



## ST ALBAN'S CATHOLIC PRIMARY SCHOOL

*Love one another as I have loved you*

### MINUTES OF THE MEETING OF THE ASSETS COMMITTEE

21 JUNE 2022 at 1900 hours

[draft: 24/06/22]

**PRESENT:** John McDonald [Headteacher]  
Peter Matthews [Chair]  
Kevin Doogan

**Apologies/Absent:** Nicola Boyd, Bernie Mooney, Bridget Pullen

**In attendance:** Joanne Holmes, School Business Manager  
Eileen Coyle, Clerk to Governors  
Daniel Stenhouse, LA Bursar [item 3.]

**PETER MATTHEWS in the CHAIR**

*The Chair invited everyone to join in an opening prayer.*

## 1 PRELIMINARIES

**1.1 WELCOME AND APOLOGIES FOR ABSENCE:** The Chair welcomed everyone to the Summer term meeting of the Assets Committee.

No apologies for absence were received.

**RESOLVED:** To note the absences of Nicola Boyd, Bernie Mooney and Bridget Pullen.

**1.3 DECLARATIONS OF INTEREST:** The Governors declared that there were no changes to the Declarations of Interest made in Autumn 2021.

Having reviewed the agenda, the Governors confirmed that they had no personal, financial, contractual or prejudicial interest in any item on the agenda for to-day's meeting.

## 2 MINUTES OF THE MEETING OF THE ASSETS COMMITTEE on 8 FEBRUARY 2022/MATTERS ARISING.

**RESOLVED:** To confirm that the minutes of the meeting of the Assets Committee on 8 February 2022 are a true record of the meeting.

**MATTER ARISING: SCHOOL FUND ACCOUNT:** The business manager tabled the Auditor's Certificate, dated 20 April 2022, for the period April 2020 to March 2021.

The school fund is now a separate, ring-fenced part of the school budget.

The business manager drew attention to the entry under Income on the budget monitoring report which confirmed that the sum of £16,513 had been transferred from the school fund to the school's budget. Arrangements were in hand to audit the final accounts prior to transferring the balance to the school's budget.

**RESOLVED:** To receive the Auditor's Certificate for the School Fund Account, for the period April 2020 to March 2021.

## 3 FINANCIAL ASPECTS

**3.1 BURSAR'S PERIOD 12 BUDGET REVIEW:** The Chair welcomed the Bursar, Daniel Stenhouse, and invited him to present the Budget Monitoring Report 2022-23.

The Bursar tabled copies of his report. He commented that budget monitoring was difficult at periods 6 and 9 because a business manager was not in post at that time. The new business manager had recoded expenditure correctly, giving much more confidence in the figures.

The bursar's commentary is appended.

### 3.2 BUDGET SETTING 2022/23.

The data shown below has been extracted from the budget report.

Year	2022/23					2023/24	2024/25	2025/26
	£					£	£	£
	Budget	Spend	Difference	Delegated Budget	Total Budget incl.grants			
Total Income	-1,980,369	-2,076,255	-95,886	-1,899,695	-£2,087,545	-£1,994,594	-£1,994,594	-£1,994,594

Total Expend	1,848,628	1,919,318	60,690	2,090,998	2,149,828	2,231,678	2,261,434	2,280,581
In year bal.	-121,741	-156,938	-35,197	191,303	62,283 Deficit	237,084 Deficit	266,840 Deficit	285,987 Deficit
Delegated budget C/F	-195,495	-195,495	0	-352,433	-352,433	-290,150	-53,066	213,774
LMS reserve	317,236	0	-317,236	-161,130	-290,150 Cum credit	-53,066 Credit	213,774 Deficit	499,761 Deficit
Cumulative Balance	0	-352,433	-352,433					

**RESOLVED:** Having considered the budget in detail, the Assets Committee recommends that the full Governing Board adopts the school's budget for 2022/23 at its meeting on 28 June 2022.

**3.3 SCHOOL' S ADMISSION NUMBER:** The Headteacher reported that 57 children would be leaving year 6, and based on the latest count, 36 children would be joining the school in September.

