

**Roath Park Primary School – Finance Committee Meeting**

**Time: 18:30 - 19:30**

**Date: 25th January 2023**

**Location: Microsoft Teams**

**Present:** Lewis Fitzgerald (LF), Cllr Sue Lent (SL), Jane Marker (JM), and Graeme Tully (GT), Carson Burnett (CB), Richard Harris (RH), Gareth Brown (GB)

**Apologies:**

**Clerk:** Hannah Carlson (HC)

No	Discussion / Action	Responsibility	Target Date
1. 1.1	<p><b>Welcome and introductions</b> Dr Harris welcomed all committee members to the meeting. Mr Fitzgerald welcomed Carson Burnett to the Committee meeting.</p>		
2. 2.1	<p><b>Apologies received</b> No apologies were received for the meeting.</p>		
3. 3.1	<p><b>Budget Update</b> A detailed ledger and presentation were shared in advance of the Committee meeting with Governors and detailed discussions took place around the following.  10/12th through the financial year.  <b>Cost codes over budget:</b>  F0006 Rates 100%: 9 monthly payments of £2113, monthly payment of £2113.50 for council tax, all payments have now been made for the financial year.  F0009 Refuse (89.44) Mr Fitzgerald shared that the school refuse has now been capped at £1,000. Dr Harris asked if this has been capped to £1,000 down from £7,000. Mr Fitzgerald explained how this service will look.  G0004 Water (116.55%) Mr Fitzgerald confirmed the pot will be topped up in March.  Mr Fitzgerald explained that if J0003 Games and School Activities are overspent the school are able to access the PDG. A detailed overview of this pot expenditure was provided to Governors in advance.  J0010 Leasing (91.41%) Mr Fitzgerald shared that he has a meeting with an audit officer to look at leasing costs.  J0019 Subscriptions (120.46%) Mr Fitzgerald confirmed that RM Easimaths and Giglets will not be continued and subscription will cease as the school has done an audit with staff that identified  Dr Harris asked if alternative subscriptions have been paid for to replace Giglets. Mr Fitzgerald confirmed that they aren't being replaced with an identical platform but have paid a one off payment for an alternative platform.  Dr Harris shared that his children's and their peers' experience with RM Maths is that its slow functionality has resulted in them not using them.  Dr Harris where Schoop sits. Mr Fitzgerald confirmed that it is paid out of the subscriptions cost code and engagement is around 87% so the school are planning on setting up a town hall style meet to encourage the community to download it onto their phones but in the interim regular communications are being sent out in alternative formats.</p>		

	<p><b>Cost codes to monitor:</b> E0003 Agency costs (79.16%) It was proposed that the pot be topped up and this has been done. Mr Fitzgerald shared the increase in daily charges for supply teachers and supply TA's.</p> <p>Mr Tully asked if the school has a budget for professional learning? Mr Fitzgerald stated the school doesn't receive a huge amount of money and the time it arrives in the school year means the central budget is relied on for this.</p> <p>Ms Marker confirmed that a few professional learning activities the school are currently involved in are funded and the school receives money for this. Mr Fitzgerald added that £8,000 was injected in October to further support professional learning.</p> <p><b>Cost codes under budget:</b></p> <p>F0004 School Minor Repairs (55.02%) the schools site manager completes small works which has resulted in a decrease in trades costs.</p> <p>Dr Harris asked what the projected cost would be for replacing the school's vehicle. Mr Fitzgerald stated the vehicles have 12 week checks and MOT's which they never have any issues with. Mr Burnett also confirmed that the mileage on both vehicles are under 50,000.</p> <p>Mr Fitzgerald confirmed that the Local Authority has provided a location for the school to park the vehicles however, further conversations and support are required from the Local Authority.</p> <p>Dr Harris asked about the £5,000 for the three progression steps given that progression step one has 2 cohorts and progression step two and three have three cohorts. Mr Fitzgerald confirmed this and stated the school is working with learners to find out more about what they want.</p> <p>Dr Harris asked why the spend across salary costs are so different. Mr Fitzgerald stated that some salary costs require timesheets and natural turnover.</p> <p><b>Premises Hire</b> POOSC: 5 days per week x 38 weeks of the year - £92.50 per week with a total yearly income of £3,515.</p> <p>Cardiff Metropolitan University 14 students mentored at RPPS, £1550 per student a year.</p> <p>Budget allocated: £1,891,140 Spend to date: £1,165,675.61 83% of budget is: £1,575,544.53 Current balance:</p>		
4.	<p><b>Spending Plan 2022-2023</b></p> <ul style="list-style-type: none"> <li>● <b>Security/Safeguarding</b> Site access control system upgraded across whole site - £8500</li> <li>● Three external entryways changed to be more accessible and DDA compliant -£6,500</li> <li>● Emergency lighting upgraded to LED -£TBC</li> </ul> <p><b>Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>● Access stairlift to top floor of main building - £5000</li> </ul>		

- Toilets changed and taps upgraded in girls/staff toilets - £TBC
- Replacement of carpet/lino in classrooms - £1500
- Climbing walls sanded back and re-painted - £200
- Non-slip varnish on decking areas - £200

**Existing projects/school priorities**

- Wet pour flooring to complete foundation phase area/entrance to nursery - £TBC

Dr Harris asked if there would be any objections from Cadw. Mr Fitzgerald stated he doesn't believe there is but will bring in the Local Authority to double check.

