

Roath Park Primary School – Finance Committee Meeting

Time: 18:15 - 19:15

Date: 7th October 2020

Location: Microsoft Teams

Present: Lewis Fitzgerald (LF), Jonathan Keohane(JK), Jane Marker (JM), Sandra Jones (SJ), Cllr Sue Lent (SL), Gareth Brown (GB), Chris Childs (CC), Mohammed Jabbar (MJ), and Simon Williams (SW)

Apologies:

Clerk: Hannah Jenkins (HJ)

No	Discussion / Action	Responsibility	Target Date
1.	Welcome and introductions Mr Chris Childs welcomed Governors to the Finance and Resource Committee meeting.		
2.	Apologies received No apologies were received for this meeting.		
3.	Budget Update Mr Fitzgerald highlighted that he has requested to lead on Finance and Resources this year and thanked Mr Keohane for his support. All Finance documents were circulated to members of the Committee in advance of the meeting and Mr Fitzgerald shared a presentation on screen during the meeting. Mr Fitzgerald highlighted that the ledger was 6/12ths (50%) through the financial year. Mr Fitzgerald informed Governors that the following cost codes are currently under budget: E0003 Agency Costs – at 37% despite not being in school since April. It was previously agreed that a long term supply teacher remain in post during Covid-19 to provide essential online learning for associated class. The class teacher has now returned and aforementioned the supply teacher has been placed on furlough by agency. Mr Fitzgerald highlighted that the school will avoid using supply in the future and utilise RPPS staff in order to avoid people mixing between ‘bubbles’. Cost codes over budget: C0006 Cleaners – Moved to schools payroll in September. Ms Hunter is currently reviewing this cost code. Action: Update Governors at next meeting. F0004 School minor repairs – all orders during school	LF	

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	<p>closure were made through this cost code for easier management and essential purchases were made to prepare for re-opening. Detailed spends were provided to members of the committee for review. Mr Fitzgerald highlighted there is currently £2,500 remaining.</p> <p>H0001 Vehicle running costs – Mr Fitzgerald highlighted that both vehicles needed a MOT and Service, renewal of annual breakdown cover and two new batteries. This isn't an evenly split pot so around £411 remains to cover fuel for the rest of the year.</p> <p>JD022 Computer Leasing: Money was saved last year however, back payments have been received for a TV and two photocopiers which has been withdrawn from this cost code.</p> <p>JD002 IT Development – Mr Fitzgerald highlighted that as previously agreed 30 chrome books were bought at the start of the financial year and a further 20 have been purchased which was agreed with Cllr Lent. The school has also purchased a Chromebook trolley to charge the devices upstairs and two TV's to support teaching in Y6 class and plaza.</p> <p>Cost codes to be aware of:</p> <p>A0001 through to C0005; Teachers, Admin& Clerical – cost codes provided to Governors are not currently up to date, however cost code is currently on track. Action: Provide an up to date cost code budget.</p> <p>G0002 through to G0004; Electricity, Gas and Water – awaiting utility bills however, it is predicted the amount will be lower than usual due to school closure.</p> <p>J0002 Breakfast Club – Actual spend around £30 at the time of writing this report. No money previously spent due to school closure.</p> <p>Premises Hire: Mr Fitzgerald provided an update on the clubs/committees hiring the school premises.</p> <p>Plasnewydd Out of School Club (POOSC) 5 days per week x 38 weeks of the year £18.50 per session (subsidised as it benefits Roath Park Families) Total yearly income: £3515.00</p>	LF	

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	<p>It was agreed that there would be no premises hire throughout lockdown and no costs until the school reopened fully.</p> <p>Dance Club on Saturdays that has a yearly income of £721.50 is not currently operational due to school hall being set up for breakfast club/lunchtimes.</p> <p>Roath Arabic Language school that has a yearly income of £6,000 is not currently operational due to need for classrooms being 'deep cleaned' before weekend.</p> <p>Roath Yoga club that has a yearly income of £721.50 is not currently operational due to the hall being use throughout the week.</p> <p>Mr Fitzgerald highlighted that as a result of the above reasons, the forecasted income of £9,000 will be significantly lower</p> <p>Mr Fitzgerald provided an overall picture of the budget and invited Governors to ask questions.</p> <ul style="list-style-type: none"> • Budget allocated: £1,689,524 • Spend to date: £553,725 (<i>salaries for last 2 months - approx. £811,919 are not included</i>) • 50% of budget is: £844,762 • Current outturn position: +£32,843 at this point in the year <p>Mr Williams asked if the Local Authority has provided any financial support for the purchasing of additional technology to support learners during ovid-19. Mr Fitzgerald confirmed the 30 Chromebooks were payed out of the school budget however, ITeach have referenced the possibility of the school claiming this money back. Mr Fitzgerald also highlighted that the Wales Wide Scheme that allows schools to claim back for any expenditure accrued as a result of Covid- 19 unfortunately, states that the school would be unable to claim back on the chrome books as a strategic need for purchase was identified.</p> <p>Mr Fitzgerald informed Governors however, that the school is currently reviewing costs accrued as a result of Covid-19 and in particular monies lost due to being unable to hire the school premises.</p> <p>Mr Childs asked that presumably there would be other</p>		