He reminded the Committee that the school's income is calculated based on the number of pupils on roll. Whilst at present the income is sufficient to fund the staff currently employed, inevitably a reduction in pupil numbers over the coming years would have a negative impact on staffing levels.

The admission number is 56. He recommended that the Governing Board needs to make a decision to reduce the admission number for 2023/24 to 45.

**3.4 DEVOLVED FORMULA CAPITAL:** The Diocese manages the DFC allocation. The Headteacher estimated that approximately £5 remained for this year and that the next allocation, which is expected in July, would leave a balance of £15,589.

The Chair thanked the bursar for his attendance and presentation, and he withdrew.

**3.5 INTERNAL AUDIT:** The Headteacher recalled last internal audit had been carried out in 2019. The Covid pandemic had interrupted the normal three-year programme of visits, and whilst the next visit was likely to be delayed, it would be prudent to go through the actions from last time to make sure they have all been addressed, or there is a plan in place to address them.

The bursar replied that she had accessed the previous audit and was satisfied that all the documentation is in place.

#### 4 **FINANCIAL POLICIES AND PROCEDURES: JUNE 2021.**

The Headteacher gave a commitment to work with the business manager to make sure that the school has the right policies and that they are all in place.

The business manager confirmed that she would carry out an audit check to make sure the policies have been personalised for this school, and that they have all been approved by the Governing **Board**.

#### 5 **HEADTEACHER'S REPORT**

**5.1 STAFFING CHANGES :** The Headteacher reported –

- A new teacher has been appointed for the Reception class from September.
- The fixed term contract for a teacher had not been renewed.
- The fixed term contracts for four staff members who support individual children will be extended to December 2022, when a further report would be presented.
- The year 2 teacher is covering an absent teacher due to illness. Supported by occupational health, the teacher is expected to return on a phase return basis in the next couple of weeks.
- A member of staff who had been absent with a broken foot was due to return on light duties on 22 June
- Compassionate leave has been granted to a member of staff whose ex-partner had died unexpectedly to enable her to support their son.
- A member of staff had requested a reduction to three days a week on return from maternity leave. The Headteacher explained he had refused similar requests at his previous school on the grounds that some children have attachment disorders and they need stability and it is difficult to recruit a person for the remaining two days a week. He had spoken to the member of staff and to HR and was awaiting a response from HR before making a decision. .

The Headteacher updated the Committee on the arrangements for the role of SENCO until the end of the Autumn term.

**5.2 CATCH UP FUNDING:** If not spent on tutors during the remaining weeks of the term, the Government is likely to claw back all or part of the balance, which currently stands at about £14,000.

**5.3 PE SPORTS GRANT:** The impact statement has to be published on the school's website by 31 July. Part of the grant has been used for swimming lessons for children who missed out because of Covid.

Information received in June confirmed that the grant would be payable next year.

## **6 PROPOSED NEW WHOLE SCHOOL STAFFING STRUCTURE**

The Headteacher shared with the Committee a proposed new staffing structure designed to strengthen the leadership by incorporating three posts of Phase Leader, each of whom would be awarded a TLR. The structure included a temporary TLR to undertake a specific piece of work. Provision [approximately £2,800] had been made in the budget for four TLR allowances .

TA3s/TA4s are qualified to take a class. Currently, there are no TA3/TA4s in this school. The intention, over the coming year, is to train TA2s to become TA3s or TA4s to enable them to undertake this role.

The Headteacher clarified a question from a Governor on subject responsibilities.

## **7 RISK ASSESSMENTS**

The Headteacher advised –

The action point relating to risk assessments for the whole school, including catering and after school provision, would be taken to future meetings of the Governing Board.

Measures to improve ventilation in classrooms had been addressed. Each classroom has an air purifier and two monitors.

A risk assessment on an activity at Barnstondale Adventure Centre been completed and sent to the LA.

The school now uses EVOLVE. Training for the whole school staff will take place in September.

