy was e-circulated.
ACTION: FGB to consider.
- 9.5. Performance Management and Appraisal
This was **AGREED**.
- 10. CONFIDENTIAL ITEMS**
Recorded under separate cover.
- 11. DATE AND TIME OF SPRING TERM MEETING**
This will be held on 6 February 2024 at 5.30 p.m.-Virtual.
The meeting closed at 7.15 p.m.

Autumn Term 2023

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