PERIVALE PRIMARY SCHOOL

The 2nd Resources Committee Meeting for 2022 – 2023 was held via Zoom on Friday 18 November 2022 MINUTES

		Actions	
Sandip Bhalsod (SB) – Committee Chair			
Audrey Daley (AD – Headteacher			
Chris Green (CG) – Chair of Governors			
Matthew Hemsley (MH)			
Rak	iaa Khairoun (RK)		
Als	o in attendance		
Rul	by Shillingford (RS)		
1.	Welcome		
2.	Apologies For absence		
Apologies were received from:			
	Dharmic Meggi (DM)		
	Edmond Yeo (EY)		
All other Governors were in attendance.			
3.	3. Authorised / Unauthorised absence		
The	absences for DM and EY were both authorised.		
4.	4. Declaration of Any Other Business (AOB)		
The	re were no declarations of other business.		
5.	Declaration of interest in any Agenda Items		
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6.	Minutes of Previous Meetings for noting		
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7. Update - Budget Deficit

- RS outlined the Bursarial Services SLA.
 - o For 2022 2023 we reduced the support from Level 3 to level 2.
 - CG asked why we had reduced the level of support.
 - AD said that YM had worked closely with Bursarial Services.
 - There were regular meetings between bursarial Services and YM.
 - AD added that Bursarial Services said that there involvement was heavy.
- RS suggested that Governors were not receiving a full picture.
- CG questioned if there was not an "alarm" on Bursarial services systems that flags missing information.
- AD stated that Bursarial Services had detailed information on staffing changes.
- At the resources meeting in June 2022 a projected outturn for 2022 2023 (positive) of £238,544 was reported.
- CG stated that we should be clear by now about what went wrong, and where we are.
- AD stated that e-mails with the background to staffing changes was sent to Bursarial Services.
- CG asked AD to copy all communications with Bursarial Services to RS by the end of today.
- CG expressed concern that the salary for the successor for the AHT that left in December 2021 was not included in the 2022 – 2023 budget.

Key Areas of Overspend

- Agency
 - o SB asked if these were known when the budget was set or unknown costs.
 - More unknown e.g. sickness cover.
 - SB then asked if the situation was the same for the Supply Education Support Staff.
 - Yes
 - AD pointed out that this included c. £80K for Learning Partners to support children with High Needs who are not yet receiving funding.
 - When we took on these additional Learning partners we knew that we did not have funding.
- R&M Works
 - o There have been lots of call outs.
 - o Various budget lines were under budgeted.
- Supplies and Services
 - o Various budget lines were under budgeted.
- Consultant Fees
 - o RS was asked to investigate this budget line (E27) £95,240.
 - RS to follow up and advise.

Cumulative Expenses Report June 2022

 SB observed that there were lots of unexpected costs e.g. why was there 3148,175 for Agency Supply Teachers.

Outstanding Invoices

- RS reported that there were lots of invoices that had not been processed in the summer term.
- RS added that we are being chased by suppliers.

ΑD

RS

Communication

- RS stressed that communication is critical.
- CG asked AD to ensure that RS has access to YM's e-mails.
- MH stressed that we need to learn lessons what was known / unknown.
 - o AD agreed more detail is required.

Budget outturn 2021 - 2022

RS confirmed that the budget outturn was accurate.

Budget setting

- SB stated that for 2022 2023 we were muddling through.
- SB said that here was a lack of time to review the budget in 2021 2022 and 2022 2023.
- RS pointed out that the budget was not mapped to the LIP / PP / SP etc.
- RS we need to present the figures to justify costs.

8. Feedback from Finance Audit

- The Report has not yet been received.
- The review was undertaken on a virtual basis.
- AD, RS and YM were involved in the audit.

The following is based on AD / RS notes as the report is awaited.

- Insufficient challenge by Governors.
- No skills matrix.
- No Register of business interests.
- Budget miscalculated.
- Reports to governors were not detailed.
- The 3 year budget plan does not tie into the LIP.
- The critical incident Policy requires mor detail.
- Start earlier with budget setting.
- Who manages the budget in the absence of the SBM

We understand that there will be no commitment on the assurance level.

- RK asked who the report goes to.
 - LA / School.
- RK asked if this could be a route back to Securing Good?
 - 0 33
- CG said that the LA may support the school.
 - We will need to comply.
 - There is lots that we could / should have done.
- CG reported that the LA has requested a meeting with AD / Governors on 1 December.
 - o AD has said that she can attend.
 - o CG has said that he / Governors will not attend.
 - Not comfortable / Conflict of Interest.
 - Problems influenced by the role of Bursarial Services.
 - CG said that AD can attend although he did not recommend this.
 - AD said taht5 she was not comfortable attending.
 - The LA are looking for:
 - Budget position
 - Reasons for the in-year deficit
 - Learnings

- Way forward
 - If the above are not in place the LA will take action.
- CG stressed that this does not sit directly with governors.
 - Governors were not given sufficient information.
- The e-mail exchange with the LA was pre-circulated.
- CG to write to the LA regarding the meeting, recommending that this should be moved to January to allow time for more investigation.

9. Staffing Update

- We have appointed an unqualified teacher for Year 4.
 - They will complete their training by training by March 2023.
 - They will then move to M1.
- 2 Year 6 teachers have resigned .
 - o 1 had been unsuccessful in their application for the AHT vacancies.
 - 1 Year 6 Teacher appointed yesterday.
 - o There will be a handover before Christmas.
 - o CG asked if children had been involved in the interview process?
 - No.
- Site manager position to be advertised.
- 1 Learning Partner is on long term sick leave and is being referred to Occupational Health.
- We have 5 x ECT's.
- We have appointed an EAL learning partner.
- Performance Management has been completed.
- SB asked if we undertake exit interviews.
 - o Yes.
 - These are not statutory and comprise an informal chat.
 - o RS suggested maybe involving a governor.
- SB asked if there was any pattern.
 - o No.
- CB asked how this information was shared with the GB.
 - AD to review the process.
- AD has met with HR re staffing issues.
 - We will need to review Agency staffing before considering any redundancy.
 - o RS pointed out that we need to review the staffing structure.
- CG expressed concern about the Learning Partners for High needs pupils.
 - No EHCP / Funding.
 - AD said that the process has started we are at the information gathering stage.
 - CG asked if these children have been in school for 20 weeks?
 - Yes.
 - CG stressed we need to have a change in process.
 - We are paying for 5 children with no EHCP.
 - CG questioned why Sam did not generate the EHCP's.
 - CG stressed that we cannot support these High needs Children unless we have the funding – NO FUNDING / EHCP then we cannot support at this level
 - RS reminded Governors that if the pupils get EHCP's we have to pay the first £6K.
- AD said that best practice would be 1:2 or 1:3 support.

 AD stressed that there is a lack of Speech and Language support across the Borough. We have a high level of S&L needs. 	
10. Any Other Business as agreed above	
Actions for the next meeting:	AD / SB
Proposals for income generation.	
Schedule of EHCP's / EHCP's pending	
o Pupil 1	
 Complete yes / no* 	
o EHCP value	
 EHCP support provided 	
*Current position	
 Timescale 	
SB / RS to sit down and identify a roadmap.	
11. Date and time of next meetings	
Friday 24 February 2023 at 9:30AM	

Meeting Closed at 11:45AM