

# OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

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## Minutes Finance 11/10/23

**Present** – Barrie Lewis, Ceri Littlewood, Sara Peters, Damian Faulkner, Nia Vaughan, Lowri George.

**Apologies** – Lyn Walters, Heather Holder, Janine Burr, Amanda Moore, Nerys Sales, Jack Shaw, Angela Minton, Matthew Jones.

### 1. 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. | <ul style="list-style-type: none"> <li>Agreed</li> </ul> |

### 2. Budget Update

| For Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | To be Actioned    |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |
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| <p><b><u>School Budget</u></b></p> <table> <tr> <td>Allocation</td><td>£1,532,383</td></tr> <tr> <td>Income</td><td>£353,691</td></tr> <tr> <td>Underspend from last year</td><td><u>£175,047</u></td></tr> <tr> <td>Total amount available</td><td><b>£2,061,121</b></td></tr> <tr> <td>Estimated Expenditure</td><td><u>£2,031,934</u></td></tr> <tr> <td>Estimated credit</td><td><b>£29,188</b></td></tr> </table> <p>Budget continues to be tight and funds are being micromanaged each month to ensure the school is on track and conserving as much funds as possible. There are no additional spending plans at present.</p> <p>Discussion was held around the cost of supply staff currently being used due to staff sickness levels, the school is monitoring this and some additional funding has been received which can be allocated to this funding code.</p> <p>Discussion held around the IT SLA and funding for equipment through the HWB pot, the headteacher confirmed there is around 11k available in this pot at present for the school to use but the cost of equipment has increased. This SLA will be reviewed next year to ensure cost efficiency.</p> | Allocation        | £1,532,383 | Income | £353,691 | Underspend from last year | <u>£175,047</u> | Total amount available | <b>£2,061,121</b> | Estimated Expenditure | <u>£2,031,934</u> | Estimated credit | <b>£29,188</b> | <ul style="list-style-type: none"> <li>Agreed and noted.</li> </ul> |
| Allocation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | £1,532,383        |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |
| Income                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | £353,691          |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |
| Underspend from last year                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <u>£175,047</u>   |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |
| Total amount available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>£2,061,121</b> |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |
| Estimated Expenditure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <u>£2,031,934</u> |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |
| Estimated credit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>£29,188</b>    |            |        |          |                           |                 |                        |                   |                       |                   |                  |                |                                                                     |

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## 3. Staffing Update

| For Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | To be Actioned                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <p><b>Sickness</b><br/>The school currently has 4 members of staff on long term sickness and supply cover is being used as the school has little capacity to cover this level of absence. Costs are increasing however there is little option.</p> <p>Discussion was held around the school's absence insurance levels, currently teachers are covered after three days of absence however support staff are not covered due to the annual cost, previous cost comparison showed that insurance was more costly than covering the absence however this year the school has three support staff off at the same time, long term due to illness. Insurance for this will be reviewed in March to assess if it is still the most cost effective option.</p> <p><b>Recruitment and Staff changes - moved to Private and Confidential</b><br/>There are a number of adverts out for fixed term contracts, shortlisting is planned for Friday 20th, and interviewing for Friday 27th.</p> | <ul style="list-style-type: none"> <li>Noted</li> </ul> |

## 4. Private Funds Update

| For Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | To be Actioned                                                     |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| <p><b><u>Update on Private Funds - Year end 31.8.23</u></b><br/>The final set of accounts will be ready for audit by the end of November.</p> <p><b>Current Auditors (2022-2023)</b><br/>Rachel Evans (Teacher)<br/>Katie Lincoln (Teacher)<br/>The accounts are then checked by the Headteacher and passed for a final check and sign off by Damian Faulkner (Chair of FGB, 2023 -2024). Governors can view the accounts at any time should they wish.</p> <p><b>Music</b> - Balance as at 1.9.23 £2516.. This fund holds money in order to pay music teachers and music SLA's.<br/><b>ASC</b> - Balance as at 1.9.23 £20,855. This fund holds the balance for payment of after school club costs for the year, generally all funds from this account are transferred across annually to pay costs.<br/><b>Private Funds</b> - as at 1.9.23 £58,372. This fund holds all money collected for trips, events and activities, it is currently holding residential funds, swimming funds, enrichment funds and donations, these will be transferred across to the budget in due course. The school retains £10,000 of this balance as a reserve fund.</p> | <ul style="list-style-type: none"> <li>Noted and agreed</li> </ul> |

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## 5. Health and Safety Update

| For Information                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | To be Actioned                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|
| <p>Health and Safety report is available to view in the drive.</p> <p>Headlines-</p> <p>Emergency Planning - this has been reviewed and a copy of the plan provided.</p> <p>Covid - Covid is still around but this is being managed by the school as part of normal sickness routines.</p> <p>Walk around completed and a copy of the report has been provided, BL completed the walk around and commented that the school is looking great and presents a great environment.</p> <p>Compliance Information Exchange - This is up to date and the compliance officer is visiting next week to complete an audit.</p> <p>Maintenance - is up to date, a number of items are booked for half term. Drain work phase 4 is now complete and phase 5 is planned for half term.</p> <p>In addition, to the above -</p> <p>Environmental Health - the school kitchen and milk kitchen have both been awarded a 5 score for food hygiene and standards.</p> <p>The school had recently had a norovirus outbreak and has worked with public health Wales and environmental health to manage the outbreak. The school has been biomisted this weekend to help stop the spread of infection.</p> <p>The school held a meeting recently with school transport regarding the road environment around drop off and pick up times. The department has pledged to assist and put an action plan in place.</p> | <ul style="list-style-type: none"> <li>Noted</li> </ul> |

## 6. Policies

| For Information                                        | To be Actioned                                                                                                                                                                    |
|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>CCTV</li> </ul> | <ul style="list-style-type: none"> <li>Agreed, discussion was held around the placement of cameras and that they do not cover all outside areas. SP confirmed that all</li> </ul> |

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|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Charging Policy</li> </ul> | <p>external school /entrance exits are covered and the main entrance doors as detailed in the policy. Cameras covering all internal yards would be cost prohibitive and not deemed necessary.</p> <ul style="list-style-type: none"> <li>Agreed</li> </ul> |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 7. AOB

| For Information | To be Actioned |
|-----------------|----------------|
| None.           |                |

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.

*agreed by FCIB-BL not present*

Chair of the Finance Committee - Barrie Lewis

Date

*15.11.23*