

**GOVERNING BODY MEETING  
NEW END PRIMARY SCHOOL  
Streatley Place, London NW3 1HU  
Minutes of the Meeting held on Wednesday 10 May 2017**

**ATTENDANCE:**

Linda Davies (LD) – **Chair**

Karyn Ray (HT) – **Head**

Helen Andrews (HA)

James Eades (JE)

Anna-Maria Morris (AMM)

Stephen Stark (SS)

Vassilis Zarifis (VZ)

Bianca Mollura (BM)

Selina Skipwith (SSw)

Stephen Buzzard (SBz)

Tony Millard (TM)

Yaa Taylor (YT)

Stephen Buzzard (SBz)

Mirit Eldor (ME)

Sue Blake

Selina Skipwith (SSw)

**OTHERS PRESENT:**

Alan Girling – DHT (Observer)

Carol Murphy (CM) – Governor Support Officer

	<b>ITEM</b>
<b>1</b>	<b>Welcome and Apologies for absence (Chair)</b>
<b>1.1</b>	The Chair welcomed everyone to the meeting
<b>1.2</b>	Apologies for absence were received and accepted from Rachel Segal (RS)& Bernadette Warwick (BW).
<b>1.3</b>	Vassilis Zarifis (VZ) hopes to attend but is currently at another meeting.
<b>2</b>	<b>Notification of Any Other Urgent Business (All)</b>
	None
<b>3</b>	<b>Declaration of interest, pecuniary or otherwise, in respect of items on the Agenda (All) &amp; annual register of business interests</b>
<b>3.1</b>	There were no interests declared.

<b>4</b>	<b>Minutes of the last meeting</b>
<b>4.1</b>	<b>Accuracy</b> The minutes were signed and accepted subject to the following amendments: <b>10.8</b> Should be SSk not SS
<b>4.2</b>	<b>Matters Arising</b> 16.2 – A CIL application for funding was submitted for £25K and this was successful. This is for a community playground project. The Chair thanked JE & the HT for their support drafting the bid and supporting the application.
<b>5</b>	<b>Finance – Year End Position 2016/17</b>
<b>5.1</b>	Papers were circulated ahead of the meeting.
<b>5.2</b>	AAM stated that it has been a difficult year. The original budget set was based upon staffing information in early May 2016 however post this date there were many changes which impacted negatively on the budget. This has meant that the year-end has been difficult to reconcile.
<b>5.3</b>	In October 2016 significant concerns were flagged and the budget and all expenditure scrutinised each month by the Finance Committee. Actions taken to reduce costs included: <ul style="list-style-type: none"> <li>• HT has been working in the classroom to reduce supply costs</li> <li>• The DHT has been covering a maternity leave</li> <li>• EHCP income has been used to support TA supply costs.</li> <li>• Orders have only been allowed on essential items. However it is noted that this is likely to have an impact upon 17/18 expenditure</li> <li>• A new cleaning contract has been awarded</li> <li>• Site Office agency costs have been capped at the annual cost for having a employed member of staff</li> </ul>
<b>5.4</b>	Even with these actions it was necessary to ask NESA for additional assistance and in 16/17 NESA have contributed £39K to support necessary expenditure.
<b>5.5</b>	The year-end position is a small deficit of £9,188. The LA Link Finance Officer is aware of the situation.
<b>6</b>	<b>Budget 2017/18 &amp; 3 Year Budget Forecast</b>
<b>6.1</b>	AMM presented the 2017/18 budget and the 3-year budget forecast which was circulated in advance. Items of note are: <ul style="list-style-type: none"> <li>• The budget is very tight both in year and in the forecast</li> <li>• 2017/18 staffing is based upon the current known situation but this could change and impact</li> <li>• More support staff have joined the pension scheme and therefore costs have increased</li> <li>• EPCH funding is unpredictable</li> <li>• NESA are funding £33K for a music teacher in 17/18</li> </ul>

## 6.2 Questions & Comments

- SSw stated that although NESAs were able to provide support for 16/17 & 17/18 this was not sustainable and should be seen as a one off. NESAs should be used for extras and not essential items including salaries
- Traded Services – Are they value for money? Yes it is believed they are. Camden services are priced competitively they have trimmed their staffing and changed systems to be able to offer services at a competitive rate. An example of this is HR & Payroll costs are approx. £7K per annum. It would not be possible to replicate or buy in these services elsewhere for this sum. AMM confirmed that where services were not believed to be offering best or good value they were not purchased. This was the case for Support Staff Absence Insurance.
- SS asked has benchmarking of our costs been done? Yes it is done periodically. NE staff costs are higher than the Camden average but other costs are lower. It was agreed that Benchmarking data would be presented to the next Finance Committee meeting.

**Action: AMM to present Bench Marking Data to next Finance committee**

- AMM advised that non staff costs would continue to be reviewed but there is limited scope for reducing costs
- SS asked what scope is there for increasing income through lettings. HT advised that an external specialist company came in to view the site. This company manages lettings in other local schools. They advised that they did not believe there was much scope for lettings due to the size of the outdoor space and hall but also due to the location of the school and the lack of vehicle access. In terms of looking at lettings the school can continue to look at other options but these are currently limited to Summer School. AMM advised that should the proposed summer school happen that would bring an additional £9K income
- ICT equipment, if required, will be funded from the Capital budget
- Nursery – Currently looking to offer 30-hour places and charging where parents are not entitled to the additional 15 hours. The situation is uncertain at present however all schools with nursery provision are in the same situation. Nursery offers for 17/18 yet to be made but will be this week
- Currently there are vacancies in several year groups. This is a similar picture to many other schools currently. However it was agreed that filling these places if possible was a priority
- A Governor asked is the funding formula likely to change as we are having a general election? This is unknown however there has been so much negative publicity regarding the impact of the funding changes that it may change. However regardless there is less money available and so any change is likely to have minimal impact.

## 6.3

AMM advised it is not allowable to set a deficit budget and therefore the 17/18

6.4	<p>budget is shown as balanced, however there is no contingency so any issues that arise, particularly premises may result in the budget going into deficit. This will be closely monitored throughout the year.</p> <p><b>Questions</b></p> <ul style="list-style-type: none"> <li>• What happens if the budget goes into deficit? The school will need to agree a recovery plan with the LA. The process is the same regardless as to whether the deficit is £1000 or £100,000.</li> </ul> <p>The Chair advised Governors that they are required to approve the budget. It is acknowledged that that these are very challenging times financially and this is likely to be for the foreseeable future.</p> <p>Governors unanimously <b>APPROVED</b> the budget.</p>
7	<b>SFVS</b>
7.1	This was completed and reviewed by the Finance Committee and signed off by the Chair of Governors
8	<b>Chairs Action/Business</b>
8.1	None
9	<p><b>Dates of Future Meetings</b></p> <ul style="list-style-type: none"> <li>• 5 July 2017, 7pm</li> </ul> <p>Governors are reminded to bring diaries to the next meeting so 17/18 dates can be set</p>
10	<p><b>AOB</b></p> <p>None</p>
11	<b>Confidential Items – See separate minutes</b>

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
**Linda Davies, Chair of New End Primary School Governing Body**