Two members of staff are responsible for co-ordinating risk assessments for the whole school. One co-ordinator checks the risk assessments and reports to the Headteacher who gives the final authorisation. The staff are aware that a trip will not go ahead unless it is has been authorised in advance.

## **8 POLICIES AND PROCEDURES**

A major consultation programme is underway, nationally and locally, on a range of personnel policies and procedures, including Capability, Disciplinary, Grievance, Appraisal and Sickness absence.

One of the professional associations has highlighted a list of issues including failure to comply with the Equality Act.

The policies and procedures would be taken to the Governing Board for ratification, once agreement has been reached and the consultation process has been finalised.

## **9 OTHER BUSINESS.**

**9.1 THE ASSETS REGISTER.** The business manager presented a list of IT equipment which is no longer serviceable and requested the approval of the Committee for its disposal.

The Headteacher reported that the school had purchased an extra half-day from IT support to draw up an Assets Register.

**RESOLVED:** To approve the disposal of the obsolete IT equipment listed.

The Chair of Governors signed the list.

**9.2 EVERY:** The business manager explained that EVERY can be used to allocate jobs etc and to produce a list of things that need to be done in priority order. She added that in future the audit trail would be an EVERY audit trail.

## **10 PREFERRED DAY AND TIME FOR GOVERNORS' MEETINGS**

**RESOLVED:** To canvass Governors' views on their preferences when the membership of Committees has been agreed at the business meeting in September.

There being no further business, the Chair thanked everyone and closed the meeting at 2006 hours.

**Meeting of the Assets Committee: 21 June 2022**  
**Budget Report 2022/23: Bursar's Commentary**

**INCOME:**

Total income more or less as predicted.

Sports/PE Grant: £19,330, based on 333 pupils on roll. Assumptions made that a similar amount would be received for each of the three years to 2025/26.

Catch up/Covid-19 Grant: The Headteacher advised that the total grant, £17,661, needed to be spent by the end of the Summer term to prevent a Government a claw back. Trying to recruit more tutors in the remaining few weeks of the term was proving to be a major challenge.

Fees and charges: Before and After school club. Income [£38,168] in 2021/22 had exceeded expectations; accordingly, the budget has been increased to £30,000.

Insurance income [staff absences]: Income – current year £3,850. Some income had been paid in April 2022.

Recharges SEN Resource units. Income [£36,100] in previous year exceeded budget [£21,346]. Current year estimated income £47,324 based on current data.

Supplementary grant: This new Government grant is intended to help schools meet unexpected expenditure such as the increase in employer NI contributions and utility costs. The estimated income for current year £50,331, had been calculated based on £97 per pupil, £85 per pupil on FSM6, plus a lump sum. Whilst the monitoring sheets showed a similar amount in the three years to 2025/26, the expectation from 2023/24 was that the grant would be absorbed into the dedicated budget allocation.

**EXPENDITURE**

Staffing costs: The main scale salary ranges had been adjusted to reflect the M1 salary increase for new starters. Teachers' salaries had been increased by 3% for inflation, and by 2% for UPS and Leadership. Provision has been made for staff moving up their pay scales.

Premises:

Utility costs: Electricity budget increased by £7,000 to £22,500, to meet increased charges. Gas budget increased by £3,000 to £12,025.

Transport: £6,000 built into the budget for the leasing costs of minibus, plus £500 for petrol; [which may not be insufficient]

Transport to Baths incorporated into Use of Swimming Baths [Essential].

Supplies and Services: Equipment. Classroom supplies. The budget £30,000 was overspent last year by £26,185, due to miscodings. The codings have been sorted out and income and expenditure is now shown where it should be.

Educational materials includes ring-fenced School fund income of £16,513.

Computer hardware: Budget [£3,500] one-off overspend [£15,000] includes the cost of new Ipad trolley.

Admin.Licences: Budget increased from £1,800 to £13,901, following coding adjustments.

Third Party Expenditure: Budget reduced from £25,000 to £13,000 to reflect underspend in previous year.

Support Services: Includes new external providers, cleaning and caretaking, and facilities management following decision to move away from LA.