

**MINUTES OF THE MEETING OF THE
FEDERATED CHURCH HILL & LOW HALL NURSERY SCHOOLS GOVERNING BODY
FINANCE, PAY & PERSONNEL COMMITTEE
HELD ON TUESDAY 29 JANUARY 2019
AT 5PM
AT CHURCH HILL NURSERY**

Present: Mr. Peter Dawe (Chair – Co-opted Governor)

Co-opted Governor(s)

Ms. Pauline France
Mrs. Maxine Lafayette
Mr. Jana Mills – arrived at 6.10pm

Headteacher:

Mrs. Helen Currie

Clerk to the Governors: Mrs. Pauline Dorney

Also present: Mrs. Hasina Rashid - School Business Manager

Summary of agreements and actions:


| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|------------------|---|--|------------------|
| 3.1 | Write to Local Authority requesting Rate Rebates x 2 Nurseries. | FGB | ASAP |
| 3.1 | Chase EHCP Funding for two pupils – Church Hill Nursery | FGB | ASAP |
| 3.2.2 | Ratification of Nursery Roll increase to 16 in both AM and PM Classes | FGB | Next FGB Meeting |
| 4.1.3 | Consideration of three options – hard federation (non-confidential) | FGB | Next FGB Meeting |
| 4.1.5 | Letter from Pauline France in reply to consultation to be copied to all Governors | Headteacher | Next FGB Meeting |
| 9.3 | Training requirements to be ascertained especially Safeguarding. | FGB | Next FGB Meeting |

1. WELCOME AND APOLOGIES

- 1.1 The Chair welcomed everyone to the Meeting this evening.
- 1.2 There were no apologies for absence noted. Mr. Jana Mills had been delayed and would be arriving late.
- 1.3 The Meeting was quorate.
- 1.4 There were no items for Any Other Business noted.

2. MINUTES OF THE LAST MEETING

- 2.1 The Minutes of the Finance, Pay and Personnel Meeting held on the 25 September 2018 were agreed to be an accurate record of that meeting and signed by the Chair for retention by the school.

Chair of Governors
Initials: 

3. FINANCE MATTERS

3.1 Budget Monitor to Month 9 – Church Hill Nursery

3.1.1 Mrs. Rashid provided Governors with an overview of the Month 9 Budget Monitoring Report and the following points were highlighted:-

- Pupil Numbers had increased since the last report and the school had worked very hard to achieve this.
- Additional income of £100,00 had been received.
- The school is over achieving on income due to the 30 hour provision
- This is being offset against the underspend on the Day Care income which is an ongoing problem.
- Additional income is anticipated relating to the third intake in January, 2019.

Question: Will this be the pattern now?

Answer: Yes we saw this at Low Hall Nursery initially; and this has now filtered through to Church Hill Nursery. Families seem to be adjusting their working days to three or four days.

- The SEN income is not great as it does not correlate with the number of children presently within the School. The School has approximately 30% of High Needs pupils with two children awaiting EHCP's which amounts to approximately £15,000 to £30,000.

Question: What percentage do we need to outlay for?

Answer: We definitely have pupils with Top Up Funding and this was clarified to Governors by the Headteacher.

The Nursery is fully inclusive for all children which does have an impact on additional costs incurred. .

- The school is still awaiting the two Rate Rebates for the last financial year and this financial year from the Local Authority. It was suggested that the Full Governing Body write a letter to the Director of Education regarding the two issues of Rate Rebates for both Nurseries and EHCP Funding (Church Hill Nursery) not received as reported.

