



FINANCE, PERSONNEL & RESOURCES COMMITTEE

Thursday 20 November 2025 at 7.00pm via Teams

MINUTES OF MEETING

Governors	Category	Attendance
Michelle Doherty (MD) - Chair	Co-opted Governor	PRESENT
Sally Channing (SC)	Co-opted Governor	APOLOGIES
Andrew Fenlon (AF)	Co-opted Governor	PRESENT
John Goddard (JG)	Co-opted Governor	PRESENT
Avishka Kumarasinghe (AK)	Parent Governor	ABSENT
Bryony Smith (BS)	Co-Headteacher	PRESENT
Pearl Greenwald (PG)	Co-Headteacher	PRESENT

Other attendees	Category	Attendance
Kate Boulter (KB)	Clerk to Governors	PRESENT

PART ONE (NON-CONFIDENTIAL ITEMS):

Item	Agenda Item	Action
001/25-26	Election of Chair and Vice-Chair of the Committee <ul style="list-style-type: none"> Michelle Doherty was elected Chair. Election of Vice-Chair was deferred to the next meeting. 	ALL
002/25-26	Apologies for Absence & Welcome Apologies from Sally Channing were received and accepted.	
003/25-26	Declaration of Any Other Urgent Business None.	
004/25-26	Declaration of Interest / Pecuniary Interest None.	
005/25-26	Minutes of the Meeting held on 1 May 2025 The minutes were AGREED as an accurate record of the meeting and there were no matters arising not covered elsewhere on the agenda.	
006/25-26	Chair's Actions There had been no Chair's Actions since the last meeting.	
007/25-26	Committee Terms of Reference The Committee NOTED it's terms of reference and membership which had been approved by the Governing Body at its meeting on 16 October 2025.	

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008/25-26	<p>Co-Headteacher's Report The Committee considered the Co-Headteachers' Finance Report and asked questions. The following points were highlighted:</p> <p>Budget Meeting Notes</p> <ul style="list-style-type: none"> • The Co-Headteachers met weekly with the School Business Manager to discuss finance and these meetings were included on the budget monitoring spreadsheet in line with a finance audit recommendation. • A deadline of 28 November had been given for any spending so it could be processed before Christmas. • A large amount of unused money set aside for capital works was likely to go unspent this year due to project delays. A higher increase in energy costs had been anticipated due to modular building and inefficient boiler. <p>Pupil Funding Portal Reconciliation</p> <ul style="list-style-type: none"> • The LA had changed from a 52 week payment model to a 39 week payment model without giving schools prior notice which resulted in the school unexpectedly receiving no money in August. The school had been overpaid over £1million in top-up funding. • Meetings were taking place with the LA to understand the new system and agree how the overpayment would be paid back. • The LA had confirmed the school's average per pupil funding under the new banded funding framework would be £24,671.62. This was different from a figure given to the school previously. • There was an issue with payment of funding for out of borough pupils. The School Business Manager was very diligent in tracking payments and communicating with SEND departments in other boroughs. The amount outstanding was £130K. <p>Questions from governors: Q: How late was the money? A: Harrow, Brent, Ealing and Hounslow paid about a term late. Bournemouth, which owed £7K for a child which left at May half-term, was not responding to communications. Trying to claim from Bournemouth via a legal route would be almost as costly as the amount owing.</p> <p>Building & Planning Update</p> <ul style="list-style-type: none"> • Since the water leak was fixed, the school had a credit on its water bill. • A lot of investment had gone into the school site however it was not possible to add more space and teachers were frustrated by the environment. <p>Upcoming Expenditure</p> <ul style="list-style-type: none"> • A useful meeting had been held with the IT Advisory Service which had recommended the school produce a 5-year IT Vision, a Disaster Recovery Plan, merge the admin and teacher server with security protocols and update specific out of date systems. • The work would need to be done in the school holidays, either Easter, or summer if more time was needed. Figures would be put into next year's budget when these were available. • Further investigations were needed in Hedgehog and Beaver classrooms where there was a continuous bad smell. <p>Staffing Update</p> <ul style="list-style-type: none"> • A class teacher and Phase 2 lead due to leave at the end of the spring term had asked to leave at half term if a replacement was recruited. <p>Questions from governors: Q: Were there still issues recruiting Occupational Therapists? A: Yes, the NHS paid more than schools, but the selection of candidates had improved and vacancies were filled more quickly. The school's approach to therapy was integrated and was about empowering everybody rather than one therapist. Other schools had asked Hedgewood to provide consultancy.</p>	

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	<p>Q: Was the school creating out reach revenue? A: The school was looking at workload management and how it was priced. This would be added to the financial plan from a monetary and resourcing point of view.</p> <p>The Committee NOTED the report and commented:</p> <ul style="list-style-type: none"> • There were high amounts of unspent budget in a number of areas and it would be helpful to know at the next meeting how far off budget the school thought it would be at year end. • Regarding the unpaid amounts from other local authorities, MD would look into whether there were any other options to help with this that would be cheaper than legal route. • Updating IT systems was essential to withstand cyber issues. 	<p>BS/PG</p> <p>MD</p>
009/25-26	<p>Any Other Urgent Business None.</p>	
010/25-26	<p>Date of Next FGB Meeting: Thursday 5 March 2026 at 7pm</p>	

AGENDA PART TWO (CONFIDENTIAL ITEMS):

Item	Agenda Item	Action
011/25-26	There were no confidential items.	

The meeting closed at 9.10pm.