

**MINUTES OF A MEETING OF THE FOREST ALLIANCE OF NURSERY SCHOOLS
GOVERNING BODY (CHURCH HILL AND LOW HALL NURSERY SCHOOLS) FINANCE
PAY AND PERSONNEL COMMITTEE HELD ON WEDNESDAY 14 OCTOBER 2020 AT
3.00 P.M. VIA ZOOM**

Present: Mr Peter Dawe (Chair)-Co-opted Governors (PD)

Co-opted Governors

Ms Pauline France (PF)

Mr Jana Mill (JM)

Ms Maxine Lafayette (ML)

Head Teacher

Mrs Helen Currie (HC)

Clerk to the Governors: Mrs Caroline Russell

Also in Attendance: Ms Hasina Rashid, Federation School Business Manager (HR)

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
4.1.	Rates Reimbursement Due: Peter/Pauline to advise FGB and action with LBWF if agreed.	PD/PF	Ongoing
4.1.3.	Helen to copy Lindsay Jackson and David Kilgallon into representation made re reimbursement of COVID related costs.	HC	As soon as possible
4.4.	Virtual Audit: Pauline to report to FGB with recommendation that a formal complaint be made re duration and impact	PF	Next FGB meeting
6.1.	Policy Review: Email alert needed where GovernorHub has been updated	Governor Services	Ongoing
8	Date and Time of Next Meeting: Wednesday 27 January 2021 3pm-5pm. Mode to be confirmed.		

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1. Welcome

All were welcomed to the meeting.

1.2. Apologies for Absence

There were none.

1.3. Quorum

Chair's Initials:

The meeting was quorate.

1.4. Other Matters

The chair thanked Pauline and Hasina for their support with agenda items. He noted that this would be Maxine's last meeting so proposed a sincere vote of thanks to her for her service to the Governing Body and wish her well for the future.

2. FINANCE PAY AND PERSONNEL COMMITTEE MATTERS

2.1. Election of Chair of Committee for the Current Academic Year 2020/21

Mr Peter Dawe was elected chair of the committee unanimously. (Proposed by Ms Pauline France and seconded by Mrs Helen Currie).

2.2. Election of Vice-Chair of Committee for the Current Academic Year 2020/21

Mr Jana Mills was elected vice chair of the committee unanimously. (Proposed by Mrs Helen Currie and seconded by Ms Pauline France).

2.3. Terms of Reference 2020/21

These were readopted after unanimous agreement to amendments noting that membership will be 3 governors + executive Head Teacher, recommendations may be made to the Governing Body re co-options and additional associate governors with non-voting powers. The work of the committee will relate to the strategic interests, plans and priorities of FANS including ensuring that an effective business continuity plan is devised and executed.

3. MINUTES AND MATTERS ARISING FROM THE LAST MEETING HELD ON 29 JANUARY 2020

These were received and accepted as an accurate record subject to noting that 'key worker' should read 'key person'. A copy will be signed by the chair for retention by the federation.

4. FINANCE AND BUDGET MONITORS

4.1. Church Hill Nursery School Budget Monitoring Report @ Month 6 2020/21

4.1.1. The report was screen shared and presented by HR. She reported that:

-Online banking is now established.

-Revenue Income: This is expected to be on target based on September numbers. Overall, 50% of income has been received at month 6 but no lettings income due to COVID19.

-An Education and Health Care plan is in place and two more are expected to be approved.

-The borough are to advise re pupil premium funding with other grants and payments received except re rates reimbursement.

ACTION: Peter/Pauline to report to FGB re rates reimbursement and make representation to borough if agreed.

4.1.2. No income was received for school meals April-July but good numbers are now staying for meals supplied by Walthamstow School for Girls.

The impact of COVID on day care fees has been significant (£63,000).

A schedule of bad debts relating to fees back to 2008/09 was reviewed with write off as effectively irrecoverable totalling £7645.95 **AGREED**. HR stated that controls over this have been tightened and that a finance assistant is needed on site.

