NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL

MINUTES OF THE MEETING OF THE FINANCE WORKING PARTY OF NUTFIELD CHURCH (C OF E) PRIMARY SCHOOL HELD ON WEDNESDAY, 29th JUNE 2022 FROM 5.00 – 6.00 PM
MEETING HELD IN THE SOUTHWARK ROOM

Vision
We fully embrace the vision stated in the Church of England's Vision for Education 'Deeply Christian Serving the Common Good' published in July 2016 of educating the whole person. We aim for our children and members of the wider school community to flourish in all they do and **'live life in all its fullness'.** (John 10:10)

Values

- We are a church school, which believes in the importance of **community**, where people from all races, religions and cultures act in **peace** together
- Our pupils, staff and families work together as a team, with **wisdom** supporting each other through our learning. We have **hope** in our challenges and in our successes.
- We recognise the **dignity** and ultimate worth of each person, created in the image of God, further shaped by the person, teaching and example of Jesus. We look to the future with **joy.**

PRESENT: Sam Nicholls (SN), Michael Hill (MH - Chair), Imogen Woods (IW - Head), Daniel Walker-Cheetham (DWC – School Business Manager), Serena Fowler (SF - Clerk)
1. OPENING PRAYER / VISION AND VALUES MH opened the meeting and invited IW to lead the meeting prayer.
2. APOLOGIES FOR ABSENCE No apologies were received.
3. DECLARATION OF INTERESTS The attendance register was signed and no interests were declared.
4. MINUTES OF THE LAST MEETING HELD ON 21st APRIL 2022 All confirmed that the minutes were an accurate record of the last meeting.
5. MATTERS ARISING FROM MINUTES OF THE MEETING HELD ON 21st APRIL 2022

MINUTE 9. ARK FEES FOR SEPTEMBER 2022

The Finance Working Party recommended an increase in fees for September 2022, and a subsequent regular annual increase, to the FGB on 29th April 2022. The FGB felt that the proposed increase maybe too low compared to other schools in the area. A subset of Governors agree to meet on 8th June 2022 at an Ark fee strategy meeting, where a comparison with other schools would be reviewed.

MH reported that, having compared Nutfield Church Primary School fees for wrap around care with those of other schools at the Ark fee strategy meeting, it was felt that a higher increase in Ark fees was appropriate. A revised increase in fees was agreed and sent for approval by email to all Governors on 8th June2022. Full support has been received from Governors for the revised proposal. Ark fees will therefore increase in September 2022 from £5.60 to £6.50 for an Ark breakfast session and from £11.20 to £12.50 for an Ark after school session. Parents and carers will be notified by letter.

MINUTE 10. THREE YEAR BUDGET PLAN

The three year budget plan was approved by the FGB at their meeting on 29th April 2022

MINUTE 12. GOVERNORS' SCHOOL IMPROVEMENT FUND

The accounts for the Governors' School Improvement Fund for the Year 1st September 2020 to 31st August 2021 were approved by the FGB at their meeting on 29th April 2022

6. SAFEGUARDING AND GDPR

DWC will be the Data Protection Officer, following the retirement of PA.
All Governors are invited to attend KCSiE training with Ian McGraw 6th June 2023. They will join the school staff for the training which takes place on an Inset day. Governors are also invited to stay on afterwards, to attend a Curriculum session with the teachers.

7. FINANCIAL YEAR 2021-22: FINAL CLOSURE

REVENUE BUDGET: FINAL FINANCIAL MONITORING REPORT (FMR)

DWC reported that the financial year 2021-2022 started with a brought forward balance of £137,412. The original budget showed an in-year deficit of £55,703. However the actual in-year deficit was only £14,740. The actual cumulative balance to carry forward at the end of the financial year and into 2022-2023 stands at £122,672 (of which £92,360 is uncommitted).

EXTENDED SCHOOLS (THE ARK): FINAL FMR

DWC reported that the financial year 2021-2022 started with a brought forward balance of £39,689.46. The original budget showed an in-year surplus of £1,900. However the actual in-year surplus was £20,018. Ark had generated fee income of £73,102 for the financial year. The actual cumulative balance to carry forward at the end of the financial year and into 2022-2023 stands at £59,707.

