



Oldcastle Primary School
Inspire ★ Motivate ★ Educate
Mrs Ceri Littlewood
Headteacher
South Street
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Minutes Finance 6/10/21

Present –Rachel Evans, Barrie Lewis, Ceri Littlewood, Sara Peters, Clare Davies, Nerys Sales.

Apologies – Damian Faulkner, Lyn Walters, Martha Ace, Heather Holder, Nia Vaughan.

2. Current Chair

For Information	To be Actioned/Response
Current Chair will hold the post until the next Finance meeting.	

3. Budget Update including private funds

For Information	To be Actioned
<u>School Budget</u> Allocation £1,477,396 Income £312,614 Underspend from last year <u>£213,725</u> Total amount available £2,003,735 Estimated Expenditure <u>£1,871,913</u> Estimated credit <u>£131,822</u> Funds have already been allocated for expenditure for projects - Toilet Refurbishment £50K, the school is awaiting a response from the LA regarding managing this project. Outdoor equipment £23K, this is underway around half of the funds are spent. Training £16K, training for maths with Sue Rayner is underway. ALN Resources £5K, ordering is underway. School budget remains healthy but staffing costs may eat into some of this over the next few months due to ongoing sickness. The Headteacher advised that the school's purchasing card was audited during the summer term. The school did really well and passed the audit with only one comment and recommendation, which was in relation to the delivery of a large item to a home address instead of the school. The item in question was in relation to the school dog and it would have been impossible for the item to be transported to the home address and so there was no other option. Thank you to Addell Whiteley who did a really good job compiling the data for the audit and for ensuring the school maintains its high standards.	

<u>Update on Private Funds - Year end 31.8.21</u> 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) The accounts are then checked by the Headteacher and passed for a final check and sign off by Clare Davies (Chair of FGB 2020-2021) Balance as at 31.8.21 ASC - £23349.55 Holding funds for transfer to budget in April 2022, for staffing costs for the year, usually Music - £21497.41 Awaiting a deduction by cheque for £17,000 for transfer to budget. Private Fund - £55,182.44 Holding funds for • Buses for year 6 summer trip (£400) • Enrichment resources (£1200) • Halo bookings (£1500) • Canteen Furniture (£8310)	
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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 and the school emergency plan. A health and safety walk about was carried out with the chair of the finance committee on September 20th and the outcome was generally very good, the school is looking good, bright and cheerful and the planned changes are taking shape. BL congratulated the school and caretaker on a job well done. Excellent work has been carried out over the summer months. The Information Exchange system is up to date and all items are booked for the forthcoming period. Risk Assessments have been updated for both the school and relevant children for the new school year. SP provided a project update on all projects completed • Ceiling work in the junior corridor is completed and looking really good. • The boy's junior toilets had a collapsed drain and this work was completed through an insurance claim. • Solar Review – Units used 19/20 was 99,000, units used 20/21 was 71,500 and this year to date we are at 23,500 so	• Governors commented that this was proving to be an excellent project and thanked Mr Thompson the previous headteacher for his foresight.

usage being drawn from the grid has decreased, a full review of this is available in the drive.

5. **Staffing Update**

For Information	To be Actioned
The Headteacher provided an update 1 x LSO left at the end of the summer term and recruitment is underway for a replacement on a fixed term contract until 31.8.22. 2 staff members (1 x teacher and 1 x LSO) are post 28 week maternity and are out of class, recruitment is underway for maternity cover. The school has 3 staff on long term sickness, not school related and the school is using both a mixture of supply and extra hours from other part time staff to cover this. The Head will provide an update at the FGB meeting on new recruits and sickness but pointed out that this may affect budget as support staff cover directly affects budget.	

6. **AOB**

For Information	To be Actioned
The Headteacher wished to thank Addell Whiteley and Sara Peters for their hard work so far this term, it has been a tough term and with a lot going on in the office and the whole office team hit the ground running in September and it's been non-stop since.	

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

10th November 2021.

Date