



Hedgewood School
Finance, Personnel & Resource Sub-Committee Meeting
Non-Confidential Minutes Thursday 2nd May, 2024
7pm via School Virtual

*Moved from Apr 24
due to JM health*

Members of Committee	Position	Present
Avishka Kumarasinghe	Parent Governor	P
Andrew Fenlon	Co-opted Governor	P
Bryony Smith	Co-Headteacher	P
Pearl Greenwald	Co-Headteacher	P
Rachael Phillips - Chair	LA Governor	NP
John Goddard	Co-opted Governor	P
Jacqui Murphy	Clerk	NP

GB Core Functions (reference key for agenda items)

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *school self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- 3 Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

Agenda Ref	Item	Action	GB Core Ref
026F/2023-24	Statutory Duty: Welcome. Apologies for absence and the committee's acceptance or rejection of any absences. Any changes to the committee. Apologies from JM who has resigned her role with immediate effect due to illness. Meeting recorded, minutes will be produced by AF from the transcript. RP absent, AF to chair meeting.		1
027F/2023-24	Statutory Duty: Declarations of Interests. No extra declarations.		1 2 3
028F/2023-34	Statutory Duty: Approval of the Minutes of the last meeting on the 18th January, 2024. Minutes not available due to illness of JM.		1 2 3
029F/2023-24	Matters Arising from the Minutes of the 18th January, 2024 and not part of the agenda. See previous item.		1 2 3
030F/2023-24	Statutory Duty: Any Other Business. None declared.		1 3

