**Broughton Jewish Cassel Fox Primary**

**Finance Committee**

**Meeting Minutes**

**School: Broughton Jewish Cassel Fox Primary**

**Quorum**: **5 (met at this meeting)**

**Chair: Izzy Rosenberg**

**Clerk: Frances Bennett**

**Date of meeting: 10 November 2021**

**Venue: remotely via Zoom**

**Attendance**

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| **Name** | **Governor type** | **‘End of Term of Office’ date** | **Present (P) /**  **Apologies (Ap)**  **/ Absent (A)** |
| Rabbi Yehuda Pearlman | Principal | N/A | P |
| David Bondt | Foundation | 01.11.2023 | P |
| Yehuda Fagleman | Foundation | 18.7.2022 | P |
| Shlomie Graff | Foundation | 03.3.2024 | P |
| Izzy Rosenberg | Foundation | 29.7.2025 | P |
| David Mechlowitz | Foundation | 29.7.2025 | P |
| Hannah Nussbaum\* | Parent | 18.12.2022 | P |
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| Dani Mechlowitz | Foundation | 29.7.2025 | A |

*\*joined the meeting later – see item 3*

**Others present**

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| **Name** | **Role** |
| Michael Whitehead | Consultant |
| Rachel Baker | School Business Manager (SBM) |
| Helen Green | Finance Assistant (FA) |
| Frances Bennett | Clerk (One Education) |

**Agenda Items**

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| **1** | **Welcome and apologies** | | |
| The Chair welcomed all to the meeting.  No apologies were received. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **2** | **Verbal declaration of interests** | | |
| Yehuda Fagleman declared an interest in State Fayre Bakery, which supplies the school. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **3** | **Minutes of last meeting 26.5.21 and matters arising** | | |
| The minutes of the last meeting 16.03.21 were approved as an accurate record. A copy will be signed when possible for retention on file.  Matters arising  Further training has been received from Lighthouse Education for the SBM and FA, on the accountancy software.  There are good controls in place for payments for school dinners.  4.1 Budget forecast outturn  The SBM is more familiar with the systems now and the FA is supporting her.  The school does not expect the photocopying costs to be overspent at year-end.  *\*Hannah Nussbaum joined the meeting*  The SBM had completed all the actions listed in item 4. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Minutes of last meeting (26.5.21) approved | Finance Comm |  |

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| **4** | **2020-21 year-end financial statements** | | |
| The SBM presented the 2020-21 year end accounts and the following points were highlighted in discussion.  The 2020-21 year end accounts are compared to the previous year.  Income has increased from £2339k to £2518K  Teaching costs have reduced and a review has been undertaken of teachers and teaching assistants (TAs). The school has also tried to reduce the use of agency staff and to use teachers and TAs.  Staff expenses were a lot lower due to the pandemic.  Finance and admin staff costs have increased as the team has expanded. The SBM and FA have joined and made the team more efficient. Site staff costs have decreased, however catering costs did not decrease during the pandemic. Catering costs increased as the school started to re-open. ICT costs do not include the chrome books; however, the costs do include the licences.  The net prediction is £54k compared to £254 loss last year?????  The Governing Body Chair stated that the new payroll provider, Lupian is moving to a new software package to modernise the way that the school deals with payroll.  *Q. DfE recc grants – why are they different from last year?*  We received COVID funding. Pupil premium (PP) also increased due to additional pupils being entitled to PP.  *Q. Why did other grants reduce?*  This was due to COVID.  *Q. What is private sponsorship?*  The charity sponsored the chrome books.  *Q. Has the depreciation calculation changed?*  No. Assets had reached zero depreciation and some were new assets with just one-month’s worth of depreciation. This is an estimate and Haines Watts will confirm.  *Q. Is the reduction in teacher costs due to natural wastage?*  Yes. In addition, as experienced teachers leave, they are being replace by early career teachers (ECTs) which are less expensive. ECTs were previously called newly qualified teachers NQTs).  Governors commented that they are getting better value for money.  *Q. Have staff expenses reduced due to stricter procedures on reimbursement claims?*  Yes. They need to notify the office if they want to spend money.  Governors commented that this is a big saving.  Catering costs  *Q. Is the increase in catering costs due to food not being ordered during lockdown?*  The school was not fully closed long enough for this to have an impact.  *Q. Was the kitchen closed during the lockdown?*  This is before the SBM and FA joined the school. There will have been a requirement to feed KS1 pupils.  *Q. Is the price of Kosher food increasing?*  Yes. It has increased by 30% to 40%.  Governors stated that this needs to be reviewed.  The SBM asked Yehuda Fagleman to come and discuss this as a number of pupils have changed to packed lunches.  *Q. Why have ICT costs increased from 86 to 109?*  The school had to purchase licences for the chrome books. This is offset by donations income.  *Q. What do premises costs cover?*  Website, security. The school did not use security as much in lockdown. The school also changed the cleaning company to reduce costs.  Premises costs have reduced from £209k last year to £241k, this year.  *Q. Did utilities costs increase?*  Yes.  Depreciation is £110K compared to £168K last year. Haines Watts will confirm the final amount. The Governing Body Chair started that this was fundamental as it could change the overall year-end results.  *Q. Could the depreciation change to make it more advantageous to the school?*  This is unlikely.  Balance sheet  This contains fixed assets of £???? And current assets of £????  Pay as you earn (PAYE) reduced, pensions has increased slightly and accruals have reduced. There is less money in the bank; however, the school was owed money from the charity. £75k was received after the year-end. This was in respect of donations for the chrome books.  The committee chair commented that income in the current assets had increased from £74k to £159k, which was positive.  Reserves are £4648k compared to £4527k last year. The reserves are funding fixed assets.  *Q. Are the reserves low?*  No. The reserves are £4.684 million and the fixed assets represent £4.543million of this amount.  *Q. What is the situation regarding cash?*  The school waiting for £75k in respect of the chrome books, at this time.  *Q. What are the next steps?*  Haines Watts will attend the school on 29 November and they will calculate the year-end results.  Checks and balances will also need to be carried out.  *Q. How does the committee want to undertake this?*  Checks will be made against documentation such as bank reconciliations and general scrutiny of ledgers.  *Q. Will the checks be carried out before Haines Watts come in?*  Yes. The committee chair stated he would undertake this week commencing 22 November. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Carry out checks and balances | Committee chair | w/c 22 Nov 21 |