CONSISTENT FINANCIAL REPORTING (CFR) FINAL REPORT

Income

The 2021-2022 budget was based on pupil numbers of 204 (as at October 2020), 2 pupils less than the previous year of 206 pupils. Central Funds were £990,370, which represented an increase of 3.79% on 2020/21 central funds. Various COVID related grants for COVID recovery and catch up from lost learning were also received. However, de-delegated funding (£9,768) and the Central Services Levy (£7,340) were taken directly from NCPS formula funding by the LA, which increased by £1,328 from £15,780 to £17,108.

Expenditure

Expenditure increased from £928,585 to £1,032,285, an increase of £103,700 (11.2%); this is a comparison against a previous year during lockdown, when expenditure was much lower than usual.

MH commented that the carry forwards are very encouraging, especially given the plan to transfer Ark money to delegated budget in the next few years.

8. BUDGET PLAN 2022-23

DWC reported that the budget plan for 2022-2023 has been approved by Sue English, Senior Finance Business Partner at Surrey County Council.

REVENUE

On the FMR some of the values in the current budget column of the revenue funding section are in red. This is to show the true amounts that were received. NCPS is yet to receive Pupil Premium Funding, Pupil Premium Plus (LAC) funding, and any Universal Infant Free School Meal (UIFSM) funding.
£285 has been received from the LA to reimburse the school for the purchase of supermarket vouchers for the 19 x FSM entitled children for the May half term break.

Income received includes insurance for maternity cover and a long term sickness claim. Costs will also be reduced in 2022-2023 by reducing expenditure on the EYFS teacher to three days per week and having KB in class for two days.

An email was received from Surrey County Council Payroll Services advising that a final offer had been issued regarding the Surrey Pay Award for support staff for 2022-2023. This has now been approved. The offer is over and above Surrey's advice of a 2% increase for all support staff which was used for the 2022-2023 budget, with increases ranging from 2.5%-7.85%. This represents an increase of about £7,000 in budget, not including Ark staff. The pay award is effective from April 2022 and will be back dated in July 2022 payroll.

Teacher pay is still to be reviewed, with an increase due in September 2022. Figures for teacher increases will come in part way through the financial year. Based on the current carry forward, MH suggested it might be useful to do some modelling to see what the impact might be.

EXTENDED SCHOOLS (ARK)

FK covered in Ark whilst there were some staffing issues, and hence the hours of the external cleaners were increased. This resulted in some additional cost that were not foreseen.

MH asked whether the Ark budget reflected new fees that had been agreed with Governors. DWC replied that the budget reflected the 5.4% increase that was initially proposed, and the budget will be amended from September to reflect the new fees.

9. SPORTS PREMIUM

Total funding income is £31,914.53 for 2021-2022. Total committed expenditure is £9,801.75 for trips and residential planned for September 2022. Expenditure from 1st April to date is £2,671.48, therefore the current balance to spend is £19,441.30. £1,681.30 must be spent by the end of July 2022 as this is the brought forward from 2021-2022. DWC reported that money has been spent on outdoor activity weeks, residentials, vehicles for EYFS, and other sporting equipment. Any monies left must be spent by end of July 2023. It has been confirmed that sports premium will continue to be received in 2022-2023.

DB and SN have met to discuss the framework for the Sports Premium strategy. DWC will check in with DB every three months to aid spend. DB will report termly to parents through newsletters on how sports premium is being used. SN suggested that parents are informed about how much sports premium is being used to subsidise trips and residentials. SN and MH feel we should promote how sports premium money is being spent, to parents. The School Office Manager will look at how this can be incorporated in to parent and carer communication about trips.

10. GOVERNORS' SCHOOL IMPROVEMENT FUND

MH advised there were no items to report

11. BANK ACCOUNT AND SIGNATORIES

Surrey have updated their rules regarding the use of purchasing cards, to include a prohibition on passing cards between different members of staff. Only the named cardholder is authorised to use the purchasing card. DWC has therefore made some changes to bank signatories and purchasing card holders.

Bank signatories:

CC was on the bank mandate in her maiden name. This has now been update to reflect her married name. AjB is also on the bank mandate in her maiden name. She will be asked to sign the new mandate form on her return from maternity leave.

Purchasing cards:

CC and AjB both hold purchasing cards and these were in their maiden names. These have now been updated to reflect their married names. VE had a purchasing card for Ark, however he hasn't been the Play Leader for some time. His card has been cancelled and a new one requested for SR, who will be the Play Leader from September. Given Surrey's updated rules on the use of purchasing a new card has been obtained for SF, for the School Office to use when placing orders on behalf of the school.

Banking overview:
There are currently 5 bank signatories (IW, AjB, KB, CC, EC) and 7 purchasing cards (IW, AjB, KB, CC, EC, SF, SR.)

12. CAPITAL FUNDS

The air source heat pumps, installed as part of the Capital Improvements work which was commissioned and funded through the Public Sector Decarbonisation Scheme, have not yet been connected. FK has been in contact with the company but there has been an issue obtaining parts which has caused the delay.

DFC (Devolved Formula Capital)

The DFC balance held at 31st March 2022 is £33,218.99. There will be another allocation for 2022-2023, which has been confirmed as £6,786, resulting in a total DFC balance of £37,201.01.

TRINITY FARM

The total project cost of Trinity Farm and the Quiet Area including VAT is £41,086.32. Ninety percent of this amount (£36,978) will be paid from DFC. The remaining ten percent (£4,108) will be paid by Governors from the Governors' School Improvement Fund. This will leave a DFC balance of £223.01

The works are due to begin on the 2nd August. DWC will be working in school that week to keep an eye on progress. DWC has asked for a payment plan and the school will receive money back if progress is less than expected. Three Dutch barns are planned, with no electricity or running water. Two barns will be built as part of these works, together with the base for the third. The third barn will be built using funds from the delegated budget. The base is being laid as part of this project because it reduces the associated costs. Money for the third barn has been made available through cost savings associated with changing the style of fencing around the farm to post and rail fencing. Lighting to the barns will be solar powered and water will be supplied using a hose.

The area outside the Key Stage 2 classrooms will also be improved (gutters, roof, flooring, gate, mended fencing).

13. AOB

School Led Tutoring

As part of the School Led Tutoring grant there a 3 different routes:
-Route 1 is Tuition Partners (NCPS use Randstaad)
-Route 2 is Academic Mentors
-Route 3 is School led

The DfE have provided a ring-fenced sum of money to all schools to be spent on routes 2 and 3. NCPS received 3 payments during the academic year, totalling £9,315. Since guidelines were not clear, part of this ring-fenced money has been spent on route 1. Through route 1, the Tuition Partners used by NCPS send subsidised invoices. Seventy percent of the cost is paid for by the DfE and the remaining 30 percent is paid by NCPS through other budgets, such as pupil premium funding, and not the ring-fenced money. The DfE are asking schools to submit a year-end statement showing what was spent and how many hours of tutoring were delivered. Despite the fact that NCPS have spent some of the funding, it is likely that the DfE will want to recoup the full grant amount, since it was not spent on routes 1 and 2. This means that the current expenditure on school led tutoring will need to be allocated to another budget. To date just under £3,000 has been spent with National Tuition Partners.

DWC has spoken with other primary schools and the majority are using same route as NCPS (i.e. route 1). Most are not using route 3 at all. The guidance on how to use funding is not straightforward.

In 2022-2023, NCPS plan to continue with route 1 (tuition partners) through Randstaad next year. DWC informed Governors that the subsidy rates for following academic years will be as follows: 60% subsidised 2022/2023, and 25% subsidised 2023/2024.

Senior leaders are assessing the impact that this spending has on outcomes, versus quality first teaching. MH commented that if evidence suggests there is limited impact on outcomes that the FWP might recommend that spend is redirected to individual children and groups within the existing staffing plan.

Finance Audit

Nick Clarke is the new finance contact at Surrey County Council. We are expecting a finance audit of the work of School Business Manager, but no date has been received as yet.