

Roath Park Primary School – Finance Committee Meeting

Time: 18:15 - 19:30

Date: 2nd October 2019

Location: Roath Park Primary School

Present: Jonathan Keohane, Jane Marker, Gareth Brown, Chris Childs, Mohammed Jabbar, Sandra Jones and Lewis Fitzgerald.

Clerk: Hannah Jenkins

No	Discussion / Action	Responsibility	Target Date
1.	<p>Welcome and introductions Mr Chris Childs welcomed the Finance committee and opened the meeting.</p>		
2.	<p>Apologies received Simon Williams</p>		
3.	<p>Budget Update The budget is currently 50% spent.</p> <p>3.1 Staffing Staffing is currently under as highlighted on the ledger. Mr Keohane explained that teaching is under due to a more streamlined approach. Mr Fitzgerald confirmed this is having no negative impact on the school. Mr Keohane explained that there are also 5 TA posts unfilled which was confirmed as the right decision for the organisation of the school.</p> <p>3.2 Systems are now in place to make savings on photocopying and the school is moving towards being paperless, through email, schoop and twitter which is having a positive impact.</p> <p>3.3 Open evenings/parental engagements are delivered to set up schoop with parents/carers who are struggling to engage with digital communications.</p> <p>3.4 Mr Keohane explained there was an allocation of £1,500 for bus running costs and up to £20,000 on an additional bus which was purchased for £17,500. This cost code is predicted to come in under budget.</p> <p>3.5 JC001 – Outdoor Equipment: Slight overspend due to an additional area being completed at a cost of £850. A contribution of £8500, 00 from the Early Years PDG has been assigned to the Outdoor resulting in a budget saving.</p> <p>3.6 Mr Keohane explained that teaching materials are currently over spent however, this is normal due to the large orders made in summer.</p>		

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3.7	IT Development: The school have purchased VR headsets for £8450 to enhance curriculum. This accounts for the majority of the allocation being spent.		
3.8	Mr Keohane clearly shared with the Committee the staff absences the school is currently managing. These are either being managed internally or a supply is being sourced.		
4.	<p>Staffing Update</p> <p>4.1 Cleaning team are now part of Roath Park since the 1st September.</p> <p>4.2 Appointed 3 TA's on a temporary contract until ***** Mr Keohane provided the committee with an overview and reasons for the appointments; pupil forums have identified individuals who are not stated but require additional support. These TA's will also potentially be required to cover lessons when permanent staff are out of the school.</p> <p>4.3 Mr Keohane highlighted the positive effect that withdrawing from BEST Supply Insurance on agreement of the Governing Body has had. This insurance was costing the school £22, 5000. Costs April to September with BEST equals £27,749 and without equates to £9,381.56 (16.9%) resulting in a total saving of £18,367.50.</p> <p>4.4 Mr Childs asked for a further break down of supply costs, Mr Keohane explained and distributed an in-depth overview to all members of the committee in the meeting.</p> <p>4.5 The cost of supply to the school was explained. Teaching April 19-August 19 £120.00 per day, September 2019 onwards £154.00 per day, Mr Keohane explained that this change is due to changes in Welsh Government National Policy for supply teachers. HLTA is £90.00 a day and a TA from September 2019 onwards is between £70-80 per day.</p> <p>4.6 Increased PDG from CSC at 12,000, Mr Keohane informed the Committee that he will be discussing this with the Challenge Advisor to review how this can be effectively spent.</p> <p>4.7 Mrs Hunter and Mr Keohane met with Mr Roberts (LMFS) officer to look at actual spend v Governor Approved Budget. At present the budget is projecting an overall end of year surplus of £28,094.00. However, this is likely to be slightly more due to savings on transport and supply. Additional spends have been built into the budget (bus, ICT, outdoor equipment and staffing).</p>		

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<p>6.10</p> <p>6.11</p> <p>6.11</p>	<p>something the catering team are managed to consider when creating menus. Action 2: Arrange a meeting for Mr Keohane and Judith Gregory.</p> <p>Premise Hires POOSC – yearly income £3515 Dance Club – yearly income £721.50 Roath Arabic Language School - £6000 Roath Yoga Club - £721.50 Total = £10,958 Mr Keohane explained that the premise hires are not just contributing income benefits but are allowing the school to be forward facing with the community.</p> <p>The Corner School has received a grant of £15,000 to;</p> <ul style="list-style-type: none"> • Connect the mains water supply to install a mini kitchen and toilet • To improve the floor structure to take the additional weight of the toilet and kitchen <p>The costs are estimated £17,000 and therefore the school will contribute £2,000. The works will hopefully be completed by the end of November.</p>		
<p>7.</p> <p>7.1</p>	<p>Any Other Business No other business to discuss.</p>		
<p>8.</p> <p>8.1</p>	<p>Matters regarded as confidential. Item 5.1 on staffing salary was deemed confidential.</p>		