



## ST ALBAN'S CATHOLIC PRIMARY SCHOOL

*Love one another as I have loved you*

### MINUTES OF THE VIRTUAL MEETING OF THE ASSETS COMMITTEE

6 FEBRUARY 2023 at 0930 hours

*DRAFT TO HT: 08/02/23*

#### **PARTICIPANTS**

John McDonald [Headteacher]

Peter Matthews [Chair]

Lorraine Adamson [Vice Chair]

#### **Non-participants:**

Kevin Doogan, Carmen Davies.

#### **In attendance:**

Eileen Coyle, Clerk to Governors

Alison Johnson, LMS Bursar [item 3.]

### PETER MATTHEWS IN THE CHAIR

*In opening the meeting, the Chair invited those present to join in a prayer to St Alban.*

## 1 PRELIMINARIES

**1.1 WELCOME/QUORUM.** The Chair welcomed everyone present to the Spring term meeting of the Assets Committee.

He confirmed that the quorum requirement of three members of the Committee, including the Headteacher, had been met.

**APOLOGIES FOR ABSENCE:** Apologies were received from Kevin Doogan and Carmen Davies.

**RESOLVED:** To consent to the absences of Kevin Doogan and Carmen Davies for the valid reasons given.

**1.3 DECLARATIONS OF INTEREST:** No changes to the Declarations of Interest were made.

**1.4 CONFIDENTIALITY:** Confidentiality to be observed for all items discussed at this meeting.

## **2 MINUTES OF THE MEETING OF THE ASSETS COMMITTEE ON 14 NOVEMBER 2022/MATTERS ARISING**

The Committee viewed a screen shot of the minutes.

**PROPOSED** by the Headteacher, **SECONDED** by the Chair and unanimously –

**RESOLVED:** To confirm that the minutes of the Assets Committee on 14 November 2022 are a true and accurate record of the meeting.

**MATTER ARISING: Min.15. Action Point: Financial Skills Matrix to be issued to Governors.** The action point remained outstanding.

**Min. 2. Action Point: The Financial Skills Matrix to be issued to all members of the Governing Board.**

## **3 CONSTITUTION AND ORGANISATION**

**3.1 CONSIDER ANY CHANGES TO THE LA'S FINANCIAL PROCEDURES:** The Bursar confirmed that no changes had been made to the LA's Financial Procedures.

## **4 FINANCIAL CONSIDERATIONS**

The Chair introduced Alison Johnson, the school's new Bursar, and welcomed her to the meeting.

**4.1** The Chair invited the Bursar to present the period 9 budget review, reconciliation statement and projections.

The Bursar' gave a line-by-line account of variations to the budget at period 9. An overview is appended to these minutes.

In concluding her presentation, the Bursar stated that the school can easily set a budget for next year – there is time to look at the deficits and make changes to improve the budget.

The Chair thanked the Bursar for her presentation. She disengaged from the meeting.

**4.2 FORMULA CAPITAL – MAINTENANCE PRIORITIES:** The Headteacher reported that a down pipe carrying excess water from the roof had been blocked and rain water had penetrated the hall floor, creating a significant bulge and health and safety hazard. A temporary repair had been carried out, but a new floor would be needed in the very near future.

The unexpected expenditure that would be incurred could be met by redirecting money intended for the erection of external fencing to the play area, and for part of the work on the roof. Consideration is also being given to securing funding from the Diocese to cover the cost [£14,000-£16,000.]

Whilst the hall floor is the highest priority, consideration had been given to installing CCTV internally, specifically to safeguard children and staff from allegations etc. An increasing number of children have been deregulated and the staff have to react quickly to sort out problems in corridors etc.

The intention, subject to the Governors' approval, is to accept the quotation of around £1,200 to install CCTV within the school.

In her presentation, the Bursar had referred to the energy efficient grant [decarbonisation]. IT is an area that the grant can be spent on.

The server has reached the end of its '*life*'. A new server would cost about £6,000, plus installation costs. A replacement had been provisionally pencilled in for July.

**The Committee agreed unanimously with the Headteacher's proposal to use part of the energy efficient grant for the purchase and installation of a new server.**

A report received later in the meeting referred to the possibility of DFC funds, £6,373] being used to replace the server. The Governors' liability would be £630].