Recovery action is ongoing re the most recent debts.

4.1.3. Un-budgetted costs were noted re employers' superannuation costs.

Cleaning and premises costs (works to gates) have been overspent due to COVID. Concern was expressed that the Schools have not been reimbursed for COVID related costs with representation made by Stella Creasy MP regarding this stressing that the Schools remained open for vulnerable pupils.

ACTION: Helen to copy Lindsay Jackson and David Killgallon into this representation.

4.1.4. A request was made for an additional qualified teacher to be on site for 2 days per week to ensure pupil safety and maintenance of educational quality (**AGREED** until Christmas initially then to be reviewed with restructure needed).

4.1.5. Use of reserves of £15,000 for paving and new gates was **AGREED**.

4.1.6. It was noted that the predicted year-end balance is currently £166,094 (significantly reduced from brought forward balance of £235,000).

4.2. Low Hall Nursery School Budget Monitoring Report@ Month 6 2020/21

HR advised as follows:

Revenue Income:

- Pupil numbers are currently under budget by £53,000.

-Funding is currently based on last years' pupil numbers so it is hope that numbers will rise shortly. There has been little SEN funding to date.

-Again rates are yet to be reimbursed for last year.

-COVID19 has had a significant impact on 30 hours funded children and day-care fees.

-A £32,545 deficit is predicted which could be funded by either seeking an LBWF loan or suspend salary recharges from CHNS to LHNS.

-If a two week ½ term lockdown is imposed fee refunds would be due if due to government guidance. FGB to consider.

A debtors list was consider with write off of £3120.18 of fees considered to be effectively irrecoverable **AGREED**.

4.3. Schools Facing Financial Challenge Update

There has been no meeting since the summer term full Governing Body meeting.

4.4. Virtual Audit

HR reported that this is still in process and has been difficult (LBWF aware).

HR met with the audit team in July/August with completion scheduled by October.

HC asked that a formal complaint be made regarding the protracted length of the audit and impact on a very small school in financial difficulties.

ACTION: PF to report to FGB.

4.5. Submission of SFVS Return 2020

Completion of a revised proforma is ongoing for this financial year.

5. IMPACT OF COVID19, SCHOOLS' CLOSURES AND NATIONAL GUIDANCE ON PERSONNEL AND STAFFING MATTERS

5.1. Federation Restructure and Timeline

Restructure has been delayed due to non-response by LBWF. LR has now responded so will start consultation shortly for implementation with effect from April 2021. A LBWF commitment is needed re redundancy costs and for confirmation (Gerry Kemble?) that there is a salary protection scheme. If so, 4 staff could be changed to term time only contracts.

5.2. Staff Professional Development, Group INSET and Well Being
Helen reported that it has been agreed nationally not to observe staff at present. However, staff could be met with to set new targets.

5.3. Distributed Leadership and School Development Plan Priorities

5.3.1. School Development Plan Priorities

School Development Plan priorities will continue as last year with updates to be advised to FGB within the Head Teacher's Report.

5.3.2. Business Continuity Plan Issue

Minuted as confidential.

ACTION: HR/HC to review School Teachers' Pay and Conditions Document.

6. **ANNUAL POLICY REVIEW**

6.1. Policy Documentation

This is stored on GovernorHub. A range of policies were **AGREED** for re-adoption including model pay policy, Freedom of Information Act policy, Charging and Remissions policy, maternity pay policy, performance management policy, staff handbook and Code of Practice and scheme of financial delegation.

ACTION: Email alert needed to look at GovernorHub.

7. **CONFIDENTIAL PAY AND PERSONNEL ITEMS**

7.1. Executive Head Teacher Pay Review

Minuted as confidential

7.2. Request for Home Working

Minuted as confidential.

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

Wednesday 27 January 2021 3pm-5pm (details to be confirmed).

The meeting closed at 4.30 p.m.

Chair: (print)

..... (sign)

Date: