

**MINUTES POLICY, PLANNING, FINANCE, PREMISES & PERSONNEL
COMMITTEE MEETING**

Thursday 3rd March 2022 at 17.00

GOVERNOR ATTENDANCE

Jemima Wade (Head Teacher), HT	Y	Chloe Naja (CN)	Y
Mark Chesher, Chair of Governors, MC	Y		

OTHERS PRESENT

Corinne Irving (Bursar)	Lena Seed (Camden Support Clerk)
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** Y attended, A apologies approved, NA no apologies.*

ITEM	MINUTES	ACTION
1	Welcome and Apologies for absence	
	The Chair welcomed everyone to the meeting and noted the meeting sat in full quorum . The Chair welcomed Chloe Naja to her first meeting.	
3	Declarations of Interest	
	None were declared.	
4.	Draft Minutes and matters arising from previous meeting	
4.1	The minutes and confidential minutes from the PPFP meeting on 11 th December 2021 were agreed as an accurate record of the meeting.	
4.2	Matters arising None	
5.	Financial reporting	
5.1	Finance Report 31 December 2021 with notes The Committee received the Finance report and noted the school was on track with the budget. The Bursar provided the following update: <u>Income</u> 1. Funding of Refugee Children. The Bursar reported additional funding had been received in the sum of £39,000 in respect of the Afghan Children, the total funding for which was expected to be £145,000 with the possibility of additional funding for school uniforms and school meals.	

	<ol style="list-style-type: none"> 2. Forecast funding of Refugee children assumed modest funding 50% of similar level in spring and summer terms. (Aut 72 pupil at maximum, current number 52) 3. Nursery numbers increased since the original budget (not related to Afghan children) 4. SEN: one-of proportionality grant of £17500 received to recognise disproportionately high number of SEN at the school 5. Covid Grants partly received with balance due within the Academic Year. 6. School Led tuition funding not yet allocated as cannot be spent on agency staff. 7. Academic Mentor funds agreed but not yet received. 8. The Bursar recommend the £20000 previously transferred from School Fund to main account to support activities such as the Latin programme be returned to the School Fund. This was agreed <p><u>Expenditure:</u></p> <ol style="list-style-type: none"> 1. Additional TAs employed onto payroll providing continuity for children 2. Most other costs are coming in under budget as the pay award not finalised and may be carried forward to next year. 3. Energy costs increasing but helped by a mild spring. Q: is it a fixed rate with the cap? Bursar replied schools cannot access the fixed rate with the cap. However, the LA belonged to a consortium which purchased via KCC 4. Curriculum costs higher due to extra purchases for the refugees. 5. Low usage of Agency supply teaching staff due to lack of availability, meaning SLT have had to cover absences. 6. Additional after school clubs funded from Pupil Premium and the Afghan money 7. Additional Agency TAs to support the Afghan pupils and the increased number of children with SEND. Having cut the TA's down to 7 last year we are now back to 15. <p>Overall, the Bursar was pleased to report the predicted end of year Turn-Out of £79,000.</p> <p>The Bursar reported she was working on the 3-year budget but noted NOR (Numbers on Roll) were difficult to predict largely due to the uncertainty of the Afghan families. She noted September Reception numbers were on the low side (76 applicants with 32 as first choice) and Camden predicted 45 which fit into the 1.5 form entry.</p> <p>The HT noted 45 was a good number as classes were not bursting at the seams. This was key in the context of the high level of SEN. However, she noted this may lead to issue with Mixed classes down the line.</p> <p>She further noted there were there are no plans to move the Afghan families with hotel contracts being renewed by the Home Office.</p>	
5.2	<p>Draft Budget 2022/23 with notes</p> <p>The Committee received the draft budget, and the Bursar noted the following.</p> <p><u>Income</u></p> <ol style="list-style-type: none"> 1. Final figures for main budget not yet received 2. Government had agreed a supplementary grant for NI. 3. SEN funding may be on the low side due to proportionality payment 4. Other items large unchanged 	

	<p>Expenditure</p> <ol style="list-style-type: none"> 1. Teaching side costs have gone down as a result of more senior teachers leaving at the end of the previous academic year 2. Educational support staff have been increased by 2 TAs. 3. Increased in Cost of living, National Insurance and Pension mean staff those budgets had been increased by 6% although some funding was expected for the National Insurance increase. 4. Pension Back funding gap ongoing and based on directly employed staff 5. Energy bill increased significantly not helped by the anti-Covid windows policy. <p>The HT noted the following:</p> <ol style="list-style-type: none"> 1. it had been very cold with the windows open and although no longer a legal obligation, guidance for schools was to continue to Risk Assess. 2. the infrastructure and IT were sound with nothing pressing. However, when breakages occur, repairs would be expensive. 3. 34 free Chromebooks received for KS2 Afghan children. School ensuring every family has 1 device. <p>The Bursar reported the Overall surplus of £13,000 in this draft albeit with an in-year deficit.</p>	
5.3	<p>Procurement Card Report</p> <p>The Bursar reported the following items over £500 had been purchased on the credit card:</p> <ol style="list-style-type: none"> 1. 8 visualisers £642 2. Whole school Safeguarding course £695 	
5.4	<p>Camden SLA's 2022-2023</p> <p>The Bursar reported Camden had committed to hold the prices this year provided suppliers do not put up their prices. She noted T&M and Refuse would therefore be expected to increase.</p>	
6	<p>Premises Development Plan</p> <p>The HT reported recent works had taken place due to storm damage for which Camden had paid.</p> <p>She noted some works would be required in the playground around the Sci-Fi house which may be expensive but it was important to ensure children's access go outside activity space. She noted the playground had originally been paid for by the Active Play programme.</p>	
7	<p>School Improvement Plan</p> <p>The Committee received the evaluated SIP.</p> <p>There were no questions.</p>	
8.	<p>Policies</p> <ol style="list-style-type: none"> 1. Business Continuity and Emergency Planning <p>Q: should this be updated to include the current situation in Ukraine?</p> <p>HT noted the Plan tended to be general to cover all scenarios. However, additional training had already taken place and Camden had provided guidance on appropriate communication with the children.</p> <p>She noted at time educational trip were an issue in London, and whilst children should enjoy living in London at times circumstances may dictate that trips are cancelled.</p> 	

	<p>2. Equality Action plan Progress Review The HT reported the Action plan was at its mid-point and she was pleased with progress made. Attendance for Bangladeshi families was still below average as they tended both to take extended family leave and have a higher percentage of persistent absentees. Q: what steps are taken to help? The HT explained a system of daily calling was in place, and children are encouraged to come in even when they have overslept. Termly traffic light letters go out to all families and good attendance is praised with certificates. Targeted letter to families with poor attendance are followed up with conversations and meetings sometimes will SLT and other times with the Vice Chair of Governors. The HT noted Early Help would not take on a family however, appalling their attendance.</p> <p>The HT suggested the objectives be evaluated at the end of the year and new objectives be set in September with a strong singular focus.</p> <p>3. Governors' allowances</p> <p>4. Finance Policy</p> <p>5. Capability of Staff Policy & Procedure Q: how do you define the required standard? The HT replied there was a nationally defined standards for teachers and leaders, however, for support staff schools have to work with HR to work out the standard. She noted Capability was generally not be useful for support staff and schools tended to use '<i>Develop, support and push</i>'</p> <p>APPROVAL: the policies were unanimously approved.</p>	
11.	AOB	
	<p>The Bursar reported on issues around pension indexation for teachers which had been ongoing as there was no pay award last year.</p> <p>Camden had advised all teachers be awarded £1 additional pay to overcome this issue.</p> <p>APPROVAL: This was agreed</p>	
12	Confidential items	
	None	
13	Dates of next meeting	
	<p>31/3/22 - FGB 17.00</p> <p>19/5/22 - PPFPF 17.00</p> <p>30/6 /22- FGB 17.00</p>	

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The Chair thanked those present for attending and closed the meeting at 17.56.

Mark Chesher , Chair of Governors, and chair of PPFPF Committee