



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



Minutes Finance 26/01/22

Present – Rachel Evans, Barrie Lewis, Ceri Littlewood, Sara Peters, Nerys Sales, Nia Vaughan, Gemma Poupon, Jack Shaw, Heather Holder, Angela Minton.

Apologies – Damian Faulkner, Lyn Walters.

Non attendees – K Halabuda.

2. **Nomination of chair of the committee**

For Information	To be Actioned/Response
Barrie Lewis was nominated, seconded and agreed to hold the post	Agreed by FGB present

3. **Budget Review Budget Update including private funds**

For Information	To be Actioned
<u>School Budget</u> Allocation £1,477,396 Income £434,547 Underspend from last year <u>£213,725</u> Total amount available £2,136,232 Estimated Expenditure <u>£1,959,457</u> Estimated credit £176,774 The credit amount has increased substantially since last term due to additional funding from the covid fund, a maintenance grant and RRR funding. A number of allocations are underspent and we currently estimate the end of year underspend to be 176,774 above and £62,000 from the underspend allocations, totalling £238,774 Funds have already been allocated for expenditure to pre-agreed projects - - Toilet Refurbishment £50K, the LA visited today and the specification is underway, the school is hopeful that this will be completed in the summer. - Radio Station, planning underway, this should be complete this term £23,322. - RRR funding already allocated to a supply teacher to provide support to groups of children, in particular year 5 and year 6. £19,000. There are a number of spending plans some of which have been approved by the Headteacher and Chair of finance as they are under the spending limit, the others will need approval of the FGB.	

Details of planned spending –

Nursery- the school wishes to develop the nursery in line with the new curriculum, it has limited funding in recent years and we have obtained quotes to update the furniture and Miss Hughes has developed a wish list of resources and equipment. Many of the items are low cost but in total the value comes to £6000. This has already been agreed by the Head and Chair and is for information only.

Literacy – as already discussed in a previous meeting, the school would like to review the current scheme and fully evaluate it. Early indications show that we will be looking at something else as the current scheme works for some children but not for everyone. The school would like to allocate £40,000 to this, but does not want to rush in to purchasing something quickly, whatever scheme is chosen needs to be fit for purpose and the school will use the summer term to research this. This will be taken to FGB in March however all present agreed in principle.

Numeracy – professional development in this area is going really well, the school invested in this area last year and the results are very promising. The school has already purchased some indoor maths equipment and following guidance from the Numeracy specialist working with the school we would now like to purchase outdoor maths equipment for three areas. The cost of each area is £6780.

Maintenance – the school would like to update the two pedestrian gates, carpark gate and nursery fencing as they are very old and need a lot of maintenance or are inadequate. The school will look at a carpark gate that can be operated from a central point as currently the office staff have to leave the office many times a day to carry out this task. Quotes are currently being obtained and we will bring this to a FGB in March. Agreed in principle by all present.

Sensory Room – Miss Hodgson presented a plan for a sensory space within the school. This will be created by adapting a cloak room and moving the existing cloakroom to the corridor area. Discussion was held around the reasons for a sensory room and the increasing number of children who will be able to make use of it. The school does not currently have an area for this and often de-escalation techniques have to be used in corridors and classrooms, this facility will offer a safe space and have multiple purposes for a wide range of pupils. A governor asked if the 4D room could be adapted and Miss Hodgson advised that this would not be suitable as the 4D room is a busy room with screens etc, the lighting is right as it is ambient however the remainder of the room is too busy and the room is often booked out for learning activities. The school is still awaiting full costs but the headteacher requested that £10,000 be allocated and agreed.

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)

- Agreed by FGB present

- Agreed FGB present

Katie Lincoln (Teacher) Balance as at 31.12.21 ASC - £34634.37 Holding funds for transfer to budget in April 2022, for staffing costs for the year, usually around £30 - £35K Music - £7624.14 Holding funds for the Music SLA £2500 and 50% of music teacher salary at year end. Private Fund - £48401.31 Holding funds for • Swimming Bus (£1200) • Enrichment resources (£1200) • Halo bookings (£1000) • Year 6 end of year activities and hoodies	
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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 January 20th and the outcome was generally very good, the school is looking good, bright and cheerful and the planned changes are taking shape. During this walkabout BL requested a fire drill be carried out, this was completed and BL advised that he was very impressed with the process he witnessed. 1 area had a back log due to a broken gate however this was reported and addressed immediately. The Information Exchange system and compliance framework for school maintenance is up to date and all items are booked for the forthcoming term. CO2 Monitors are now in place across the school and encourage the movement of fresh air. First Aid training is underway for a number of staff and this should be completed shortly. Projects Radio Station – underway and should be complete by Easter at the very latest. N/R Toilets – we are now awaiting plans following a meeting earlier today with the LA, the school has been waiting for this for almost 3 years, this is now moving forward. Learning Lodge – this is complete and awaiting some final learning resources to enhance the experience.	

5. **Staffing Update**

For Information	To be Actioned
The Headteacher provided an update The deputy headteacher recruitment process is underway and shortlisting takes place next week.	
The assistant headteacher recruitment process will start next week.	
This will be followed by the TLR2 role and then TLR3's in preparation for September.	
11 staff are currently off, not all covid related, two of which are long term illnesses and the school is handling these in line with the school policy.	
The school is using both a mixture of supply and extra hours from other part time staff to cover this, but staffing is stretched to capacity at the moment.	

6. **AOB**

For Information	To be Actioned
A governor asked what plan was in place if staffing became a bigger issue, the Headteacher advised that two classes could be put together and this is in fact already planned for one day in order to be able to keep the year bubble open.	
The next step would be to close a whole class or year and this is likely to be nursery in the first instance.	

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

Date