

**MINUTES OF A MEETING OF THE FEDERATED ALLIANCE OF NURSERY SCHOOLS
FINANCE, PAY & PERSONNEL COMMITTEE
HELD ON THURSDAY 13 OCTOBER AT 5.30 P.M. VIRTUALLY**

Present:	Peter Dawe (Chair)	Co-opted Governor
	Jana Mills (Vice Chair)	Co-opted Governor
	Pauline France	LA Governor
	Aalia Chaudhary	Parent Governor
	Helen Curry	Executive Headteacher

Clerk to the Governors: Ms Jacky Potts

Also present: Hasina Rashid, Federation Business Manager

Summary of agreements and actions:

Minute Reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	Governor Services to note the election of Chair and Vice Chair has been deferred until the next meeting.	Governor Services	18 January 2023
2.2	AGREED: Terms of Reference		
5.1	AGREED: Governors AGREED to the option of a Fixed Term Contract for this academic year for the SEND/TA position.		
6.	Governors AGREED the following policies: <ul style="list-style-type: none"> • Financial Regulations and Scheme of Delegation • Pay Policy • Performance Management and appraisal 		
6.4	Supervision Policy to be referred to FGB	Governor Services	18 October 2022

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 There were no apologies for absence.
- 1.2 There were no apologies for absence not accepted.
- 1.3 The meeting was quorate with four governors and the Executive Headteacher present.
- 1.4 There was one confidential item to be heard at the end of the meeting. 1 under confidential

2. FPP COMMITTEE MATTERS

2.1 Election of Chair and Vice Chair.

PF proposed that the election of Chair and Vice Chair be postponed until the Spring meeting pending the outcome of the election of the Chair and Vice Chair of the FGB. It was noted that PD's term of office expired on the 1 February 2023 and he was proposing to step down from the governing body. It was agreed that the current arrangements for Chair and Vice Chair would continue.

ACTION: Governor Services to note the election of Chair and Vice Chair has been deferred until the next meeting.

2.2 It was noted that the Terms of Reference had been updated with appropriate date changes. As these were minor changes Governors agreed to the Terms of Reference, which will be uploaded on GovernorHub.

AGREED: Governors **AGREED** the Terms of Reference.

3. SUMMER FPP COMMITTEE MEETING

3.1. Minutes of Summer term committee meeting on 27 April 2022 were received and accepted as an accurate record.

3.2 Matters Arising

It was noted that the draft letter to Stella Creasy MP had been paused as it appeared that the top up in April 2022 would be improved. Should there be a U turn on this then the letter can be sent.

4. FINANCE AND BUDGET MONITORS

4.1. Quarterly Budget Monitor

4.1.1 Church Hill

HR took governors through the budget figures and updated governors on the following:

- Qtr 2 in year deficit of £28k which relates to income achieved against expenditure and is due to how the budget was profiled. Some expenditure was incurred early in April/May.
- Closed on a £9k surplus. The budget opened with a deficit budget of £37k with reserves of £199k, meant reserves were at £162k.
- Increased Reserves budget achieved through day-care income although there is a deficit of £30k more on the school budget
- Income – no salary charges were made last year across the federation
- The invoice for the Headteacher's salary has been raised this year, but the money has not yet left the bank account as it has a significant impact on LHNS. The hit has been taken this year.
- Qtr 1 and Qtr 2 recharges have been done.
- 62% day-care income has been achieved for CHNS
- Have improved the admin process for recording meals income
- There has been increases in the EY practitioners post and costs incurred as an additional person is required for an additional two afternoons per week.
- Additional costs incurred for overtime and teacher cover
- Budget was adjusted to cover increases in utility bills. 135% of budget had been spent at Qtr 2. An analysis exercise will be carried out to see the impact on Qtr 3.
- Unsure if eligible for energy cap.
- Learning resources budget is increasing from £1k to £5k. £2k profiled to school fund account

- Cleaning and caretaking materials have increased and are looking at strategies as to how this can be managed.
- £80k quote secured for the complete renewal of the flooring, which will be laid in phases.
- Window costs have come out of the Capital budget
- In comparison to the same quarter last year, a higher income has been achieved but costs have gone up marginally, particularly utilities.
- In relation to CHNS, the deficit is caused by supporting the federated school.
- Pupil income – shortfall in registrations in Autumn term. Working on filling spaces and keeping numbers up. New starters are due to start soon and in January, with two intakes per year.

Governors noted why there was a deficit due to the drop in numbers, but with the Outstanding Ofsted report this is a good starting point for marketing.

4.1.2 Low Hall Nursery School

- £53k deficit.
- Problems being experienced with cash flow reporting due to loan transferred from Church Hill is not showing on the CFR reporting.
 - Vacant spaces at LHNS are having a huge impact on finances and a loss is anticipated based on current figures.
 - Currently there are 9 day-care spaces and 8 pm spaces.
 - Governors noted how the strategy for filling spaces is being implemented, which is generating income
 - 4 SENIFS at LHNS, but it is anticipated this will rise in line with last year's figures which ended at 11.
 - No HCP payments have been received as yet.
 - 1 deaf payment increased from £600 – 800 this financial year.