- Install new Ascot shelter in nursery entrance for learning/entrance area to be kept dry - £3000
- Refurbish sides panels on existing ascot shelters - £N/A under warranty
- Install handrail for nursery pupils to use when entering nursery - £TBC
- Upgrade staging in hall to modular staging - £6,500

Completion of these jobs will bring surplus budget to around £110,000 depending on cost of projects.

Mr Fitzgerald shared that plans from the Local Authority don't include a lift so reasonable adjustments have been made in the interim. Mr Brown asked if the new school hall has a lift in it, Mr Fitzgerald stated that it doesn't.

**Action 1: Mr Fitzgerald to send architect plans to Mr Brown.**

Mr Tully stated that not having a stair lift involved in the plans is short sighted considering the new ALN bill, there will be certain children who would be discriminated against if they don't have full access to the school. Mr Fitzgerald agreed and shared that because of the Cadw involvement the new hall is going to be a single-storey because the external wall is remaining the same so a lift in the main building is the best location.

Mr Fitzgerald shared that Rachel Smith from Schools Organisation and Planning Officer has agreed to come out to the school.

Dr Harris asked if the school is making issues by linking the new school hall with the lift. Mr Brown stated that the school have been requesting a lift for around 20 years.

Mr Fitzgerald stated that pushing for a stair lift in the interim is the best course of action as this has been signed off by Health & Safety. Cllr Lent agreed but said long term a lift is needed.

Mr Williams asked if there is a risk that an installation of a stair lift will deter the Local Authority building a lift.

Dr Harris suggested the Committee also approve a fund for miscellaneous spends alongside the above suggested spending plans.

The Committee members unanimously approved the spending plan.

LF

<p>5.</p>	<p><b>Staffing Update</b>  Mr Fitzgerald shared that the last invoice was submitted to Welsh Government to reclaim Mr Keohane's salary whilst on secondment. No further claims will be submitted.</p> <p>Teaching Assistant x 1 due to receiving ALN funding for a pupil.</p> <p>Middy Supervisor x 1 left her post as a Middy Supervisor and has been replaced.</p> <p>Cleaner x 1 retired from her cleaner role and has been replaced.</p> <p>Mr Fitzgerald has received a resignation from a Teaching Assistant who is looking to pursue a career in teaching.</p>		
<p>6.</p>	<p><b>Health &amp; Safety Update</b></p> <p><b>Regulatory Management Information System (RAMIS) - Statutory checks and assessments:</b></p> <ul style="list-style-type: none"> <li>● Planned: 70.83%</li> <li>● Remedial 84.27%</li> <li>● Overall: 77.55%</li> </ul> <p>Issues since the Autumn term meeting:</p> <ul style="list-style-type: none"> <li>● leaking roof upstairs in main building</li> <li>● growth of vegetation across facade of building and roof</li> <li>● drain collapse in main playground</li> <li>● leaking velux window in progression stage one building</li> </ul> <p>Dr Harris asked if they had noticed any particular disruption with the PKL units being on site. Mr Fitzgerald stated that the freezing temperatures was a potential risk to the boiler however, Mr Burnett has been draining the system and refilling in the minus temperatures preventing damage.</p> <p>Mr Fitzgerald provided an update to the Committee on the schools kitchen.</p> <p>Mr Fitzgerald shared that a meeting regarding the schools scaffolding took place and updated the committee on the surveys that will be taking place in advance of contractors work commencing which is hoped to commence in five months.</p> <p>Dr Harris stated that the buddleia isn't just an issue at the front of the school but also the back and chimneys. Mr Fitzgerald confirmed that it isn't on the back of the school but it is in the chimneys and perimeter wall.</p>		
<p>8.</p>	<p><b>Any Other Business (AOB)</b>  It was agreed that the Charging and Remissions Policy will be reviewed at the next meeting.</p> <p>Mr Fitzgerald confirmed the schools School Audit Private Fund will be scheduled and shared at the next meeting.</p> <p>Dr Harris shared with the committee a conversation around the back issues experienced by two members of staff and the constant bending, picking up etc in the nursery phase and asked if there has been any consideration in classrooms being adapted for staffing. Ms Marker shared that different furniture is being offered to different classrooms to prevent any issues, furniture has been purchased and this will be continuing work,k.</p> <p>Mr Tully asked if staff have received manual handling training for working with the younger children. Mr Fitzgerald confirmed this is done annually.</p>		

Commented [1]: Confidential

	<p>Mr Fitzgerald confirmed there is no expectation for the staff to get on the floor or pick up the children in early years and there are two live risk assessments in place for staff who have experienced changes to support them and keep them safe.</p> <p><b>Action 2: Committee structure to be added to the Full Governing Body agenda.</b></p> <p>School is remaining open on the 1st February but expected to be partially closed on the 14th February.</p>	HC	
9	<p><b>Matters to be regarded as confidential</b></p> <p>None</p>		