

**MINUTES OF A MEETING OF THE FEDERATED CHURCH HILL AND LOW HALL
NURSERY SCHOOLS GOVERNING BODY FINANCE, PAY AND PERSONNEL
COMMITTEE HELD ON WEDNESDAY 25 APRIL 2018 AT 5.00 P.M. AT CHURCH HILL
NURSERY SCHOOL**

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

Co-opted Governors

Mrs Gail Allaway
Mrs Pauline France
Mrs Maxine Lafayette

Head Teacher (Voting)

Mrs Helen Currie

Clerk to the Governors: Mrs Caroline Russell

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 |
|------------------|--|--|-----------------|
| 9. | Date and Time of Next Meeting: Tuesday 25 September 2018 5-7pm at Church Hill Nursery School | School/Governor Services | Ongoing |

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting, including newly elected governor Mrs Gail Allaway.

1.2: Apologies for Absence

There were no apologies for absence.

1.3. Quorum

The meeting was quorate.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest

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

3. CONFIDENTIAL ITEM-STAFFING MATTERS

Minuted as separate confidential appendix.

4. MINUTES

4.1. Minutes of the Last Meeting Held on 16 January 2018

These were received and accepted noting preferred titles for future reference.

Chair's Initials:

PGD

Mr Peter Dawe signed a copy of the minutes for retention by the school.

4.2. Matter Arising

4.2.1. Governor Vacancy

HC reported that Ms Sally Davey is willing to serve as a governor with effect from September 2018. She will visit and present Single Central Record documentation before that time.

5. **SUMMARY BUDGET OUTTURNS 2017-18-PRESENTED BY HR**

5.1. Summary Budget Outturn 2017-18 Church Hill Nursery School and Children's Centre

These were received and accepted with a closing balance reported of £15,437 following in year savings of £15,000 and day care and SEN income over achieved. Staffing expenditure is on target, non-staffing expenditure is over budget due to agency supply costs and health and safety.

A capital expenditure carry forward was noted of £13,800.

5.2. Summary Budget Outturn 2017-18 Low Hall Nursery School

Revenue Income: This was not achieved for 2, 3, 4 year olds but numbers have risen since January so additional income is due from LBWF. Special educational needs funding was overachieved. Early Years Pupil Premium Funding of £3177 was received with parents to be encouraged to apply. Day care income was underachieved by £11,000 so there is a need to maintain numbers and day care. More flexible hours will be offered to parents where possible. However, day care to two year olds cannot be offered due to premises limitations (no sleep room, need to offer lunch, separate OFSTED registration needed).

Revenue Expenditure: Staffing costs are on target.

A total in year deficit of £72,206 was reported funded from reserves (sustainable for two further years only).

5.3. 2018/19 Ratified Budget Summary for Low Hall Nursery School

This shows reduced income projections with an indicative allocation of £275,382.

Teaching staff costs have reduced with the budget balanced by use of reserves unless numbers rise significantly. Total planned carry forward is £144,593.

It was noted that there is a small budget for supply, but NJC pay scales are to be reviewed with a possible increase of 4%. It was **AGREED** to recommend the budget to the full Governing Body.

A closing capital balance of £12,118 is predicted.

5.4. 2018/19 Ratified Budget Summary for Church Hill Nursery School

This was received and **AGREED** for recommendation to FGB with an opening balance of £331,904 and a planned carry forward balance of £334,605. There

is a predicated revenue deficit of £66,639 so day care income needs to be achieved as predicted at community focussed income of £225,606. Predicted capital closing balances were predicated at £13,553.

5.5. Use of Reserves

The meeting discussed potential need for reserves to address accessibility issues at Low Hall Nursery School, for which some LA funding may be available if match funding could be identified.

6. **CHARGING POLICY REVIEW**

It was **AGREED** that charges remain unchanged having been reviewed last year.

Minor changes related to the General Data Protection Regulation were noted and **AGREED**.

7. DATA PROTECTION POLICY AND FREEDOM OF INFORMATION ACT PUBLICATION SCHEME

This has been reviewed with buy back agreed from LBWF of a Data Protection Officer who is currently reviewing impact assessments and privacy notices.

8. BANK MANDATE

Mrs Gail Allaway **AGREED** to serve as an additional signatory for bank payments to cover holiday periods.

9. DATE AND TIME OF NEXT MEETING

This will be held on Tuesday 25 September 2018 at 5-7pm at Church Hill Nursery School.

10. ANY OTHER BUSINESS/CONFIDENTIAL ITEMS

Reported as separate confidential appendix.

The meeting closed at 7.10 p.m.

Chair: P. J. DAWE (print)

PJD (sign)

Date: 25.9.18

Chair's Initials:
PJD