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| **5** | **2021-22 management accounts** | | |
| The SBM presented her report and the following points were raised in discussion.  3 year budget projections  The spreadsheet was populated for the 3-year forecast. This is the BFR (budget forecast return).  *Q. When does this need to be submitted?*  27 July 2021. This has been discussed previously. Pupil numbers help to formulate this.  This is based on the October census plus a few more pupils to in the school  *Q. Should income be forecasted?*  This will be adjusted. This is a general forecast, therefore, will not be 100% accurate.  *Q.Is this different to the report presented at the last meeting?*  It was in a draft form at the last meeting and has now been submitted.  *Q. Is this based on losing Y6 pupils and taking in new pupils, every year?*  Yes. This based on Nursery, Reception and Y6.  Governors stated there was no way of knowing exactly the number of pupils on roll.  This is why this is a forecast.  Data from two periods - September to March and April to August, is used for the forecast. Due to COVID, the school only had to submit one return.  The two periods are used to make adjustments.  *Q. When is the next adjustment?*  Any adjustments are lagged until the next year.  Usually the school has to submit a BFRO in July and a 3-year BFRO. These show the total income. The school received revenue from Salford and Bury local authorities (LAs) as it has pupils from these areas.  *Q.Is any funding received from Manchester as the school has pupils from this area?*  No. It received the funding form Salford LA.  Governors noted the contents of the 3-year budget. This will be reviewed again at the next meeting.  Cashflow forecast  The school can meet it liabilities throughout the year.  The SBM will provide monthly accounts to governors in order that they may have oversight. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * 3 year budget forecast to be an agenda item for the next meeting * Provide monthly accounts to governors | Clerk/SBM  SBM | 9 Mar 22 |

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| **6** | **Audit Arrangements** | | |
| The SBM advised governors that there would be two audits – one for the charity and one for the school. The school auditors are Haines Watts and the charity auditor is Lupins. The committee chair will also undertake an internal review.  *Q. How did the trainer help?*  He helped the SBM and FA understand how to produce different reports and checked opening balances were correct before the SBM started inputting coded in. The training was invaluable, especially the system training to enable accurate reports to be produced.  *Q. Is any further training required?*  The school still has a half-day training to be carried out after the audit has taken place.  The Governing Body Chair emphasised the importance of monthly financial reports for governors to have oversight and for more detailed discussions to take place at the termly finance meetings. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **7** | **Risk Register** | | |
| The Risk register was made available in advance of the meeting.  *Q. How often will this be reviewed or updated?*  Governors will have oversight.  Governors commented the register was very comprehensive and thanked the SBM.  It was agreed that the committee chair would review this each month, when reviewing the financial accounts, with the SBM.  No further issues were raised and the risk register was approved. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Review risk register with SBM * Risk register approved | Committee chair  Finance Comm | monthly |

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| **8** | **Service Level Agreements List** | | |
| The SBM confirmed there were SLAs with One education and property management to e4nusre the school is compliant. There is a new SLA with an educational psychologist (EP) service provided by Salford Education service. The school is also using the child protection on-line management system (CPOMS).  No issues were raised and the SLAs were approved. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * SLAs approved | Finance Comm |  |

