

SPRING TERM 2021

MINUTES OF THE MEETING OF THE WENSLEY FOLD CE PRIMARY ACADEMY FINANCE AND AUDIT COMMITTEE HELD ON THURSDAY 3RD MARCH 2021 AT 6.00 PM VIA MS TEAMS VIDEO CONFERENCING

PRESENT: Mrs D. Simpson (Headteacher), Ms O. Fairless, Mrs A. Hussain (Chair), Miss M. Beck, Mr J. Leigh, and Mr T. Hussain.

IN ATTENDANCE: Mr G. Mukadam (Clerk), Mrs S. Pfeiffer (Deputy Headteacher) and Mrs S. Blackwell (School Business Manager).

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES OF THE LAST MEETING

Resolved: that the minutes of the meeting held on 12th November 2020, having been previously circulated, were approved at the last full Governing Body meeting.

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes of the meeting held on 12th November 2020.

4. REGISTER OF BUSINESS INTERESTS

There were no declarations of interests in relation to agenda items.

5. REVIEW AND MONITORING SERVICE LEVEL AGREEMENTS

The following general Service Level Agreements were presented:

Governor Training – LA	HR Consultancy – BwD
Payroll – People and Pay	ICT Services – Crystal
Insurance – Marsh House	Occupational Health – PAMS
Property Services – BwD	SIMS Support – OSMIS
French – L McCormick	Drama – P Simpson

Here the Headteacher declared an interest in the Drama SLA which is provided by her husband. It was added that this SLA gives value for money and the Headteacher does not sign the payment cheque.

The Committee approved the SLAs.

6. MONITORING OF THE SCHOOL BUDGET

A copy of the February 2021 accounts was circulated to the Committee in advance of the meeting.

Mrs S. Blackwell reported that there are some small variances but the main variance is in teaching because a teacher was budgeted for Foundation Stage but has not been employed.

Catering income is lower due to change over to an external company.

The hire of the building income is low due to the Coronavirus Covid 19 pandemic.

Overall the finances are healthy.

Question: Will you realign the budget after Easter?

Answer: The advice from the accountant is to leave it on the basis that it is near the end of the accounting period and variances can be explained to satisfy the EFA (Education Funding Authority) requirements.

Question: Has lunch provision started with the new external company?

Answer: We had a one day provision before lockdown started. It continued during lockdown for the pupils that attended but on a reduced menu and the feedback from pupils was positive. It gave staff an opportunity to get used to it with smaller numbers. Monday 8th March 2021 will be a full school opening and full menu.

There were no updates and amendments to agree or virements to formally agree.

In terms of the reserves plan the suggestion was work on the Early Years setting. For example, tarmac, Velux window installation and other minor bits of work. It was added that Reception Class has recently had a good sort out to brighten up the area here.

The Committee approved the February 2021 accounts.

7. REQUESTS FROM OTHER COMMITTEES

There was a request from the Community Committee for approval of expenditure of £2,546.47 towards labour costs, shower tray and associated pipe work for the refurbishment of the lodge bathroom. The Site Supervisor has purchased a bath, sink and toilet.

Question: How long will this work take?

Answer: Not sure but school facilities can be used during the work.

The Committee approved the expenditure.

8. RISK REGISTER

Mrs S. Blackwell reported that one of the recommendations of the audit was a Risk Register Committee. However, school is not big enough to have a special Committee. EFA guidance is that Governors look at areas that the big audit does not cover. Therefore, the Committee can request the auditors to look at a specific area. This request is carried out once a year.

One suggestion was to look at staffing which is approximately 80% of the budget. It was also suggested not to look at the whole of the staffing but specific areas such as Administration and Clerical.

The Committee was requested to think about this and e-mail school their recommended area.
Action Committee.

Mrs S. Blackwell also agreed to send Committee members a link to the DfE website to look at the school's Benchmarking Card for the 2019/2020 expenditure.
Action Mrs S. Blackwell.

This was then discussed further.

Question: Is school still subject to EU (European Union) legislation?

Answer: School is guided by DfE in changes to legislation.