Q. *Is it an overall positive report*

A. *For LHNS it is anticipated that the pupil income of £21k will be received, but if it doesn't then the figures will need to be revisited. The budget is being carefully monitored, particularly in relation to expenditure. If all income is received the budget could close in year with a balance, but only on the provision that there is no charge for last year's £14k for the headteacher's salary and income is received for filled places. Without this it could be an in year £20-30k deficit.*

- School funding is still causing a deficit.
- Need to work on increase day care in order to maintain a healthy balance
- Top up was split between 3 nursery schools, Church Hill, Acacia and Low Hall. £88k for each school. This benefits LNHS as numbers are low.
- 2 Yr old top up was introduced this year £20k per school and helps the financial position. If this continues for 3-5 years this will help to keep the school sustainable.

4.2 Capital budget

It was noted that a small amount of the budget had been used for the signage and gate house. It was predominantly a cushion for the bank account which could break even or close on a £4k surplus.

4.2 Schools Facing Financial Challenge Update

HR advised that she will be meeting with a representative from the LA who wishes to visit the school to gain a greater understanding of the school's finances. Following this meeting dates will be set up for future SFFC meetings.

4.3 Calculations on the 2 Yr old funding is still showing as a loss leader even with top up, due to level of staffing being more qualified than private settings. Figures have been sent off for clarification.

4.4 Governors noted that quotes had been received for works in the lobby area at CHNS to remove the dining room wall and install concertina walls to use as a multipurpose area and allow an increase in numbers for lunches. In the meantime, 8 children were being accommodated for packed lunches in a separate room, with the recruitment of an additional member of staff.

Formal quotes will be presented to governors, but prices received were £9,600 from M&G which included work to remove wall, paint and erect a steel partition. A quote of £3,300 had been received from another contractor who was fairly new but had an excellent review from the Girl's School, who had found them on the My Builder website. Only one quote was needed as per financial regulations as the work was below £10,000. HR agreed to do undertake a costings exercise. Governors were asked to consider whether the ratio should be increased from 1-8 to 1-13.

Governors AGREED that the ratio should remain at 1-8 and to continue with the additional provision of 8 children for packed lunches.

Governors thanked HR for her hard work and for attending the meeting.

HR left the meeting at 18.20

4.5 Future Sustainability & SFFC matters for Full GB meeting

Confidential item

5. PERSONNEL & STAFFING MATTERS

5.1 Federation Staffing & Management Structure

Governors were advised that none of the candidates who had responded to the recently advertised SEND/TA role at CHNS had the appropriate L2 qualifications, however, one candidate has an autistic child and would make a good practitioner. HC asked governors whether the role could be re-advertised as a play worker on a fixed term contract, to support the high number of SEND children, until the post can be re-advertised and attracts qualified candidates. This option could affect the ratio if Covid impacts the number of staff in.

Q. Would this person be over and above the ratio of qualified staff?

A. Yes, but my only concern would be during the winter months if some of those staff were off sick it could affect whether or not we could stay open. Although we were affected last year because some staff were unvaccinated rather than sick. We could also appoint on basis that they could get a qualification, but this would take two years.

AGREED: Governors **AGREED** to the option of a Fixed Term Contract for this academic year for the SEND/TA position.

5.2 Staff professional development, group inset and well-being

HC updated governors on the following:

- Inset in September was based on 5 pillars of wellbeing which has been merged into quality objectives, SDP and SEF.
- HC undertook some training on creativity
- Lots of collaborative team working as a federation
- SENDCo has reduced her working days from 5 – 3 and an additional teacher has been appointed to focus on teaching.
- Invited to WWP Inset around Safeguarding on 3 January

5.3 Distributed leadership & SDP priorities

The SDP has been circulated and will require ratifying at FGB. Focus is to embed curricula goals and SEND practice and share widely. LA would like to offer provision-based places for some of the higher needs children at sum of £6k, which could generate additional income of £36k for both schools based on 6 children. This is to support work the school already do, not with additional staff. The means the Headteacher's salary could be paid across both schools.

6. ANNUAL POLICY REVIEW & UPDATED POLICIES

6.1 Financial regulations & Scheme of delegation

No major changes.

AGREED: Governors **AGREED** to the Financial Regulations & Scheme of Delegation

6.2 Pay Policy

AGREED: Governors **AGREED** to adopt existing policy as no changes received.

6.3 Performance Management & appraisal

Governors noted that this was the updated LA model policy.

AGREED: Governors **AGREED** to the Performance Management & Appraisal Policy.

6.4 Draft Supervision Policy to be presented to governors at the FGB meeting on the 18 October 2022.

ACTION: Governor Services

7. EXECUTIVE HEADTEACHER PERFORMANCE MANAGEMENT REVIEW

Confidential item.

8. CONFIDENTIAL ITEMS

9. DATE & TIME OF SPRING TERM MEETING

Wednesday 18 January 2023, 5.30pm, on Teams

Meeting finished at 7.15pm