

**MINUTES OF A MEETING OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS
(FANS) FINANCE, PAY AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 18
JANUARY 2023 AT 5.30 P.M. VIRTUALLY**

Present: Pauline France (Chair)-Local Authority Governor

Co-opted Governors

Peter Dawe
Jana Mills

Head Teacher

Helen Currie

Parent Governor

Aalia Chaudhary

Also in Attendance: Hasina Rashid-School Business Manager

Clerk to the Governors: Ms Caroline Russell

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
5.1.1	Budget Monitoring Report Quarter 4: Actions per minute.	HT/SBM/PF	Ongoing
6	School Facing Financial Challenge Update: Actions per minute	HT/SBM/PF	Ongoing
7	Personnel and Staffing Matters: Actions per minute	HT/SBM/PF	Ongoing
8.	Policies: Agreed per minute	All noted.	Ongoing
9	Date and Time of Next Meeting: 03/05/2023-5.30 p.m.-Virtual	All noted. School/GS to action	03-05-2023

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by Peter Dawe, his last meeting.

1.2. Quorum

The meeting was quorate with 5 governors present.

1.3. Apologies for Absence

There were none, all being present.

1.4. Notice of Any Other Business/Confidential Items

-Industrial Action

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

There were none.

3. ELECTION OF CHAIR AND VICE CHAIR OF THE COMMITTEE FOR THE REMAINDER OF THE ACADEMIC YEAR

3.1. Election of Chair

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

3.2. Election of Vice Chair

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

4. MINUTES

4.1. Minutes of the Last Meeting Held on 13 October 2022

These were received and accepted with no matters arising not considered elsewhere on the agenda. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

5. FINANCIAL MATTERS-QUARTER 3

5.1. Budget Monitoring Report Quarter 4-Use of Early Years' Pupil Premium Funding and Outturn 2022-23-Screenshared

5.1.1. Church Hill Nursery School

-HR reported an in year deficit of £89,510, a cumulative deficit of £129,000 but reserves of £202,000, reducing the reserves by 55%. In year activity was noted re pupil premium income.

This has reduced due to low numbers and restriction of 30 hour numbers. The admin team are working to fill places to try to maximise funding.

-A tracker was shared re pupil numbers and transition of 2 and 3 year olds which helps to manage the waiting list and funding. Last year there was a fall in numbers in the summer term but an increase in the autumn term.

-A teachers' pay grant, LA supplement and SEND funding has been received. There are a number of children on the waiting list with works planned to the dining hall to accommodate more children. There is 1 day care place to fill, 42 for lunches.

-Good SEND income has been received this financial year especially in the summer term. No pupil premium funding has yet been received for this academic year.

-Salary recharges from CHNS to LHNS re SBM have been reduced. A full rates refund is expected by the end of the academic year. Catering income is on target. Visiting day income is charged online (reduction for deprived families) and school fund income is also recorded online (recently reduced).

-Day care income is over budget and the play scheme is full. Back pay for NJC staff was paid in December 2022 with teacher pay increases also paid. Teaching supply cover was overspent re additional Early Years' Practitioner support and sickness reflecting higher costs generally. The overspend on learning resources was funded from the School Fund. HC noted that as CHNS is technically over ratio staff absence will not be covered until 2 or more staff are absent.

-It was advised that an increase in LA supplementary funding is expected next year of £75,000 per school (assuming that the available funding will be paid equally across the 3 LBWF nurseries) so financial improvement is expected reflected in recharges and pay repayment of a loan from CHNS to LHNS.

-It was noted that devolved capital funding shows a £12,000 opening surplus with £4,900 allocated for this financial year. This could fund works to the garden and for folding doors in the dining room.

SBM noted the reducing surplus of £91,000 with concern with staffing costs again exceeding 90% of total income and needing to be reduced to around 85%.

ACTIONS:

-Review staffing structure for extended services to accommodate minimum numbers expected.

-Review staffing for pm places at both schools in order to try to avoid SFFC meetings for CHNS.

-PF to report financial situation to next FGB meeting following pre meet with SBM.

5.1.2. Low Hall Nursery School-Monitoring Report Screenshared

-An accumulated deficit of £64,877 was noted reflecting difficult recruiting pupils and a £30,000 shortfall in income.

-SENIF income exceeds budget with 8 Education and Health Care plans submitted but on a 20 week funding turnaround.

-A £30,000 loan transfer was noted as a donation from CHNS.

-It is expected to meet day care projected income.

-NJC pay uplift was noted (£15,000 deficit against budget).

-A general increase in costs was noted with the Barn Croft Primary catering recharge to be queried.

-An in year revenue deficit of £10,892 was noted and a closing deficit of £65,000.

-Re capital funding £35,000 has accrued which supports cash flow. LBWF will make a short term loan if necessary but the true costs of operating LHNS as a nursery school need to be reflected. The meeting noted that the 2 federation Nursery schools and Acacia Nursery are underfunded compared to other Las including Newham and Haringey. However, additional funding is expected next year with a succession plan for staffing across the federation.

ACTION: SBM to liaise with Early Years team.

6. SCHOOLS FACING FINANCIAL CHALLENGE UPDATE

6.1. It was noted that regular meeting are held and will continue with an action plan which has now been circulated.

6.2. **ACTION:** PF/HR to update the financial risk register and SFVS for submission by 31-03-2023 This will include a review of the draft audit report. LA support will be requested if necessary re engagement in the SFFC process next year.

7. PERSONNEL AND STAFFING MATTERS

7.1. FANS Federation Staffing: Information was noted re staff absence and actions taken. Extended day care will be reviewed noting that 15 hour places could be offered as 2 ½ days which would give entitlement to holiday food vouchers to 13 children at each school.

ACTION: Proposals to next FPP meeting.

7.2. Accreditation for Inclusion Quality Mark: This was noted with an expectation of return to class in CHNS following completion of a formal qualification.

- 7.3. Staff Professional Development: Positive feedback has been received from staff re INSETS on well-being, development of creative practice with children, planning re the 5 Pillars of Well Being for families and staff. West Walthamstow Partnership INSET was very beneficial re safeguarding and unconscious bias as was FANS staff INSET as Tate Britain.
- 7.4. Executive Head Teachers' Performance Management: This will be conducted by PF and MB.
- 8. POLICY REVIEW-PRIOR E-CIRCULATED**
Policies were **AGREED** as follows:
-**Management of Stress:** Noted that PF will lead a learning walk with HC with appendices and risk assessments to be used for individual roles per Health and Safety Executive guidelines.
-**Charging and Remissions**
-**Debit Card payments.**
-**Discipline.**
-**Freedom of Information Act.**
-**Governor Allowances.**
-**Data Protection Policy and Procedure for Reporting of Data Protection Infringements by Employees.**
-**Recruitment.**
-**Whistle blowing.**
-**Scheme of Delegation.**
- 9. DATE AND TIME OF SUMMER TERM MEETING**
This was agreed for 03-05-2023-5.30 p.m.-Virtual.
- 10. ANY OTHER BUSINESS**
- 10.1. Proposed Industrial Action by Teachers
This was noted following ballot by NEU. It was agreed that families be informed that school closures are likely on 01/02/2023. HT will ask for summary indications of staffing with a decision to be made on grounds of child health and safety. One school may remain open for children considered to be vulnerable e.g. those with child protection or early years pupil premium funding. LA guidance will be followed and if there is NAHT action that will also be advised.
- 10.2. Requests for Staff Special Leave
This will be considered at the discretion of the Head Teacher per policy supported by chair's action.

The meeting closed at 6.55 p.m.