

OLDCASTLE PRIMARY SCHOOL

INSPIRE - MOTIVATE - EDUCATE

Goreu Cam, Cam Cyntaf - The most important step is the first step



Minutes Finance 7.2.24

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

Apologies – Lyn Walters, Heather Holder, Janine Burr, Amanda Moore, Nerys Sales, Angela Minton, Ian Williams, Page Baldwin.

1. Budget Update

For Information	To be Actioned/Response												
<u>School Budget - period 10 update</u> <table> <tr> <td>Allocation</td><td>£1,605,678</td></tr> <tr> <td>Income</td><td>£393,191</td></tr> <tr> <td>Underspend from last year</td><td><u>£175,047</u></td></tr> <tr> <td>Total amount available</td><td>£2,173,916</td></tr> <tr> <td>Estimated Expenditure</td><td><u>£2,113,628</u></td></tr> <tr> <td>Estimated credit</td><td>£60,288</td></tr> </table> 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. Discussion was held around the unspent funds in the current budget which have already been allocated, the headteacher confirmed that these were likely to be spent by the end of the financial year and the school is also likely to spend some of the estimated credit of £60,288. The resulting estimated credit is likely to be around £50,000 at the year end. No decision has been made on schools being able to roll forward funds in excess of £50,000 into the coming year as in previous years, and the school will not know if this is an option until after the end of the budget period. Discussion was held around how difficult it was for the school to forward plan without this information, along with forthcoming budget cuts and how the school would need to think differently to stretch the budget as far as possible. Private Funds update at end of Dec 2023 The three funds are currently being finalised for audit purposes, as soon as this is complete the appropriate documentation will be submitted to the charities committee as is required. Once the audit is complete, the accounts will be passed to the headteacher and chair of governors for final approval.	Allocation	£1,605,678	Income	£393,191	Underspend from last year	<u>£175,047</u>	Total amount available	£2,173,916	Estimated Expenditure	<u>£2,113,628</u>	Estimated credit	£60,288	Agreed and noted
Allocation	£1,605,678												
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Current Auditors, K Lincoln and R Evans.

Music - Balance as at 1.1.24 £5975. This fund holds money in order to pay music teachers and music SLA's. Around £8000 will be transferred in May 2024.

ASC - Balance as at 1.1.24 £35752. 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. (approx £47,000)

Private Funds - as at 1.1.24 £61289.93. This fund holds all money collected for trips, events and activities, it is currently holding residential funds and enrichment funds which will be transferred across to the budget in due course (approx £30,700). The school retains £10,000 of this balance as a buffer fund.

2. Budgeting and Spending Plans

For Information

The Headteacher put forward the remaining spending plans for the year for approval

- Repairs and Maintenance Budget has funds remaining and would like to use this to replace the broken blinds across the school. Much of the school faces south and the sun causes issues in many classrooms with seeing the board and IT equipment, one child in year 5 is particularly affected however many children and staff struggle with it. The school proposes that all broken blinds be replaced with the funds remaining in this budget pot, the cost for Phase 1 is £4,200, and Phase 2 is an additional £4,200, quotes have been obtained and were shared with governors. Agreement was reached to proceed with Phase 1 immediately and Phase 2 early April or May. Solar Sunshades were agreed to be the best value as they can also fit and return if the school has any problems.
- The Literacy Budget has funds remaining and the school now needs to use this budget to replace IT equipment for literacy and learning across the school. This is not new equipment but replacing equipment that has broken or is being repeatedly repaired. Approximately £1000 will be used to purchase more books to see the school through the next year with the new literacy scheme and it is proposed that the remaining amount be spent as follows.
Replacement chrome books circa £7975 (25 chrome books)
Replacement Ipads circa £8046 (27 Ipads)

To be Actioned

- Agreed £4,200 with Solar sunshades immediately, with phase 2 to follow in April or May at an additional cost of £4,200.
- Agreed a spend of £7975 on chrome books and £8046 on ipads to replace existing from Extrascope based on value.

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Quotes were shared with governors and governors opted for the best value.

Staffing

Discussion was held regarding staffing for the coming year and this will be brought to the full governing body meeting in March to discuss further and agree. The school is working on this at present and should have up to date costs by March.

The Headteacher stressed the importance of particular roles within the school and the huge impact the roles have on pupils and families.

A survey has been carried out across all parents and 86% of parents advised they'd had a helpful interaction with the school's Family Engagement Officer.

Data from the work carried out by the Outdoor Learning Support Officer and the PDG/EAL Learning Support Officer is currently being assessed, however there is already evidence that the roles are having a big impact within the school.

- Governors agreed that the roles should be protected, this will be revisited with the FGB in March.

3. Health and Safety Update

For Information

Health and Safety report is available to view in the drive. A general overview was provided, the school recently had a H & S visit from the LA and they were very complimentary about the school and its processes. The caretaker carries out much of the work involved and they were very impressed with the maintenance. The school confirmed that all Risk Assessments and COSHH paperwork is up to date.

The school recently had an incident which resulted in it revisiting its access risk assessment and seeking advice from the LA's H & S team to ensure all the measures put in place were appropriate.

Barrie Lewis completed the updated Health and Safety governor training in January with BCBC and completed a walk around of the school last week, Barrie shared how lovely his visit was and complimented the school on its good work. Some painting was required on the climbing wall but it was minimal.

Fire drill

To be Actioned

- Noted

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4. AOB

For Information	To be Actioned
- Barrie Lewis confirmed he had completed an up to date Safeguarding for Governors course. - PEEP Policy (Personal Emergency Evacuation Plan). This is a new policy in relation to Health and Safety and provides detailed information regarding the evacuation of children who need additional support in these instances. - Meeting dates, agreement was reached to move future finance meetings to Thursday's of the same week, as Wednesday's are difficult. The next meeting will be on Thursday 23rd May 24, at 4.30pm.	- Noted - Agreed - Agreed

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

14/3/2024

Date