

Gladesmore Community School

Site, Finance & Personnel Committee

Minutes of a hybrid meeting held on Thursday 7th November 2024

Members		
*Goldwater Ojokor [GOR] (H/T)	*Maureen Black [MBK]	*Fatima Azizi (FAI) Finance Manager
*Alex Sweet [AST]	*Annabel Schaafsma (Chair) (ASA)	Andrew Mao (AMO) SBM
*Suhel Musa [SMA]	*Donna Grant (DGT)	Abdul Rob (ARB)

Also present: Jan Smosarski, [JSI] Clerk;

Quorum: 3 governors, including the Headteacher

ASA in the chair

* present

^ apologies accepted

Decisions made by The Finance and Personnel Committee on behalf of the governing body

- To **SIGN OFF** the Q2 Return
- Policies **APPROVED** by the committee: - Best Value Purchasing Policy, Letting Policy, Governors Allowance Policy, Staff Delegated Finance Policy, Charge Card Policy

The following papers were circulated to all governors prior to the meeting: - agenda, minutes of the last meeting, Quarter 2 Budget Return, List of Supply Agencies used by the school, Best value Purchasing Policy, Letting Policy, Governors' Allowance Policy, Staff delegated Finance Responsibility, Charge Card Policy, Site Development Plan, Premises Management Service Plan, Staff Tracker,

Part 1

1. Election of chair

1.1 JSI asked for nominations for the Chair of this committee. AST proposed ASA and this was seconded by MBK. There were no other nominations and ASA took the chair

2 Attendance –

2.1 Apologies for absence – There were no apologies for absence.

2.2 Declarations of Interest - There were no new declarations of interest in any item on this agenda.

3 Minutes of previous meetings

3.1 Minutes of the meeting held on the 11th July 2024 were agreed as a true record

3.2 Matters Arising from the minutes not on this agenda

3.2.1 There were no matters arising.

4 Finance

4.1 Quarter 2 Budget Report

4.1.1 Governors appreciated the new reporting format and the summary circulated by FAI. They found the new format much clearer and more accessible.

- 4.1.2 The projected outturn at year-end stands at £74,617.77. This figure has only been achieved by making a number of cuts to the original budget profile and there are a number of unknown factors, which could change the final figure. However, it is a positive outcome as the figures at the end of Q1 showed a possible deficit figure.
- 4.1.3 I01 – Funds delegated from the LA – this figure shows £480,995 more than the original figure. This is due to additional funding, which comes for the Teachers Pension increases and Core School Budget Grant.
- 4.1.4 I05 – Pupil Premium – this income is lower than the budget profile by 24,350 due to a reduction in the number of pupils eligible for the premium.
- 4.1.5 I06 & I07 – government grants and other grants – the ESOL grant was an additional £10,933 but there were reductions in Music Tuition fees, Chrysalis and Springboard grants which resulted in a loss of £13,292. This may not be final figure but is accurate to date.
- 4.1.6 I09 – Income from Catering – based on the current uptake of school meals it is predicted that there could be a shortfall of £81,144. At the moment sales are picking up so this figure may decrease. Sadly, due to increases in food and running costs prices have had to increase and GOR reported that this was being done on a staggered basis. They had managed to keep the cost of a meal down to £2.20 for a long time but had recently had to increase to £3.00 in an attempt to cover costs. A cashless system, ParentPay, has recently been introduced which is proving to be effective and efficient.
- 4.1.7 The closing Revenue balance shows a positive variance of £43,825.42
- 4.1.8 E01 – Teaching salaries – this heading is currently overspent by £126,331.73. There are a number of reasons for this. A number of staff expected to leave in the summer have been retained, expenditure will fall as staff who were full time in the summer term have moved to part time work. The teacher's pay increase was fully covered by the Teacher's Pay Grant but governors have to be aware that the funding is based on a 1-30 staff / pupil ratio rather than the 1-27 ratio agreed by Haringey.
- 4.1.9 E03 – Education Support Staff – an overspend of £78,740 is predicted. Ideally a further three Teaching Assistants would be recruited to support the ever increasing number of pupils with complex special needs. This accounts for this variance.
- 4.1.10 E05 – Administrative Staff, an overspend of £18,499 is predicted based on the recruitment of a Receptionist which was not accounted for in the original budget profile.
- 4.1.11 E12 – Building maintenance and Improvement – although it was agreed in May not to proceed with some projects due to financial constraints the service lift had already been ordered. It was therefore agreed to proceed with this one item of building improvement. Maintenance work to keep the building safe has to go ahead. The variance currently stands at £63,815 but the variance may balance out over the course of the year. The LA are in the process of putting together a bid to provide an SLA contract to cover buildings and maintenance. GOR is currently looking into the cost of buying into such an SLA and checking exactly what would be covered by the service.
- 4.1.12 E24 – FSM – as usual this money will be reimbursed to the school.
- 4.1.13 E25 - Catering Supplies – overspend projected at £36,878 – costs have risen exponentially and ways of reducing costs are being explored.
- 4.1.14 E26 – Agency Supply Teachers – costs are higher than predicted because the numbers of staff employed in the continuity team have been reduced.
- 4.1.15 Governors **SIGNED OFF** the return for Q2
- 4.2 **Virements**
- 4.2.1 There were no requests for virements.
- 4.3 **Alternative Education Provision (AEP) with SLA's**
- 4.3.1 Governors noted the report. Currently there are 6 pupils in AEP placements. There are a number of widely differing placements available depending on individual need and circumstances. For example

Capel Manor offers courses in horticulture and animal husbandry. Periods of attendance in AEP also depend on individual circumstances.

4.4 Teaching and Support Staff Agencies

4.4.1 The report detailed the agencies used by the school.

5 Finance Policy Updates

5.1 Best Value Purchasing Policy – there were no major changes to this policy, which was **AGREED** by Governors.

5.2 Letting Policy – there were no major changes to this policy which was **AGREED** by Governors.

5.3 Governors Allowance Policy – there were no major changes to this policy which was **AGREED** by Governors.

5.4 Staff Delegated Finance Responsibility – there were no major changes to this policy which was **AGREED** by Governors.

5.5 Charge Card Policy – there were no major changes to this policy which was **AGREED** by Governors.

6 Site

6.1 **Site Development Plan** – as previously reported all major projects, with the exception of the service lift are on hold due to financial restraints. The application to the Wolfson Trust got as far as the second stage but no further. Had it been successful it would have been necessary to find a 25% contribution from the school.

6.2 Premises management Service Plan

6.2.1 Work to keep the school building maintained and safe must go ahead including servicing and compliance testing. The report detailed essential maintenance work and the companies hired to carry out the work.

7 Personnel

7.1 Staff Tracker

Staff Tracker – governors **NOTED** the tracker.

8 AOB

8.1 There was no other business.

There were no confidential items for discussion

Chair of Committee-----Date-----

