

CARLTON PRIMARY SCHOOL

Minutes of the Finance and Resources Committee held on Tuesday 25 April 2017 at 5.30pm

Attendance:

Tim Carew – **Chair**
 Jacqueline Phelan – **Headteacher**
 Sarah Kirkness
 Jessie Brill
 Mandi Howells
 Michael Hollis
 Jo Lomax (*Bursar*)

Others Present: Graham Watson – Governor Support Clerk

1.	APOLOGIES FOR ABSENCE	Action
	There were no apologies for absence.	
2.	DECLARATION OF INTERESTS IN RESPECT OF ITEMS ON THE AGENDA	Action
	There were no declarations of interests.	
3.	MINUTES FROM THE PREVIOUS MEETING AND MATTERS ARISING ON TUESDAY 7 MARCH 2017	Action
	As the previous minutes had not been circulated Mandi Howells highlighted verbally any matters arising. There was one matter arising.	
3.1	The headteacher will review Reception classes this term	JP
4.	STAFFING UPDATE	Action
	The headteacher reported the following, <ul style="list-style-type: none"> • A Nursery agency teacher had resigned at the end of last term and had been replaced with another agency teacher. • There was a temporary vacancy for a teacher commencing in June due to maternity leave. • Two permanent teachers had resigned and been replaced. 	
5.	PREMISES UPDATE	
	The headteacher gave an update premises issues,	

	<p>17, resulting in a carryover of £14,000 into 2017-18. Some of this carryover was ring fenced, as some capital expenditure had subsidised revenue. The Capital budget carryover was £1,762.</p> <ul style="list-style-type: none"> • An overpayment had been made for the speech therapy service for the autumn term 2016. Reimbursement for the overpayment was currently being negotiated with Camden, as they had provided the service. • Two BAM invoices were in dispute. • There were outstanding payments to be made for the music therapy service for the summer and autumn terms 2016. • The reduction in the school's income in 2017-18 compared to the previous year will be £90,000. There would be a projected deficit of £34,000 if action was not taken to balance the budget. • Several invoices arrived late totalling £30,000. This had not been accounted for in the estimated budget for 2017-18 and would need to be added to the projected deficit. • The headteacher reported that pupil premium was being reduced. Funding was allocated based on an annual census. However, Carlton received a large intake of in year pupil premium children each year, which was not reflected immediately in additional funding. This obviously had an effect on the school budget. <p>In response to a governor's question regarding club income the bursar replied that all this income had now been received.</p> <p>The Chair thanked the Bursar for her report. Governors agreed that the situation was serious and the deficit needed to be addressed.</p>	
8.	2017-18 BUDGET REVIEW	Action
	See confidential minutes.	
9.	ANY OTHER BUSINES	Action
	There was no other business	
10.	CONFIDENTIAL ITEMS	Action
	See confidential items	

11.	DATES OF FURTHER MEETINGS INCLUDING COMMITTEE MEETINGS	Action
	Tuesday 9 May 2017: Full Governing Body Tuesday 11 July 2017: School Improvement Committee	

There being no further public matters to discuss, the Chair thanked those present for attending and closed the public part of the meeting at 6.50pm.

Signed: Tim Carew Date: 7-11-17

Tim ~~Hew~~, Chair of Finance and Resources Committee

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