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| **9** | **Financial Controls** | | |
| The SBM stated she was going to produce management reports and the committee chair has a template to help in his scrutiny. She advised that it has taken some time for the changes to be implemented.  *Q. Are there controls around authorising payments over a specified limit?*  It has been difficult to contact the bankers Lloyds. One or two governors are needed to approve items over specified limits. The school has a new relationship manager from the bank.  *Q. Could the school change its relationship manager?*  It is not certain if a different relationship manager would be better.  *Q. Have they responded to requests?*  The committee chair stated he did receive one reply.  *Q. Could the school considering changing banks?*  This is not an option, now, as the Finance team is having to deal with a number of changes. This could be reviewed in the New Year.  The relationship with the bank will be reviewed at the next meeting.  Governors commented that banks do offer transfer services.  Governors asked for all requests to the bank to be put in one email to the bank. The committee chair will help with this. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Review of relationship with bank to be an agenda item for the next meeting * Put all bank requests to be put onto one email to the bank. | Clerk/SBM  SBM/committee chair | 9 Mar 22 |

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| **10** | **School Improvement Plan (SIP)** | | |
| The Principal stated he was working with Mary Arnold, quality assurance (QA) partner and two governors. Performance management (PM) has been carried out.  The QA partner is going to review the SIP and the self-evaluation form (SEF). She is also considering training with staff which governors are welcome to attend.  The headteacher and deputy headteacher had successful PM reviews. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **11** | **Premises, health & safety** | | |
| The SBM advised governors that she had met with the health & safety consultant. The SBM oversees the maintenance work including the log and security. The school is continuing with Security Trust and the SBM is planning for another Invacuation drill. There are strict procedures for this. It is the opposite of evacuation.  The school uses Casserley’s for maintenance work and the caretaker liaises with the contractor. The caretaker also ensures ISO standards are met and that the school is compliant.  Governors were pleased that the SBM is delegating some tasks.  *Q. Could more support be provided to the maintenance manager?*  One cleaner is providing support.  *Q. Can this be budgeted for?*  Yes. Some costs are in the budget for an apprentice.  *Q. Will the school be impacted by the loss of cleaning?*  No. The cleaning company provide cleaners.  It is crucial that the SBM’s time is spent on strategic work.  *Q. Can this be reviewed before it is put in place?*  It has been agreed that more help is needed for maintenance due to the size of the building.  *Q. Does the caretaker work on a full-time basis?*  Yes.  *Q. Would an apprentice work on a full-time basis?*  It would be 30 hours per week, which would enable cover to be provided all day.  *Q. Does the apprentice have basic IT and electrical skills such as changing plugs etc?*  There is a new system which is low maintenance.  An architect is visiting the school tomorrow to review plans to enlarge the building and provide more space.  A project is starting to replace all the lighting with LED bulbs to reduce costs. The next stage of the playground project is due to start on 4 January 2022.  *Q. Is this in early years foundation stage (EYFS)?*  It covers all areas. There are five different areas. This work should have taken place in November; however, it has been delayed.  The school needs to ensure EYFS is the priority and not delayed. Most of the equipment us built off-site.  *Q. Can the SBM check that the contractors are on track with timescales?*  Yes. The SBM agreed to follow this up.  Shlomie Graff also offered to help. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
|  | * Chase up playground contractors | SBM |  |

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| **12** | **HR update** | | |
| The SBM provided an update on staffing.  One school member of staff is on maternity leave and three charity staff are on maternity leave. One member of staff is on long-term sick leave. No staff are isolating.  The Governing Body Chair advised that the school has agreed to pay the member of staff on long-term sick leave until February. It will be reviewed at this time. There is a considerable cost involved.  *Q. Do the government pay?*  No. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **13** | **Rise in cost of living award to Kodesh staff** | | |
| The SBM stated that the 13 Kodesh staff had not received a cost of living pay award for some time. She asked if there was a possibility that they could have an increase.  The Principal stated that costs have increased for food and cost of living.  The Governing Body Chair this may not be appropriate for this committee to discuss. Costs need to be calculated. The proposed pay increase is 3.1%.  The SBM asked when a decision would be made.  She was informed January 2022. The charity’s performance needs to be reviewed at the end of the term.  Clarity is needed as to when the past pay increase was awarded. This is not in the new contracts. A separate meeting will be held with the charity.  *Q. Is the school obtaining a better return on Kodesh contributions?*  It has improved.  The finance staff were thanked for their work. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **15** | **AOB** | | |
| Governors appreciated the previous financial position was difficult and the new finance staff have performed very well since they joined the school 8/9 months ago. It has had a positive impact on the smooth running of the school, the administration and fewer complaints from staff.  Governors thanked the SBM and FA for all their work.  The Finance team are looking for an administration apprentice.  *Q. Has the school signed up to the apprenticeship companies?*  Yes. The SBM contacted them yesterday; however, she has not received any applications.  The Principal stated he would check if Nicola Jaysan is to attend the next meeting.  *Q. When will the budget for next year, be ready?*  For the next meeting.  The date of the next meeting has changed from 1 February to 9 March.  The committee chair has been working with Michael Whitehead. Michael Whitehead was thanked for his help in the school. | | | |
|  | **Actions or decisions** | **Owner** | **Timescale** |
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| **Date and time of next meeting:** | **Wednesday 9 March 2022, 5pm.** |