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	<p>codes that minor repair spends could be allocated to and would it be possible to transfer from other pots to ensure this code centre isn't over spent. Mr Keohane confirmed that Ms Hunter is currently reviewing this.</p> <p>Mr Childs made reference to the cost ledger and enquired about cost code H0001 Vehicle Running Costs, highlighting that a payment of £500 has not yet been authorised and asked if these have been included in the cost centre final budget projection. Mr Keohane highlighted that this hadn't been included. Action: Liaise with Ms Hunter to review.</p> <p>Mr Childs asked which cost centre will be used to cover the purchase of the additional 20 chrome books. Mr Keohane highlighted that this is included in the spending plan and will be covered by the PDG cost centre.</p> <p>Mr Childs asked how the Breakfast Club and POOSC are working under current cleaning guidelines. Mr Fitzgerald confirmed that they are responsible for cleaning this area before and after use which is being done. Mr Keohane highlighted that the only challenge is the toilet as they can only access the disabled toilet.</p>	JK	
4.	<p>Staffing Plan Update Mr Fitzgerald highlighted that the school has received £46,000 over a two year period as part of Welsh Government's recovery package to support groups of learners in schools. Mr Fitzgerald highlighted the decisions around staffing that have been made. This discussion was deemed confidential.</p> <p>Mr Keohane updated Governors that non Covid staffing sickness has resulted in one lost teaching day and three teaching assistant days and Covid related staffing sickness has resulted in two teacher absences as they are awaiting test results and one teaching assistant who received a positive test result.</p>		
5.	<p>Health & Safety Update Mr Keohane highlighted that three pupils have had positive Covid tests which has had the following impact:</p> <ul style="list-style-type: none"> • Year 6 – 60 children affected and had to isolate for 14 days • Year 5 – 2 children had to isolate for 14 days due to close contact to children who had tested positive • Year 5 – 28 children currently isolating for 14 days <p>Local Authority have confirmed they are happy with the</p>		

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	<p>robust systems in place and Mr Keohane highlighted that the Local Authority have been very supportive.</p> <p>Mr Jabbar asked what cleaning processes are implemented following confirmation of a positive case. Mr Keohane highlighted that the classroom is heavily bleached along with communal areas.</p> <p>Mr Jabbar asked that now we are entering the flu season what will be done if symptoms are displayed. Mr Keohane confirmed that the bubble only closes once a positive Covid test is confirmed to avoid unnecessary isolation of bubbles.</p> <p>Mr Keohane expressed his concern that the school is unable to get flu jabs administered until the 10th December, however, further conversations are underway to bring this date forward.</p> <p>Premises</p> <p>Mr Keohane highlighted that the school canteen is still closed, subsequently not serving hot food. The Local Authority confirmed in the summer that the canteen wasn't suitable and a new fire door and fire shutter was needed, however, the fitting of these is not currently possible due to the wall foundations.</p> <p>Mr Keohane informed Governors of the ongoing conversations with the Local Authority regarding the Canteen and agreed to keep Governors updated.</p> <p>Mr Keohane informed members of the committee of the paint work that was carried out in the school over the summer period and confirmed that the Foundation Phase playground is now complete.</p>		
6.	<p>Grant Funding</p> <p>Mr Keohane provided a grant spending plan to Governors in advance of the Finance and Resource Committee meeting.</p> <p>Mr Keohane discussed the highlights of this spending plan:</p> <p>Early Years Pupil Development Grant Allocation - £840,000 to complete phase two of the Foundation Phase Outdoor Learning Space.</p> <p>Pupil Development Grant Allocation - £37,950</p> <p>Education Improvement Grant Allocation - £151,810</p>		

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	<p>EMTAS Allocation - £53,663</p> <p>Professional Learning Grant Allocation - £12,452</p> <p>All of the above were approved in the previous Finance and Resource Committee Meeting.</p> <p>Accelerated Learning Grant Allocation - £25,545,16</p>		
7.	<p>Pay Progression Panel All members of staff left the meeting.</p> <p>Mr Keohane informed members of the committee of the following pay progression requests, which have been built into the budget, this item was discussed and deemed confidential. Mr Keohane then left the meeting for the committee to discuss.</p>		
8.	<p>Any Other Business There was no other business.</p>		
9.	<p>Matters to be regarded as confidential Item 4 regarding staffing plans and Item 7 Pay Progression panels were deemed confidential items.</p>		