9. POLICY REVIEW/AMENDMENTS/NEW

The following policies were reviewed and agreed:

Anti-Fraud and Corruption Policy
Business Continuity Plan
Debt Management Policy
Gifts and Hospitality Policy
Financial Procedures Manual

Best Value Statement (Quotation Policy)
Charging and Remissions Policy
Fixed Assets and Depreciation Policy
Investment Policy

with one recommendation from audit for the Financial Procedures Manual. This was that any member of the SLT (Senior Leadership Team) can authorise a credit card transaction and not just the Headteacher.

Question: What is the limit on a transaction?

Answer: There is no limit on a transaction.

10. CHARGING POLICIES

Lettings Policy

There were no changes to this policy.

11. MONITORING OF PUPIL PREMIUM

Mrs S. Pfeiffer talked Governors through the report which was also displayed on screen from which the following points were highlighted:

This grant is approximately £53,800 and is subject to change once final figures are released.

A chunk of funding is spent on staffing costs and the rest on areas such as resources.

Objective one is attainment and here in reading from Autumn Term 2020 to assessment point one 85.37% of pupil premium pupils achieved the expected standard or above compared to 81.88% for non pupil premium pupils which is a positive achievement.

In mathematics the scores for pupil premium pupils and non pupil premium pupils were in line with each other.

In Year 1 for Read Write Inc. the impact is good. On entry to Year 1 nineteen out of sixty one

pupils were meeting the expected standard in reading now fifty seven out of the sixty one have met the expected standard.

Objective two is language and this will be shared with the Committee next term.

Objective three is mental health and a review of strategies was talked through and impact listed.

There is one pupil who is a LAC (Looked After Child) and an overview of the targets was given. The pupil is also in receipt of one to one welfare support for five hours a week.

Pupil premium plus funding of £400 has been applied for and received.

Mrs S. Pfeiffer was thanked for her report.

12. MONITORING OF SPORTS PREMIUM

Mrs S. Pfeiffer talked Governors through the report which was also displayed on screen from which the following points were highlighted:

The grant is for £19,600 and less has been spend this year due to the Coronavirus Covid 19 pandemic and subsequent lockdowns. However, resources have been purchased and Blackburn Rovers Football Club has completed some specialist coaching. Work in this area will be picked up when all pupils are back in.

Question: If you do not spend the money can you carry it forward?

Answer: Yes. We want to push sports people coming to school when they can.

Mrs S. Pfeiffer was thanked for her report.

13. MONITORING OF COVID CATCH UP PREMIUM

Mrs S. Pfeiffer talked Governors through the report which was also displayed on screen from which the following points were highlighted:

Covid Catch Up Premium is £33,600 and information is also on the school website.

A big area of the expenditure is on teaching and additional interventions. Some funding has been spent on resources such as the Oxford Reading Buddy and additional reading support online materials. Some funding has been spent on Seesaw, an online platform for student engagement. Funding has also been spent on CPD (Continuing Professional Development) for online learning and remote learning.

Question: Is it a one off funding due to the pandemic?

Answer: It depends on what we want to continue for example the use of one to one devices which have been purchased. The big purchases will not have to be made every year.

Question: Will there be some provision during the holiday period?

Answer: There is a push on the National Tutoring Programme which is 75% funded by the DfE and schools can use the rest from the Catch Up grant. Tutoring is carried out online. However, school cannot quality assure if the staff online are trained in school ways. You have

to sign up to a minimum of fifteen sessions at a cost of £200 per session and this money may be better used on in house staff. Pupils at this school can catch up quickly academically but also need to play.

14. SCHOOLS DIRECT UPDATE

This is financially viable with twenty enrolled for the current year which has now gone down to nineteen. Ten trainees have enrolled for the next academic year at this stage which is encouraging in filling all twenty places.

15. GOVERNOR TRAINING

There was no training relevant to the Finance and Audit Committee.

16. ANY OTHER BUSINESS

The name of the Committee was agreed as the Finance and Audit Committee and will need to be formally approved at the next full Governing Body meeting.

Action full Governing Body.

17. DATE AND TIME OF NEXT MEETING

The next meeting of the Finance and Audit Committee will be held on:

Thursday 17th June 2021 at 6.00 pm.

The Chair thanked everyone for attending and closed the meeting at 6.50 pm.