



Oldcastle Primary School
Inspire ★ Motivate ★ Educate
Mrs Ceri Littlewood
Headteacher
South Street
Bridgend
CF31 3ED
Telephone: 01656 815790



Minutes Finance 16.06.22

Present – Barrie Lewis, Ceri Littlewood, Sara Peters, Nia Vaughan, Amanda Moore, Angela Minton, Damian Faulkner, Lyn Walters.

Apologies – Nerys Sales, Heather Holder, Paige Baldwin, Janine Burr

2. Budget Update including private funds

For Information	To be Actioned												
<u>School Budget</u> Apologies were offered for the change in some documentation at the last minute, this was due to late changes in budget which had only arrived this afternoon. The school is still working on a draft budget awaiting confirmation of PDG grants, some of the income is estimated at this time. <table> <tr> <td>Allocation</td><td>£1,453,754</td></tr> <tr> <td>Income</td><td>£268,404(est)</td></tr> <tr> <td>Underspend from last year</td><td><u>£284,826</u></td></tr> <tr> <td>Total amount available</td><td>£2,006,984</td></tr> <tr> <td>Estimated Expenditure</td><td><u>£1,938,919</u></td></tr> <tr> <td>Estimated credit</td><td><u>£68,065</u></td></tr> </table> <u>Update on Private Funds</u> Current Auditors (2020-2021) Rachel Evans (Governor and Teacher) Katie Lincoln (Teacher) Balance as at 01.06.22 ASC - £19,495.16 Holding funds for transfer to budget in April 2023, for staffing costs for the year, cost for last year have already been transferred £32724.11. Music - £3,698.23 Holding funds for the Music SLA £2500 and 50% of music teacher salary at year end. Private Fund - £50,008.74 Holding funds for • Swimming Bus (£1200) • Enrichment resources (£1200) • Halo bookings (£1000) • Year 6 end of year activities and hoodies (£6000) • Panto buses (£875), Elf (£300) • Trip funds (£600)	Allocation	£1,453,754	Income	£268,404(est)	Underspend from last year	<u>£284,826</u>	Total amount available	£2,006,984	Estimated Expenditure	<u>£1,938,919</u>	Estimated credit	<u>£68,065</u>	• Discussion was held around the reason for a delay in grant funding being confirmed, and the frustration this causes during the planning process. The HT advised that the LA have stated it is a delay from WG. Governors will chase this direct with their contacts at the LA and WG. • Agreed by FGB present • Agreed by FGB present A copy of the budget and the private funds is held in the governor drive.
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3. Spending Update

For Information	To be Actioned
The school has submitted a detailed plan of how they will be spending the underspend of £284,826 from last year and this was shared with governors. The majority of this spending has already been approved by governors and much of this planned spend is already allocated in this year's budget plan. A small number are awaiting allocation due to potential budget restrictions. This will be re-assessed following an accurate update to the school budget. Quotes have been obtained for a number of projects on the wish list, and these will be brought back to the finance committee to approve when funds are available. Funds have already been allocated for expenditure to pre-agreed projects - • Toilet Refurbishment £50,000 • Literacy scheme £40,000 • Maintenance (roof, heating) £4830 • Fixed term contract staff £46,309 • Resources ordered pre April and paid in May £ 4850 • New curriculum release £20,000 • FSM implementation £11,187 • Wellbeing reward day £4000 • Contingency for energy costs £10,000 • School contingency £50,000 Quotes obtained for our wish list but not yet allocated to the budget for the year – to be reviewed when accurate budget received. • Gates (already approved by governors) £30,000 • Electric car charging point and carpark electric works £6,234 • Flooring £10,000 Discussion was held around the financial difficulties faced by many families and how the school could help. The HT responded that the school will often know which families need extra support and already offer support when needed, school trips etc, this ensures everyone is included and supports our mission of being a whole community school. The school is always mindful where there is a cost for anything and often asks for donations rather than setting a fee. For example, a recent cake sale run by the PTA asked for donations and they collected over £600.	• Agreed by all FGB present • The planned toilet refurbishments were discussed at length and an update provided. The LA had emailed earlier in the day advising that the specification document is their priority and this will be provided in due course, they will also provide support around advertising the project on BRAVO, and in choosing the contractor however the school will need to manage the project themselves. • The school and governors feel very frustrated with the LA regarding this, the project was promised for completion in the summer holidays of 2022 and this is now very unlikely. The toilets are no longer fit for purpose, are constantly being repaired at a cost to the school and are often unsafe for use (a door has had to be removed this week). A number of governors have raised the matter with contacts at the LA and with local councillors.

4. Health and Safety Report - Update

For Information	To be Actioned
SP presented a report which is available to view in the drive. An update was provided regarding the COVID risk assessment. A health and safety walk about was carried out with the chair of the finance committee on 22/5/22 and the outcome was generally very good, the school is looking good, bright and cheerful and many of the new installations are looking great. A fire drill was held on 14/6/22. Planned preventative maintenance work is on-going. A compliance visit was carried out 17/3/22 and a copy of the report was provided with a number of recommendations, these are all underway. Projects N/R Toilets – as before Sensory Room- almost complete, will be ready by September 2022 Flooring – awaiting confirmation of budget Gates – awaiting confirmation of budget The Health and Safety Governor stated that he was very impressed with the work at the school, it looks good and the sensory room will be an asset.	

5. Staffing Update

For Information	To be Actioned
The Headteacher provided an update- 3 new teachers were appointed on maternity contracts. and will commence employment in September 2022. 2 new LSO's have been appointed, 1 x maternity cover and 1 x P/T for two days following a P/T request from a maternity returner. All will commence employment in September 2022. The school has also appointed a P/T Administration Officer (2days) following a request from a full time staff member to return to their original part time hours. She will commence employment at the end of June. The staffing structure for September has now been shared with staff.	

6. TLR's	
For Information	To be Actioned
TLR3's were agreed in the curriculum meeting held last month, 2 out of the 3 will be advertised this week however the HT advised that she wishes to hold on the third TLR (assessment) as this is unlikely to be ready for September. There will not be enough evidence for the work to be completed so the start of this will be delayed until the spring term of 2023 or later if needed. Costs of the TLR were discussed and agreed. See Private and Confidential.	Agreed by all FGB present

7. AOB	
For Information	To be Actioned
The PTA are planning a Oldcastle Rocks event on Saturday July 9th. There will be live music, local bands, choirs a BBQ and Bar (subject to approval) and lots of children's entertainment. 3pm – 7pm, free entry with craft tables, lots of games and a main stage. A Health and Safety risk assessment will be in place, and the event will be managed by the PTA. Flyers will be posted to the local community as well as advertising through the school. The PTA have asked for approval for a drinks licence from Governors.	- Governors felt this was a great idea and a whole community event. They approved of the free entry to encourage as many of our families to the event as possible. - Discussion was held around the cost of children's entertainment and it is likely that a donation will be requested rather than a fee charged. - Governors agreed and approved of the alcohol licence.

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 Chair - Barrie Lewis

30th June 2022
Date