**RENEWAL OF SLAs IN 2023/24: The Committee accepted the SBM's recommendation for Staff Insurance.**

The Committee reviewed the prices quoted for Wirral SLAs in 2022/23.

The Headteacher reported that the school had used FM Assist Facilities Management in 2022/23, in place of the more costly LA's Facilities Management.

Last year, the school had bought into the Wirral Community Patrol Service but proposed to switch to Atlas Community Patrol this year. The report outlined the

benefits offered by Atlas, which included routine patrols and unlimited responses to fire and burglar alarms.

**The Committee-**

**RESOLVED: To -**

**Confirm that this Committee approves the Headteacher's suggestions for the renewal SLAs in 2023/24, and the change to Atlas Community Patrol for one year only in 2023/24, with a review going forward, subject to the agreement by the rest of the Governors.**

**INDEPENDENT AUDITORS REPORT AND AUDITOR'S CERTIFICATE FOR THE SCHOOL FUND:** With the agreement of the Governors, last year, the school fund had been transferred to the school's budget within a separate code. The sum of £16,582 had subsequently been transferred.

**The Committee received the independent auditor's signed report dated 10 November 2022, confirming the accuracy of the account.**

**BENCHMARKING:** In showing the benchmarking report card on the screen, the Headteacher explained the Governors' responsibility for benchmarking.

The Committee noted that compared to similar schools, for this school -

- the percentage of teachers' expenditure is quite high, whilst admin expenditure is low. [The Headteacher advised that a person had since been recruited for the school office];
- areas for investigation include supply staff, and difficulties with absent teachers;
- Education consultancy slightly high [needed to get new systems up and running.
- Remaining expenditure was similar to comparator schools.

**AUTHORISED SIGNATORIES:** The Committee approved the authorised signatories list and limits of expenditure as presented.

## **5 STAFFING CHANGES:**

**AUTUMN/SPRING.** The Headteacher reported that a child had been suspended. A meeting had been arranged to place the child on a reduced time table. The arrangement would mean that more resources would need to be targeted towards the child.

A member of staff who was due to return at the end of term had decided to move on. Some supply costs had been offset.

The Year 1 teacher would be leaving at Easter. The school is looking to recruit a teacher for the last term.

**Summer:** The school was looking to go to advert for vacancies.

**6 PERSONNEL POLICIES AND PROCEDURES:** The LA had issued a Menopause Policy.

**7 PREMISES:** Consideration is being given to using part of the decarbonisation grant for air conditioning in year 2 classroom, and heating in the year 2 block.

## **8 HEALTH & SAFETY**

The Headteacher reported that as far as he was aware the school is fully compliant with Health & Safety requirements. The recommendation to reduce asbestos levels had been actioned and the protocols were in place.

## **9 PAY APPEALS**

No pay appeals had been received.

## **10 APPOINTMENTS**

The Committee were aware of the expectation to be available for interviews/appointments as and when required.

## **11 GOVERNORS' QUESTIONS.**

No Governors' questions had been received in advance. No questions had been raised at the meeting.

The Chair thanked everyone for their participation and closed the meeting at 1018 hours.

**I CERTIFY THAT THE ABOVE MINUTES ARE A TRUE AND ACCURATE  
ACCOUNT OF THE MEETING OF THE ASSETS COMMITTEE ON 6 FEBRUARY  
2023**

\_\_\_\_\_ **CHAIR**

\_\_\_\_\_ **DATE**

## BUDGET REVIEW AT PERIOD 9 TO 31 DECEMBER 2022

## KEY FINDINGS

## BURSAR' OBSERVATIONS ON VARIATIONS TO BUDGET

## Income

## DfE grants

- Universal free school meals [reception to year 2]: Grant reduced from £40,500 to £39,379 from 2023/26 based on 126 on roll [October 2022 census]
- Catch up/Covid. £40,904 received to date. Reduced to £26,472 in 2023/24; £7,551 in 2024/25, and to cease in 2025/26
- Pupil Premium. Estimated income £168,555, increased to £189,555 in 2022/23. Estimated £189,070 in 2025/26.