	<p>but equally we are aware that some of the figures will change over the next two weeks.</p> <ul style="list-style-type: none"> Starting with safeguarding and pupil attendance our whole school attendance is currently 90.7% and we're currently sitting second in comparison tables for Hillingdon, which is really good. We're benefiting from the impact of that appointment of our attendance office. In the slides circulated, we had one referral to the LADO. We now have three referrals that have been made. Since the last governing body meeting, one of them has not met threshold, but two have. We've had no referrals for prevent. We have two CP child protection Pupils, 1 LAC and 13 CIN pupils and we currently have 55 pupils with an attendance below 90%. We have 34 pupils with attendance below 85.8% and lots of these pupils remain under the 'concerning' umbrella. Family Services and our attendance officer have been working really, really hard on making lots of accommodations but supporting children to be in. Spring term felt like it zipped past really quickly, but we had lots of lovely celebrations for the children and for our staff and there's definitely been an uptick with the weather. The children have really enjoyed some of those events, both inside the hall but also utilising those outside spaces. That was a huge success and our children's mental health and well-being week was probably our biggest success in getting everybody's involvement with lots of enjoyment for everybody. Our swimming programme has continued. They're really enjoying this and we were planning next year with our swimming to link with Charville School as they're getting a pop up pool in their playground for the year but sadly they're not able to accommodate us now. So we are going to have one more year at Botwell as is the case currently. We have had some of our pre phase one children go swimming for the very first time in the spring term. It was lovely to see the children's enjoyment in the water. Our after school and lunchtime clubs have been a huge success. Our children are just loving being able to go to different activities and you can see that impact across our playground and the play that's 		
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	<p>of the total funding that was available to the school.</p> <ul style="list-style-type: none"> • We have challenged the LA about the late payments that have come into the budget and how that has skewed all of our budget setting and our spending within the budget. So it's been quite a tricky year for us in in what we're planning to spend. What we were planning to do was also impacted by the potential cost of the building work, because initially we were being told that it would be 20% of our surplus then we were told it would be a lump sum, then it went back to 10% then 15%. So we've had lots of inconsistencies with how we should spend or keep the money for the build and what we had planned to spend on the training centre development in starting a build ourselves. That has had an impact for us on the money that is left over in our budget. • We did ask the LA to take that into consideration with the amount of money that they had given us including money from the teachers' pension grant, the teachers' pay increase any back dated funding that was still owed to us, and they were considering it, but they they've never really given us an answer. So we have raised it with Devinder and Ndenko. They have made note of it and Ndenko verbally confirmed they will not be trying to claw back our money. But they're not prepared to take that into account when they're looking at it, they're still looking at that high percentage of carry forward that we have without taking that into consideration. It's just a continual commentary, we would say, from the local authority of how healthy our budget looks all of the time. But as we point out with the planned works that are going to go ahead just for the sheer maintenance of the site. The carry forward is going to go down also with our staffing costs. It's not going to be case year on year. It's not going to be a growing part. It will decrease especially with our top up funding amounts going down. • We think with asset management plan details how we've tried to plan out all the all the anticipated costs. In particular, in having meetings in regards to planning permission, there are always subsequent delays that have stopped some projects going ahead. But we 		
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	<p>concerns that there may be an even greater fall in top up payments in future financial years and how 150K follows that intake of pupils through the school will significantly impact the income going forward.</p> <ul style="list-style-type: none"> • HT's have information from Ealing's banding review for special schools. This has shown a significant drop in funding for some schools with streamlined banding and figures. HT's attending banding review group with Helen Redding who is a consultant supporting Hillingdon in regards to funding and the safety valve agreement and debt in the LA. Certainly from the conversations that we've had with Helen Redding, who is chairing those meetings the LA's intention is to not assign figures until a certain element of the available provision has been agreed. We've done quite a bit of homework for the local authority in terms of setting out what our provision is as a school • JG said that asset management plan is clear and it follows the DfE model. He asked if we could recommend approval to the governing body. The HTs would definitely like the governors to know what is in that plan for their approval. There are certain spends that are on there that we'll need specific approval once we've got the full quotes in place. JG agreed link governor role for H&S. Significant work is needed on the drains which have flooded recently. We are still waiting for the DfE drains survey as part of the conditions survey. JG recommended sending photographs of the problem to Nav. • Moving to expenditure, staffing biggest area of cost. Teachers' cost increase includes 4% cost of living uplift. The LA recommended 3.5% but we've gone with 4% because past uplifts have always been slightly higher than the recommendation has been. • We know of four teachers that are leaving us this year. We have three Canadians who are moving back home and then we've got one of our other teachers who are relocating to Cambridge. As it stands at the moment we've recruited one new teacher and we have interviewed another teacher this week who has done very well. We have got two teacher interviews next week and one the following week. We have had eight candidates who have been shortlisted for interviews. We have 		
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	<p>We're not looking to add further premises members or admin members.</p> <ul style="list-style-type: none"> • AK said that he thinks it would be also helpful if you had the 23/24 forecast position as well on the left which would tell us if the 24/25 budget is in line with what we have spent or projected for 23/24. JG agreed but indicated that it is very close. It was agreed to include this information for the next FGB meeting. • On this note, E01 and E03 had the biggest variances. E01 was about £150k out and E03 was about £120k out. These were not concerning, they were around issues like anticipating more expensive teachers, not factoring maternity leaves, etc. • AF asked about the changes in E01 in the next three years and why the projection was dropping by about £86k by 26/27. It was explained that this is to do with anticipating future potential maternity leaves based on the ages of children. There may be some expensive teachers on maternity leave or other teachers AF also asked for clarification of the figures in red on page 6 of the slides and this was given. In summary the carry forward was reduced to approximately £922,742. • Information was provided about changes in other costs. There will be a fall in staff training costs with some courses, e.g. Masters, NPQH being completed. We anticipate a reduction in maintenance costs when the new build is completed. Energy costs are quite high and we have kept projections high in line with advice from the LA. • We are trying to reduce costs in learning resources (E19), for instance laminating has been a big expense and will be reduced. Deep dives by learning manager found that the curriculum is well resourced so we can reduce costs. The emphasis on practical, play based learning will allow us to be more streamlined and less wasteful. We will review contracts when they are due for renewal, e.g. photocopying and catering. We do not know what will happen with Universal Free School Meals next year yet. We have projected a maintenance of the catering costs. We have done some work with the Child Poverty Action Group to look at the catering spend. • We do not use agency teachers where possible but the agency rates cover Canadian teaches 		
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	<p>transport disembarkation safely and this should remain the priority.</p> <ul style="list-style-type: none"> • Another bid cost in the Asset Management Plan is toilet refurbishments. Also, to look to replace the roof in reception. It is a conservatory roof and this causes glare. Doing this would depend on phasing of the masterplan for the new build. We would only do it if the rebuild of that area was further down the track. • The Asset Management Plan is a live document for us to work with our health and safety manager, with our premises manager and with our finance manager. We're constantly updating when there are things that arise. There was a discussion about contracts and the time it takes for some of these to be managed, e.g. getting a new intercom system. Governors requested that the plan be brought to the FGB meeting. The plan is helpfully formatted with RAG rating for completion and urgency. The FP&R committee agreed the Asset Management Plan and this will now be presented to the FGB. We will also table the use of surplus plan. The budget will be presented to FGB alongside the comparisons requested with a view to approval. The deadline is the end of May so we are on track for that. 		
034F/2023-24	<p>Governor Recruitment – 2 parent vacancies</p> <ul style="list-style-type: none"> • The new parent governor (Priti Khullar) will be invited to the next FGB meeting. JM has spoken to Yeading Primary to see if they have anyone who would like to be a parent governor – they do not have to have a child at the school, just a child of school age. This will need to be followed up. Vacancies to be discussed at FGB. 	Action: New clerk to follow up with Yeading Primary	1 2 3
035F/2023-24	<p>SFVS</p> <ul style="list-style-type: none"> • The SFVS is overdue – it needs to be signed. We will check with KB (prospective new clerk) if AF can sign it and then action this. 	Action: AF to sign SFVS if this is allowed	1 2 3
036F/2023-24	<p>Any Other Business Declared</p> <p>None</p>		1 2 3
037F/2023-24	<p>Any Confidential Items</p> <p>None</p> <p style="text-align: right;">Meeting ended 8.27pm</p>		1 2 3