

**NON-CONFIDENTIAL MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS (CHURCH HILL AND LOW HALL NURSERY SCHOOLS) FINANCE, PAY AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 3 NOVEMBER 2021 FROM 12 NOON VIRTUALLY**

Present: Jana Mills (Chair for Meeting)-Parent Governor (JM)  
 Pauline France-Co-opted Governor (PF)  
 Helen Currie-Executive Head Teacher (HC)

Clerk to the Governors: Caroline Russell

Also present: Hasina Rashid (HR)

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
3.2.1.	Transfer of Funds: HR to monitor budget and transfer funds as agreed per minute when needed	HR	Ongoing
3.2.2.	Complaint by Head Teacher re Contractor Behaviour: HT to contact NPS per minute	HC	Next FGB meeting
3.2.3.	Increasing Admissions to CHNS: HC to action per minute	HC	As soon as possible
6	Annual Policy Review: PF to sign off documents on GovernorHub, AHT as bank signatory per minute.	PF	Ongoing
9	Any other Business: (i)Additional Bank Holiday for Queen's Jubilee: Agreed per LBWF rec for 15-07/2022. (ii)1 <sup>st</sup> Aid Allowance for Level 2 Practitioner: Agreed.	All to note. School to advise parents Noted	15-07-2022  Ongoing

**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 Peter Dawes (family problem).

1.3 Quorum

The meeting was quorate with 3 governors present.

**2. DECLARATIONS OF INTEREST**

Chair's Initials:

2.1 Declarations of Interest in the Current Agenda Items

There were no declarations made pertaining to any of the agenda items for this meeting.

2.2. Committee Terms of Reference

It was noted that these specify the remit and responsibility of the committee. It was unanimously **AGREED** to readopt these to be available on GovernorHub.

**3. MINUTES**

3.1. Minutes of the Last Finance, Pay and Personnel Committee Held on 24-07-2021

These were received and accepted. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

3.2. Matters Arising

3.2.1. Transfer of Funds and Potential Loan (Minute 4.2.2)

HR reported that £30,000 was transferred from balances from CHNS to LHNS in order to repay the LHNS capital fund which had been used to support cash flow. However, this will not be sufficient to maintain cash flow given a monthly payroll of £40,000 so potential transfer of a further £10,000 was **AGREED**. It was noted that the monthly delegated schools' budget is currently only £17,000 so the school is trying to get more children on roll. Historically, admissions have risen in the spring term so it is hoped that this will happen this financial year.

**ACTION:** HR to monitor budget and transfer when needed.

3.2.2. Complaint by Head Teacher re Contractor Behaviour

An apology has been sought from NPS, yet to be made.

**ACTION:** HC to contact NPS again with time to be made available at the next FGB meeting to enable an apology to be made.

3.2.3. Increasing Admissions to CHNS

An approach has been made to EMcL re 30 hour funding and a request that consideration be given to broadening the postcodes for admission and to admit a proportion of children from lower income families. Discussion suggested that an optional question could be included re income but that this could be open to legal challenge (advice to be sought from LA).

**ACTION:** HC to consider and action.

**4. FINANCE AND BUDGET MONITORS FOR QUARTER 2 2021/2022**

4.1. Church Hill Nursery School-Financial Reports Screenshared

4.1.1. A carry forward balance at year end of £7,000 was noted. The School intake from September has reduced with 39 3 year olds per session and 12 2 year olds per session. The year-end predicted deficit is currently £39,000. Some SEN funding will partly offset this and the 2 year old provision is full.

4.1.2. Regular contact has been made with the admissions section re pupil numbers. Vacancies are due to mobility and availability of places at others schools and settings. 2 quotes have been sought for building works which would enable some expansion to increase income.

4.1.3. Leadership and management salaries are currently charged to CHNS but have not been actioned for quarters 1 and 2. Community focussed income is over budget and

it is hoped to increase holiday play-scheme income by rotation of midday assistants. There has been some furlough grant funding.

- 4.1.4. Special needs income is significant but there are also costs attached to this, pupil numbers are low in the afternoon with staffing reduced where possible. Midday assistant roles and responsibilities have been reviewed.
- 4.1.5. Re rates a discount has been given but no indication given as to whether this will be rebated this year. A summons received for non-payment last year was resolved quickly.
- 4.1.6. Staffing costs were overspent with teatime club staffing reduced. There is capital funding allocated for renovation of flooring which can be carried forward this year but needs to be used next financial year.  
In summary, the financial situation at LHNS is impacting on CHNS with a predicted deficit of £17,179 expected to increase unless pupil numbers rise.

#### 4.2. Low Hall Nursery School

- 4.2.1. The 2020/2021 financial year ended with a carry forward of £ 7,000 including day care reserves. Numbers are low with the £77,556 predicted deficit based on 2020 census data.
- 4.2.2. There has been some SEND funding following issue of Education and Health Care plans. CHNS is paying for a teacher working across the federation. Staffing costs are as predicted. Resumption of rates was noted and there is pressure on the agency supply budget. Every effort is being made to increase income from day care and tea time club.

#### 4.3. School Facing Financial Challenge Update Minuted as confidential.

### 5. **PERSONNEL AND STAFFING MATTERS**

#### 5.1. Management Structure

This has been reviewed with implementation of a revised structure since September 2021 with an assistant head teacher working on 2 sites. The committee **AGREED** a vote of thanks here for work done in difficult circumstances with thanks to staff and the chair of governors.

### 6. **ANNUAL POLICY REVIEW AND UPDATED POLICIES AND DOCUMENTS**

The staff handbook and Code of Practice was noted as on Governorhub with care needed re any content displayed on the school website.

**ACTION:** PF to sign off documents on GovernorHub and agreed that assistant head teacher be a bank account signatory.

### 7. **EXECUTIVE HEAD TEACHER PERFORMANCE MANAGEMENT REVIEW**

PF/PD/LM met to review last years' performance and to set new objectives. Teacher observations are being arranged with support for these to be undertaken by the assistant head from a local LBWF primary school.

### 8. **PAY REVIEW 2021**

Minuted as confidential.

**9. ANY OTHER BUSINESS**

9.1. Additional Bank Holiday for Queens' Jubilee

The LBWF proposal that this be held on 15 July (last day of term) was **AGREED**.

9.2. Payment of 1<sup>st</sup> Aid Allowance for Level 2 Practitioner

This was **AGREED** AT £10 per month, £120 per year (earlier agreed by PF and PD on grounds of urgency).

**10. DATE AND TIME OF NEXT MEETING**

10.1. This will be held on Wednesday 2 February 2022-virtual-12 noon. It will be proposed to FGB that the new parent governor joins this committee to ensure quoracy.

10.2. Draft Agenda Items for Next Meeting

- Welcome/Apologies for absence.
- Declarations of interest/quorum.
- Minutes and matters arising from the last meeting held on 3 November 2021.
- Finance and budget monitors.
- Personnel and staffing matters.
- Any other business.

The meeting closed at 1.45 p.m.

Chair: ..... (print)

..... (sign)

Date: .....

Chair's Initials:   
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