

Roath Park Primary School – Finance Committee Meeting

Time: 18:15 - 19:30

Date: 22nd January 2020

Location: Roath Park Primary School

Present: Jane Marker, Cllr Lent, Gareth Brown, Chris Childs, Sandra Jones and Lewis Fitzgerald.

Apologies: Mohammed Jabbar, Jonathan Keohane and Simon Williams

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 Mohammed Jabbar, Jonathan Keohane and Simon Williams		
3.	Health, Safety and Premises Report School boiler: New boiler will be fitted during the summer. The Corner: The LA has identified several queries with the schools use of the corner, namely: <ul style="list-style-type: none">• Rental agreement• Liability insurance• Sub-letting for businesses for pop up shops Until these queries are answered the school has decided to stop using the Corner, which is backed by the LA Health & Safety and Finance Officers. Discussions have taken place between Sue Ivens and the Khan Family regarding the legal documentation for the corner. The aim is to utilise solicitors who make up part of the board of trustees to support this. It has been suggested that a group of trustees be set up to manage the £15,000 budget and the premises, which would allow the school to take a step back. Mr Brown asked who the trustees will report back to and Mr Fitzgerald confirmed it would be to themselves. Mr Childs asked if there are any issues around the regeneration fund. Cllr Lent confirmed that there shouldn't be. Action 1: Will the Regeneration fund be impacted whether it is a charity or owned by the school.		

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	<p>Breakfast Club: The club will move to the main school hall, which is:</p> <ul style="list-style-type: none"> • Safer for staff as always people in the main building • Opportunity to increase the number of places offered • Avoids issues that have developed between breakfast club staff and kitchen staff <p>Leaking roof/mould in office: main guttering is leaking causing mould in the office. This is being managed.</p> <p>Planned works to be completed:</p> <ul style="list-style-type: none"> • Staff room painted: £1740.00 • FP staff toilet redecorated (in line with HSE report) £1799 • Door put onto room in KS2 corridor £876 • Decorate kitchen window sash (in line with HSE report) £36 • Add a door to the Plaza to allow for good learning environment £2198 <p>Mr Childs asked where the estimates have come from and Mr Fitzgerald informed the committee that they are quotes from EMI which haven't yet been pursued.</p>	SL	
4.	<p>Cost Centre</p> <p>J0006: Mr Fitzgerald highlighted that the figures from last year were rolled into the 2019-2020 academic year, however, the school has made significant savings this year as they haven't purchased as many resources as they did in 2018-2019. This budget is only 32.82%.</p> <p>J0015: Central clawbacks – 106%</p> <p>J0011: Clerk to GB – 121% - initial allocation was too low and will be adjusted moving forward.</p> <p>Mr Fitzgerald highlighted that the school has paid for new chrome books using allocated budget however, this is not currently showing on the current ledger as it has only recently been paid. Mr Child's asked which cost centre would be used to cover this cost. Action 2: Mr Fitzgerald to confirm whether the chrome books will be paid using the Curriculum cost centre or IT Development and info</p> <p>Action 3: Mr Fitzgerald to follow up on the Selix loan and feedback to the committee.</p>	LF	

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	<p>F0006 – Rates: 100% spent. Mr Fitzgerald confirmed that the next rates payment isn't until the new financial budget.</p> <p>J0009 – Postage: Mr Fitzgerald explained that this over spend of 140% is a result of under allocating the budget to this pot and the increase in parental engagement work.</p> <p>JD022 – IT Development: Mr Fitzgerald confirmed that the schools finance officer Mrs Hunter is managing this overspend of 139% and has pre budgeted for the next financial year. Mrs Hunter has identified that not all subscriptions have been renewed or recorded accurately and from further investigation has confirmed that the pot is actually 100% spent however, is not correctly reflected in the ledger.</p> <p>Mr Childs asked Mr Fitzgerald if any of the IT development money had been miscoded. Mr Fitzgerald explained that the budget was set using the budget from last year, which included different software's which were not renewed meaning money will come back to balance the pot.</p> <p>Mr Fitzgerald updated the committee that the VR headsets that the committee previously approved are heavily utilised by KS4 classes.</p> <p>J0006: Printing and Stationary is currently at 33% spend and the detailed report highlights everything the school spends on printing and stationary.</p> <p>Mr Fitzgerald shared with the committee that the Arabic school pays Roath Park Primary School £500 every week for the use of 10 classrooms.</p> <p>The head of the Arabic school believed that the agreement was that an extra £100 would be paid a week for the Arabic school to use printing facilities. Mr Fitzgerald has reviewed the use of the printers on the Saturday and has determined that the Arabic school are not using as much as £10 and are therefore happy for the school to continue using the printers and paying £600.</p> <p>Cllr Lent asked if the extra £100 is necessary if they aren't overusing the printers and expressed her opinion that she doesn't think the school should be charging £600.</p> <p>The committee discussed the matter and it was decided that the cost would remain at £600 in case the printing</p>	LF	

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	<p>increased.</p> <p>Allocation Underspend: B0002: SEN Teachers 54.3%: as budget built at 0.8 FTE and colleague works 0.6 FTE.</p> <p>E0003: Agency costs 29%: Mr Fitzgerald highlighted that this is a low spend at 29% spend, however, explained that it is a result of internal cover being sourced as an alternative.</p> <p>Mr Fitzgerald reassured members of the committee that the SLT in the school are aware of the extra responsibilities they have assigned to HLTA's and TA's and are focused on ensuring that standards and staff well-being isn't negatively impacted as a result.</p> <p>E0013: Staff training – 2.49% some miscoded as this covers supply costs. £2000 allocated for Sept 2020.</p> <p>F0004: School minor repairs 51.96% - Pot well managed and the school has had work covered by LA. School will spend roughly £6k before end of financial year, however the pot will still be underspent.</p> <p>F0010: Contract cleaning 48% spent - Cleaning moved to school Sept 2019 and the cost centres need to be checked to ensure the payments are being made out of the correct pots, once this is complete the pots will balance out</p> <p>G0003: Gas is currently only 39% spent as the school are awaiting a bill to be added.</p> <p>J0006: Printing and stationary 32%: Pot well managed.</p> <p>J0008: Telephone 65%: new contract is providing savings.</p> <p>Income since the last meeting:</p> <ul style="list-style-type: none"> • £600.00 from Estyn for the inspection JK completed • £1000.00 from Arts Council Wales • £2500.00 from CSCJES/Welsh Government to allow school to complete work on MFL • £650.00 from parents towards swimming transport costs • £3000.00 from British Council for exchange programme with schools in Zambia • 2 x Nursery funded placements 		

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	<ul style="list-style-type: none"> 1 x FTE mainstream statement funding 		
5.	<p>Current Ledger Budget allocated: £1,594,751 Spent to date: £1,129,520 Allocation percentage spent to date: 70.5%</p> <p>Mr Fitzgerald explained that the school is 10/12ths of the way through the year and have managed to make some big savings, which has been particularly a result of a teacher retiring which the school have managed to cover internally.</p> <p>Estimated surplus of £40,500 which is 2.54% of the budget. Mr Childs asked what the estimated surplus was at the start of the year. Mr Fitzgerald confirmed that it was around £60,000 however, the outdoor learning equipment was purchased.</p> <p>Mr Childs signed the documents and the committee agreed.</p>		
6.	<p>Any Other Business Mr Fitzgerald discussed with the committee staffing and the committee deemed this to be a confidential item.</p>		
7.	<p>Matters to be regarded as confidential Item 6 discussion on staffing was deemed confidential by the committee.</p>		