ACTION: Full Governing Body

- Early Years Pupil Premium – The school had received £1.2K.
- The Day Care income was not achieving but the school had £105,000 up to the end of December 2018.
- Actual Expenditure showed an underspend in Teachers' Pay of £20.6K which would be offset against the predicted deficit of £97,000 at the end of the Financial Year.
- EYP – overspent against budget.
- Training Budget was currently overspent as it was previously decided to invest in staff in order to retain them.
- Premises Staff was also shown as overspent. This was due to Mobile Cover to cover for the previous SSO; who had left the school mid-year. It was noted that the level of cover from Strictly Education had not been satisfactory.
- The Resources Curriculum Budget had been overspent by £3,000.
- Agency Cover had been overspent by £8,000.
- As at December 2018 the budget showed a loss of £88,000.
- At the end of the Financial Year the Nursery were expecting a total loss of £97,000; so whereas the reserve pot commenced with £332,000 it is

anticipated that this will be £235,000 at the end of the Financial Year. Taking this into consideration the next two years would be crucial.

- It was confirmed that this figure did not include the £32,000 to £47,000 owed by other bodies.
- The SLT had talked about long term financial sustainability and ways of bringing in an additional income stream to help the Nursery go beyond the two years ahead.
- There may be a possibility of reducing the Resources Budget by £5,000.
- No unexpected expenditure is envisaged.
- It would be necessary to look at making some savings across the Federation; not just for staffing but with the resources to be shared with the Federation.
- Thanks were conveyed to the SBM for her Finance reporting.

There were no further questions and it was confirmed that the Budget for Church Hill Nursery was secure but not comfortable.

3.2 Budget Monitor to Month 9 – Low Hall Nursery School

3.2.1 Mrs. Rashid provided Governors with an overview of the Month 9 Budget Monitoring Report and the following points were highlighted:-

- Unfortunately, the Budget was showing a deficit and the Nursery was not achieving income. Approximately 3% had been achieved up to December 2018.
- At the end of the Financial year a loss was predicted due to the decrease in pupil numbers on roll. The issue here, in comparison to Church Hill Nursery, was that there had been no take-up for the 30 hours. This had an impact and in addition the Day Care was not making money.
- It would be necessary to look at either continuing with Day Care instead of the Play Scheme or stop these altogether.
- Discussion took place relating to the nursery places for both Low Hall and Church Hill Nurseries. It would be necessary to change the culture at Church Hill Nursery.
- Teachers' Pay – overspent by £15,000.
- Rates Rebates were still awaited for the last financial year and this financial year amounting to £25,000. Concern was expressed by Governors.
- A saving had been made in administration costs.
- It was noted that the Nursery were under huge pressure in relation to the building which is in need of repair and a great deal of the overspend in the budget this year had been to maintain ongoing issues with the building. The situation will, no doubt, worsen. The DfE's Report supports the argument for capital investment in Low Hall Nursery – this report is currently being perused by the Local Authority. This growing pressure is ongoing.

Question: What can the Nursery get from this?

Answer: It is in the hands of the Local Authority – the Nursery cannot apply for match funding as there is no funding to match.

The Chair thanked Mrs. Rashid for her Finance Reporting.

3.2.2 Committee Recommendation for FGB Ratification:

Low Hall Nursery

Presently the Nursery accommodates twelve 2 year old pupils in both AM and PM classes. **The Committee has recommended to increase the AM and PM classes to sixteen pupils in each class.**

ACTION: FGB ratification

Agenda item

3.2.3 Confidential Item – reported separately.

4. WORKING PARTY – NON CONFIDENTIAL MATTERS

4.1 Report from Sustainability Working Party

4.1.1 The Chair reported that the Working Party had met on three occasions and it was noted that Helen Currie, Hasina Rashid and himself visited the Barnet Early Years Alliance (BEYA) which consists of a hard federation of three Nursery Schools in Barnet with two being geographically close to each other. This was considered a very profitable and enjoyable meeting.

4.1.2 The Committee generally discussed the options and there were three recommendations that the FGB should consider:-

4.1.3 Option 1:

To develop a better corporate identity for ourselves by having a name for the federation and it was suggested that Forest Alliance of Nursery Schools would be shortened to 'FANS'.

NB: It was felt that there may be a better suggestion of name that represents the Forest and the relation to Nursery Schools.

