

Roath Park Primary School – Finance Committee Meeting

Time: 18:15 - 19:15

Date: 2nd December 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) and Simon Williams (SW)

Apologies:

Non-attendance: Gareth Brown (GB)

Clerk: Hannah Jenkins (HJ)

No	Discussion / Action	Responsibility	Target Date
1. 1.1	Welcome and introductions Mr Simon Williams welcomed Governors to the Finance and Resource Committee meeting.		
2. 2.2	Apologies received No apologies were received for this meeting.		
3. 3.1	Budget Update 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.		
3.2	Mr Fitzgerald highlighted that the ledger was 8/12ths (75%) through the financial year. Budget allocated: £1,689,524 Spend to date: £958,877.29 75% of budget is: £1,267,143 Current outturn position: approx. +£82,143		
3.3	Mr Fitzgerald confirmed that the following cost codes are under budget (green):		
3.4	E0013 Staff Training – Underspent due to focus being on Covid-19 response. £3495 for action research with Cardiff University is unallocated at present and a further £900 for effective blended learning is being considered by SLT.		
3.5	G0004 Water - Latest bi-annual bill has just been paid and the next bill will be processed in May 2021. 78% spend on water and no further payments this financial year.		
3.6	Mr Fitzgerald confirmed that the following cost codes are over budget (red):		
3.7	C0006 Cleaners – A confirmed amount of £11,940 will be reimbursed and returned to this pot in the coming weeks as currently 91% spent.		
3.8 3.9	L0010 has been set up as a Covid 19 expenditure claims cost code.		

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3.10	<p>F0004 School Minor Repairs – Pot used to manage Covid-19 response, however, Mr Fitzgerald confirmed monies have been recovered as part of the 'Covid-19 expenditure claims' process and monthly requests are being submitted by the school.</p>		
3.11 3.12	<p>H0001 Vehicle Running Costs –Mr Fitzgerald highlighted that £500 has been committed to the pot to cover the forthcoming 12-weekly inspections. £340 will be left available in this pot after the £500 transaction has been made.</p>		
3.13	<p>JD022 Computer Leasing J0017 Service Contracts</p>		
3.14	<p>JD022 IT Development – Mr Fitzgerald confirmed that although the pot is overspent some money will be allocated from JD001 Teaching Materials.</p>		
3.15	<p>Mr Fitzgerald confirmed that the following cost codes Governors need to be aware of (amber):</p>		
3.16 3.17	<p>E0003 Agency costs – Mr Fitzgerald explained to the committee that a supply is currently being paid to cover for a TA who left suddenly in September. However, some of this expense will be returned as it includes staff cover related to Covid-19.</p>		
3.18	<p>F0009 Refuse - £988 will be returned (non-collection of compost and recycling during school closure)</p>		
3.19	<p>Mr Fitzgerald highlighted that cost code L0005 will be significantly lower than the forecasted £11,000 as a result of three clubs not currently hiring the premises and POOSC having not returned to full payments.</p>		
	<p>Mr Keohane explained that a claim has been made to Welsh Government to cover the loss of money from premises hire.</p>		
3.20	<p>Mr Keohane explained that the Chair of POOSC has requested premise hire payments to remain at 50% as any Covid related absences have not been fully charged. Mr Keohane proposed to the committee that the school requests premise hire payments to increase to between 70-80% going forward. The Governors unanimously agreed to increase to 75% for premises hire going forward.</p>		
3.21	<p>Mr Williams asked if the school is able to claim 100% back for Covid-19 related staff absence. Mr Keohane confirmed that any Covid-19 absences can be claimed, however, the process is elongated.</p>		
4. 4.1	<p>Staffing Plan Update A staffing plan as part of the Covid-19 Action Plan was circulated to Governors in advance of the meeting. Governors were asked to review the document and submit any questions for consideration.</p>		

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4.2	Mr Keohane updated the Governors on current staffing changes. This was deemed a confidential item.		
5. 5.1	Agree School Financial Regulations and Authority List The School Financial Regulations was circulated in advance of the meeting and all Governors unanimously approved it.		
6. 6.1	Receive Audit Statement for the School Fund The audit statement was circulated in advance of the meeting and Mr Keohane highlighted that the recommendations proposed have been adopted. Another audit will be done in February 2020. Action: Circulate to all members of the Governing Body for reference.	HJ	
7. 7.1 7.2 7.3 7.4 7.5	Health and Safety Update Mr Keohane shared the Health and Safety briefing with Governors in advance of the meeting and made reference to headline information in the meeting. Mr Williams asked if the Foundation Phase and Year 2 Outdoor learning area floors were completed as one would the combined cost be lower than £13,000. Mr Keohane confirmed that the cost would be lower, however, combining it presents challenges due to the teachers design plans. Mr Keohane provided a summary of Covid-19 related numbers at Roath Park Primary School. Pupils <ul style="list-style-type: none"> • Positive cases: 4 • Pupils affected: 177 • Number of cases that have been transmitted within the bubble: 0 • Percentage of pupil population who have returned a positive case: 0.8% Staff <ul style="list-style-type: none"> • Number of staff who have provided a positive test: • Number of cases that have been transmitted within the bubble/between staff: 0 • Percentage of staff population who have returned a positive test: 1.5% 		
8. 8.1 8.2	Any Other Business The Gifts and Hospitality Policy was circulated in advance of the meeting for review. All members of the Committee members approved the adoption of this policy. Mr Keohane provided an update to the Committee regarding a recent audit statement, highlighting that sixteen actions are currently open.		

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8.3	Mr Keohane informed the Committee that a few of the audit actions he is currently disputing due to school concerns. Action: Provide an update to the Committee on these disputes at the next meeting.	JK	
9. 9.1	Matters to be regarded as confidential Item 4.1: Mr Keohane shared information regarding staffing changes. The Committee regarded this matter as confidential.		