

**Kimbolton St. James C E Primary School**  
**Finance and Personnel Sub-committee**  
**Monday 22<sup>nd</sup> November 2021**

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**Draft Minutes**

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**Present:** Tom Merrick, Adam Breakwell, Gill James, Lucy Rea

**(i) Apologies for Absence:** Will Mears

**(ii) Declarations of Interest:** There were no declarations of interest.

**(iii) Minutes of the Meeting** of Tuesday 17th May 2021 were read and agreed.

**(iv) Matters Arising – not dealt with elsewhere on this Agenda**

**(a) Budget**

The Period 7 report had been forwarded to all members of the sub-committee. The school is slightly above budget spend, and supply is one area of this overspend, which has also led to extra expenditure on non-teaching staff. An IT upgrade for using computers in class has been undertaken and can be covered by the PTFA if necessary. Tom reminded the meeting that it was always expected that we will dip into our carry-forward. This assumes that no additional children will attend above the ones that are expected. In a small school, even two additional children on roll make a big difference financially. We are expecting eight children to join us in Reception. There are no large expenditures expected, apart from the heating which will be discussed later.

**(b) Staffing**

Mr Tisdale is leaving; Charlotte will change the hours that she works, and an interview for a new teacher will be held in the week of 29 November. We also need a further member of staff to cover lunchtimes (approx. 2.5 hours daily) and an advertisement will be placed.

**(v) School Development Plan –Staffing and Financial Considerations**

There will be a financial implication in training staff for a change in curriculum, but it will not be large.

**(vi) Safer Recruitment**

There are no issues.

**(vii) Discussion & Review**

There is a definite need to replace the old and inefficient heating system in the school. Adam said that he has obtained a quote totalling £232,909 for an external air source heat pump and associated works. The problem with this plan, although it's green and progressive, will be obtaining funds.

**(viii) Health & safety**

Adam said that the external fencing is dangerous and Will will take steps towards repairing or replacing it. As governors we will need to provide 10% of any cost. The Diocese has added us to their plan and quotes will now be obtained.

**(ix) Any Other Business**

The committee noted that the carry-forward figure into the next financial year (2022/23) will be reducing from a 25% maximum carry-forward allowance to a 20%.

**Governors Account:**

The balance today of -£21,488.93 is made up of -£9,662.83 of governors' money and £11,726.10 of devolved capital monies.

Devolved Capital 3-year spends: £564.20 needs to be spent by 31/02/22, £5,377.05 to be spent by 31/03/23 and the remainder by 31/03/24.

**Breakfast/After-School Club Account:**

As we were uncertain at year-end during Covid times of what provision would be needed and how much support costs this area would need due to loss of numbers etc but continued staffing and heating costs etc, we did not transfer any money across into the budget therefore our balance here is -£22,128.28 but please advise if you wish this to be moved at any point. This would then be considered in our carry-forward figure at the end of the year. Numbers are beginning to rise in the club but this is slow.

[ends]