

Roath Park Primary School – Finance Committee Meeting

Time: 18:00 - 19:30

Date: 6th May 2020

Location: Digital Meeting – Microsoft Teams

Present: Jonathan Keohane, Jane Marker, Cllr Lent, Gareth Brown, Chris Childs, Simon Williams, Cath Keegan-Smith, Maddy Sims, Sandra Jones and Lewis Fitzgerald.

Clerk: Hannah Jenkins

No	Discussion / Action	Responsibility	Target Date
1.	Welcome and introductions Mr Chris Childs welcomed the Finance committee and opened the meeting.		
2.	Apologies received No apologies were received.		
3.	Review of the budget 2019-2020 Mr Keohane shared highlights of the 2018/2019 budget with the members of the committee and highlighted the following: <ul style="list-style-type: none">• 2018 budget ended with a surplus of £113k School has invested heavily in: <ul style="list-style-type: none">• £50,000 Foundation Phase Playground (Phase 1)• £20,000 Additional Minibus• £8,500 Virtual Reality Headsets• £6,000 Chromebooks• £5,000 Additional resources• £8,000 on additional teaching assistants Mr Keohane share the General Ledger Cost Centre with the Committee in advance of the meeting. Mr Keohane informed the committee on why certain cost centres were underspent and why others were overspent, this included: Underspent cost centres: B002 –SEN Teaching Costs81.54% E003 –Agency Costs 55.25% F004 –School Minor Repairs69.1% LOOO5 –School Income202.82% L0007 –Additional Funding £41,027.60 Overspent Cost Centres: B002 – SEN Teaching Costs 81.54% C002 – Support Staff Costs 108.18% C009 – Breakfast Club 104.99% E003 – Agency Costs 55.25%		

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	<p>F0011 – Household Requisites 114.8% J0003 – School games and activities 114.9% J0004 – Music Tuition 213.8% J0009 – Postage 140% J0015 – Central Clawbacks 170.8% JD022 – IT Development 187.2% LO005 – School Income 202.82% L0007 – Additional Funding £41,027.60</p> <p>Mr Keohane summarised the general ledger and highlighted the statement of funds for the financial year:</p> <ul style="list-style-type: none"> • Allocated budget = £1,594,751 • Actual spend = £1,481,230,24 • Balance = £133,520,75 (surplus) <p>Mr Keohane thanked Neena Hunter, Bev Lark, Ian Roberts, Julia Seward, SLT, Finance and Resources Committee and the Full Governing Body for monitoring the budget to make sure that it is appropriate.</p> <p>Mr Williams asked if Mr Keohane was using Hybrid Mail. Mr Keohane stated that he hadn't heard of it but would look into.</p> <p>Mr Williams asked if the school has additional funding to provide digital access to children during this period. Mr Keohane confirmed that he was in contact with Richard Portas who is conducting this within the Council. Mr Keohane also confirmed that the school has already lent hardware to families that they knew had no access at home. Ms Marker confirmed that there has been a significant jump up in engagement particularly in KS2 and Foundation Phase.</p> <p>Mr Childs asked where savings had been made to result in such a high surplus. Mr Keohane confirmed that savings have been made in many cost centres, including the supply pot that was allocated £55,000 but only spend £28,000.</p> <p>Mr Keohane explained that the school also received a Learning Grant that wasn't initially included in the budget. The school also engaged with a Welsh Government MFL project and received around £2,000-£3,000 for participating.</p> <p>Mr Williams asked if the school is ok to carry forward that amount. Mr Keohane confirmed that at the moment they are.</p>		

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4.	<p>Budget Setting 2020</p> <p>Mr Fitzgerald shared with the committee the main proposed budget spending for 2020/2021. The document was shared with all members of the committee.</p> <p>Mr Fitzgerald highlighted that main areas of spend and the variation costs:</p> <ul style="list-style-type: none"> • Teachers -£7647 • Teaching Assistants -£16,197 • SEN Teaching Assistants - +£13,393 • Employees Bottom Line -£38,350 • Premise Related Expenditure -£8,464 • Cleaning supplies -£1,000 • Transport running costs -£700 • Equipment, Furniture & Materials -£20,000 • Communications/Equipment & Services -£1,878 • Computer services -£6,000 <p>Income 2020/2021</p> <p>LA income bottom line is -£5,333 due to a reduced PDG allocation.</p> <p>Mr Fitzgerald shared that the 2020/2021 unallocated surplus is +£30,806.</p> <p>Mr Fitzgerald shared that the planned works for 2020/2021 are all currently built into the budget and are being highlighted for consideration.</p> <p>Mr Fitzgerald shared the following plans:</p> <ul style="list-style-type: none"> • Complete FP learning zone – estimated cost £10,500 • Employ an additional teacher - £20,126 <p>Mr Williams asked if there is a supply teacher who has been working in the school who could be recruited. Mr Fitzgerald confirmed that there was a supply and a NQT who could be considered.</p> <ul style="list-style-type: none"> • Purchase 30 additional chrome books - £6,500 • Phase 1-4 of school painting work - £10,410 • Building and hanging of a door on ICT room - £2,500 <p>This planned work equals £70,162.</p>		

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6.	Agree/amend the budget to send to full governors All members of the Finance and Resources Committee unanimously agreed the budget.		
7.	Matters to be regarded as confidential No matters were regarded as confidential.		