## Income External Sources.

- £9,203 in 2022/23, plus outstanding income £1,663 expected for 2021/22 to cover academic mentor's salary. No separate funding expected from September 2022
- Contributions from parents. Income to date £15,611 to be offset against expenditure of £30,000 for school trips.
- Before/After school club is flourishing. Estimated income £30,000 already exceeded. Total estimated income £45,483 based on average monthly wrap around care income.
- Insurance  
£3,850 estimated income at budget setting revised to £14,830.
- Recharges SEN Resources.  
Budget £47,324. Estimated income £60,225 based on current data

## SCHOOL BUDGET SHARE.

- Current year £1,683,049.
- Future years based on predicted falling rolls [36 per year entry] for next three years £1,691,124 declining to £1,492,376 by 2026.

## Expenditure

### Staffing costs

- **Teachers:** Underspend £62,209. Saving offset by £73,571 spending on agency teacher. Number of teachers reduced by 1 x fte.
- **Short term supply.** No budget. Expected spend £66,620.
- **Teaching Assistants.** Expected to be on budget. No. posts 16.5 fte at budget setting reduced to 14.2 at period 9. Provision made for back pay for two leavers.
- **Academic Mentor.** Salary partially offset [£9,200] by National Tutoring Programme in 2022/23 only. .
- **Non-Teaching Support Staff:** Provision made at period 9 for flat pay rise and back pay to April 2022 for all categories of support staff.
- **Agency Staff Supply teacher:** Overspend £73,571. Agency TA [including three 1:1 TAs] overspent by £29,073
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### Employee Expenditure. Sub Totals

2022/23	£1,789,486
2023/24	£1,681,108
2024/25	£1,699,373
2025/26	£1,716,346

## NON-STAFFING INCOME AND EXPENDITURE

- **External provider – building maintenance,** includes £19,108 energy efficient grant.
- **Electricity:** Total estimated spend includes 61.78% increase in costs in 2023/24. [Budget doubled going forward]
- **Gas:** Total estimated spend includes 103.29% increase in costs in 2023/24. [Budget doubled going forward]
- **Transport:** Lease terminated due to increased running costs.
- **Supplies & Services:** Library/reference books. One-off overspend on Accelerated Reader/Maths Wiz. £5000 met from budget, plus contribution from school fund.
- **Computer Hardware:** Overspend £11,339 for purchase of Ipad trolley/- interactive TV.
- **Dual Registered Pupils.** None registered. Balance £4,893



- School Trips/Transport. Overspend £22,268 offset by £15,600 parental contributions.
- External Provider meals: Overspent by £3,988 [average 185 meals a day, inc. fees]
- External provider music: Overspend by £7,117] [46 children @£2.75 pw x 38 weeks]

The remaining codes [including SLAs] expected to spend to budget.

### THREE YEAR PROJECTIONS

In year balance £146,832

2022/23	. £84,549	DEFICIT
2023/24	£75,211	DEFICIT
2024/25	£230,301	DEFICIT
2025/26	£343,369	DEFICIT

LMS RESERVE -£290,150

### CUMULATIVE BALANCES

2023/24	£130,390	CREDIT
2024/25	£99,941	DEFICIT
2025/26	£443,310	DEFICIT

## **THE HEADTEACHER'S OBSERVATIONS ON PROJECTIONS**

- **Ready acknowledgement of the need to make changes to reduce expenditure**
- **Savings already achieved by deferring the appointment of Deputy Headteacher and School Business Manager for a year**
- **Agreement in principle to reduce the Planned Admission Number [PAN] from 56 to 45; thus gradually reducing the number of classes/teachers across the school**
- **Careful scrutiny of all vacancies and staffing establishment as they arise to assess whether replacements are required**
- **Decision to abandon plans to purchase the mini-bus outright due to increased running costs [fuel] and to cancel the hire agreement to avoid 25% increase in leasing costs, [and thus avoid likely further increases over the hire period**
- **Applying best value principles consistently across all areas of expenditure**
- **Stringent monitoring of all non-staffing expenditure and income streams**
- **A balanced budget is forecast for 2022/23**
- **Potential savings will offset the predicted deficit in each financial year**
- **Confidence that strict adherence to the savings plan will ensure a healthy credit will be taken forward to 2023/24.**