



Oldcastle Primary School
Inspire ★ Motivate ★ Educate
Mrs Ceri Littlewood
Headteacher
South Street
Bridgend
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Minutes Finance 11/10/22

Present – Barrie Lewis, Ceri Littlewood, Sara Peters, Damian Faulkner, Jack Shaw, Angela Minton, Nia Vaughan.

Apologies – Lyn Walters, Heather Holder, Janine Burr, Amanda Moore, Gemma Poupon, Nerys Sales.

2. Election of chair for the finance committee,

For Information	To be Actioned/Response
Barrie Lewis was nominated and seconded and was successfully appointed as chair of the finance committee.	Agreed

3. Budget Update including private funds

For Information	To be Actioned												
School Budget <table> <tr> <td>Allocation</td><td>£1,456,401</td></tr> <tr> <td>Income</td><td>£317,541</td></tr> <tr> <td>Underspend from last year</td><td><u>£284,826</u></td></tr> <tr> <td>Total amount available</td><td>£2,058,768</td></tr> <tr> <td>Estimated Expenditure</td><td><u>£1,985,685</u></td></tr> <tr> <td>Estimated credit</td><td>£73,083</td></tr> </table> Spending Plans Funds have already been allocated projects - Toilet Refurbishment £58K. Literacy Scheme £40K. School budget remains healthy but we are monitoring it closely, particularly in areas where we reduced our expected spending for the year. The school drainage survey was carried out in the summer and this has highlighted a serious deterioration in the drains with the potential for collapse in some areas. BCBC deem the work as urgent and visits are underway to confirm what work will be completed and when. In the last meeting it was indicated that BCBC will pay for the works and any remedial works to put back the areas concerned, the school has asked for this to be confirmed in writing as the cost of this type of work could severely impact the school budget should the school be required to contribute. Flu vaccinations have been offered to all staff and the school is covering the cost. The Harper Trust vs Brazel case regarding support staff paid weeks has now completed its appeal process and the decision stands. The school is working with BCBC to ensure support staff pay is correct following the outcome of the case and support staff pay will increase.	Allocation	£1,456,401	Income	£317,541	Underspend from last year	<u>£284,826</u>	Total amount available	£2,058,768	Estimated Expenditure	<u>£1,985,685</u>	Estimated credit	£73,083	Agreed and noted.
Allocation	£1,456,401												
Income	£317,541												
Underspend from last year	<u>£284,826</u>												
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Estimated Expenditure	<u>£1,985,685</u>												
Estimated credit	£73,083												

Update on Private Funds - Year end 31.8.21

The final set of accounts will be ready for audit by the end of November.

Current Auditors (2020-2021)

Rachel Evans (Governor and Teacher)

Katie Lincoln (Teacher) additional auditor Beth Lewis (Teacher)

The accounts are then checked by the Headteacher and passed for a final check and sign off by Damian Faulkner (Chair of FGB 2022 -2023). Governors can view the accounts at any time should they wish.

- **Music Fund**

Balance as at 1.9.22 **£3542.22**, the school has repaid the school budget for funds spent up April 22, the balance held will be moved to school budget in April 23 when this year's costs are confirmed.

This year the school subsidised music by paying for the music SLA from budget as the funds collected did not cover the whole cost, this has resulted in a small increase in fees for the new school year (50p a lesson).

- **Afterschool Club**

Balance as at 1.9.22 **£27,083.80**, the school is holding the fees for after school for the current financial year to date, this will be moved across to budget in April 23 when the years costs are confirmed. (Anticipated to be around £45,000)

The school has increased capacity in the club which has resulted in an increase in costs and income this year.

- **Private Funds**

Balance as at 1.9.22 **£43,752.35**, this fund is holding a variety of funds (around £15,000) to pay for a variety of items, such as swimming, panto, trips, year 6 events and rewards day. Funds are also earmarked for future enrichment activities such as tennis, fencing and cooking, and hall hire (around £5,000). The school keeps £10,000 in reserve.

4. Health and Safety Report - Update

For Information	To be Actioned
SP presented a report which is available to view in the drive, this contains details of all maintenance works planned and cyclical, emergency works, fire evacuation and lock down drills for this term. The Information Exchange system is up to date. The school is no longer legally required to produce a covid risk assessment following the relaxation of rules. However, some areas are still ongoing, such as hand sanitation, hand washing and isolation. A health and safety walk about was carried out with the chair of the finance committee on 29th September, the outcome was very good, the school is looking good, bright and cheerful with a few housekeeping items to be completed. BL commented the walk around was a lovely experience, the children were happy, well behaved and not phased at all by a visitor. Every class had a buzz about it and it was a great environment. It was also nice to see the new outdoor equipment in use and benefitting all the children.	• Noted

Risk Assessments have been updated for both the school and relevant children for the new school year. HSE classroom checklists have been completed by every class teacher and any points raised have been actioned. An update was provided on the sensory room, the room is now complete and being well used. An update was provided on the toilet refurbishment, it is expected to last 6 weeks, it is challenging but staff and children are coping well, the rooms are already stripped out and ceiling work is underway. Discussion was held around having a grand opening, and the school will certainly consider this when works are complete. Comment was made about a bare wall at the rear of the school and whether the PTA could arrange for it to be painted in a similar way to the other walls. BL commented that other governors should be encouraged to visit the school during the school day as there is so much to see and always lots going on. The chair of governors will raise this with all governors before the next meeting.	Agreed DF to raise with other governors.
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5. Staffing Update

For Information	To be Actioned
The Headteacher provided an update - 1 FTE staff member is returning from maternity leave on a part time basis (3 days) in December, however she will not be returning to her class at this time, the school is able to keep the existing teacher in the class offering continuity and stability. The three days will be used to cover other classes and for a forthcoming maternity cover contract. The school has successfully employed a lunch time supervisory assistant following the changes made to school meals and the resignation of a previous staff member. After school club is now being covered by existing staff on a contracted basis, this provided additional capacity for this very busy club.	

6. AOB

For Information	To be Actioned
The memorial plaque has now been mounted in the school garden and plans are underway to purchase a bench. The plaque was donated by the developers of the Valleys 2 Coast project at the end of St Marie St as part of their developer contribution.	

All documents relating to the meeting were available to view and comment on in the Governor Drive prior to the meeting.

This is a true and accurate record of the meeting.

B. Lewis

Chair of the Finance Committee - Barrie Lewis

15-11-22

Date