It was noted that Low Hall and Church Hill Nurseries would keep their identity but in terms of portraying the federation to the local community; it should have one corporate name.

The Proposal/Recommendation is that the federation would eventually reconstitute under a memorable name.

4.1.4 Option 2:


That we develop the Friends of the Federation of Nursery Schools and use this to apply for charitable status and put ACV protection on Church Hill Nursery School grounds and use as a children's facility by applying for Asset of Community Value.

4.1.5 Option 3:

Respond to current consultation on Juniper House and proposed new preschool provision from the Local Authority.

It was noted that Ms. Pauline France had replied to the above consultation and the Chair requested that the Full Governing Body be furnished with a copy of this letter at the next FGB Meeting.

ACTION: Headteacher to ensure FGB receive a hard copy of this letter at the next FGB Meeting.

Chair of Governors
Initials


5. REVIEW RECOMMENDATIONS FROM OTHER COMMITTEES

5.1 Full Governing Body Action on SFVS 2018/19

- 5.1.1 It was noted that the review of this document would be completed by March 2019 for FGB ratification and a copy would be sent to the Chair for his perusal.

Agenda item – FGB Meeting (Summer Term)

5.2 Premises – Low Hall Nursery and accessibility matters

- 5.2.1 The Plan cannot be discussed at the present time as it is dependent on Capital Funding from the Local Authority which is currently unknown.
- 5.2.2 However, it was suggested to move the Low Hall Nursery entrance to the front main road to make it more visible and to include the refurbishment of the roof – possible funding from the Local Authority could pay for this work.
- 5.2.3 A Governor stated that if the Nursery were to press ahead with any major capital developments these would have to tie in with the nature of that facility. It would be necessary to discuss the 'supply and demand' of nursery provision in that area and if there were any implications on a building fit for purpose.
- 5.2.4 The Headteacher stated that two architects answered questions very well but it was considered important to ensure that the Nursery was more visual to the community with good signage. However, the finance was an issue.

6. POLICY REVIEW TO INCLUDE:

6.1 FOI Publication Scheme

- 6.1.1 It was noted that this had previously been reviewed.

6.2 Complaints Procedures

- 6.2.1 It was noted that this document had been reviewed and would be placed on the Nursery Website.

The Committee agreed the Complaints Procedures Document which had been revised to incorporate procedures set down by the Department of Education.

6.3 Pay Policy

- 6.3.1 It was noted that this Policy had been previously actioned under Chair's Action.

7. CONFIDENTIAL ITEMS

- 7.1 Confidential Item – reported separately.

8. DATE AND TIME OF NEXT MEETING

- 8.1 Finance, Pay and Personnel Committee 1 May 2019 4pm

9. PERSONNEL MATTERS

- 9.1 Confidential Item – reported separately.


9.2 Staff Training on Safeguarding

- 9.2.1 It was noted that Safeguarding Training had taken place on the 8 January 2019 and the Chair attended this training accordingly. He informed Governors that it was enjoyable to meet staff for the second time during this academic year to share training.

9.3 Safeguarding Audit

- 9.3.1 The Headteacher reported that the School achieved 95% in the recent Safeguarding Audit. The outcome of this Audit showed that improvement was required relating to Governor Training. It is a requirement for Governors to have undertaken Safeguarding Training during the last year but unfortunately the Local Authority only offer Safeguarding Training once per year for a Link Governor – not all Governors. The FGB will need to decide the kind of training required to address this issue.

ACTION: FGB

Chair of Governors
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9.4 The Headteacher reported that she had recently undertaken the FGM Online Legal Training recently and had requested all DSL's and Class Teachers to undertake this training as well.

The Chair thanked everyone for attending the Meeting.

The meeting closed at 6.45pm.

Chair: PETER DAWK (print)

Peter Dawk (sign)

Date: 1.5.19

Chair of Governors
Initials:
PJD