

HARLYN PRIMARY SCHOOL
Minutes of Finance Committee Meeting
Wednesday 29 April 2026 - held at 17.00 at the school.

Present

Murray Perkins – Chair
Simon Jones
Mike Simons
Sheila Quigley
Jill Schrodel (Minutes)

In attendance

Michele Matonti

1. Apologies – Sally de Jongh
2. Minutes of Finance Committee Meeting dated 19 March 2026
The minutes were signed as a true and accurate record.
3. Matters Arising
Catering Contract – Mrs Quigley reported that a meeting will be arranged by the Procurement Officer to negotiate pricing with The Pantry, the successful bidder. This matter to be placed on the Finance agenda in July.
ACTION CLERK
4. Expenditure vs Budget and CFR Report
Mrs Quigley reported that the final revenue brought forward is recorded at **minus £137,667**, which has roughly halved the figure anticipated, that being a deficit of £248. Discussion was given to the planned and anticipated savings achieved via staffing adjustments. Murray Perkins recorded the Committee's thanks to Simon Jones and Sheila Quigley for the work they have done to achieve this situation.

Mrs Quigley went through the General Ledger Cost Centre.

I03 – High needs funding – expected sum from EHCPs from Hillingdon and out of Borough authorities.

I07 – GLA funding (London Mayor's school meals)

I108 – Facilities and services income – this is generated income such as charges for swimming lesson transport and Breakfast Club income.

I13 – donation from the FRA, £10K approximately.

E01 – E07 – relates to salaries and includes changes to contracts such as reduction in working hours and staff leaving the school in the Summer.

E09 – Staff Development Training - a Governor queried staff development costs and Mr Jones explained that the school have not bought into the Hillingdon Learning Partnership, instead training is done internally or provided free of charge. First Aid training is mandatory.

E08 – Apprenticeship levy.

E16 – Energy – noted that energy contracts are due for renewal in 2027.

E19 – Learning resources – includes costs of swimming coaching as well as consumables and stationery. Any urgent teaching resources are paid from the Head Teacher contingency budget.

E20 – LGFL internet connection.

E20 – SIMS support

E20G – IT support

E22 – first aid and marketing plus bank charges for ParentPay system.

E23 – Buildings insurance.

E24 – An expected reduction in Early Years monies, based on pupil numbers

E27 – PSD, which will reduce from four to three sessions in the next academic year.

Mrs Quigley said an error was made in 2023 by Dataplan (our payroll provider), whereby staff were overpaid although the exact figures are not confirmed. This has therefore been included in the budget although it has been challenged, as it is not the school's error and is hoped not to require repayment.

E28A – professional fees – this includes DataPlan, Hillingdon Primary Forum and Health & Safety services, the latter having seen a significant reduction since the provider was changed to EFM by the Council.

Mr Jones said all three years' estimates are lower than predicted and it is hoped that the anticipated deficit of £459 will reduce significantly.

Mrs Quigley advised that Hillingdon has requested an update to the Licenced Deficit Recovery Plan and there is a suggestion that independent advisors, through the DfE, will come into school to consider how the deficit may be further reduced.

In response to a question from the Chair about teaching staff, as far as known for the current and following year. Mr Jones said a full-time and two part-time teachers are leaving the school in July, and are not being replaced, and one staff member is taking maternity leave. Thus exactly the current number of teachers required are in place, apart from the SENCO, Head Teacher and Deputy Head Teacher. Should sickness cover be required, two HLTAs or the Head Teacher or Deputy Head Teacher would be available. It was heard that no agency staff have been employed for ten years.

Mrs Quigley tabled a copy of the Hillingdon's Updated Policy on Schools in Financial Difficulty, which will be circulated to the Finance Committee and Vice Chair of the Governing Board. Although the document says 'Draft' we are told it is in fact finalised. **ACTION SQ/CLERK**

There was some discussion about the fact that Hillingdon is a port authority and thus has more children with special needs than neighbouring Boroughs. Mr Jones pointed out that the original recommendation from the LEA Advisor had been to make staff redundancies, which would have meant considerable costs. However the overall advice had been to keep the school running well and to continue educating the pupils, and this has been achieved.

Considering pupil numbers, it is not known exactly how many Reception children will join in September, due to factors such as moving house etc., however, plans are in place and this will be managed when the number is known.

Ten staff members have reduced their working hours as well as those leaving the school and one on maternity leave, so this alone demonstrates to the Local Authority savings on staff costs. Teaching Assistants are now working with two or three SEND pupils to one TA. In addition, many support staff are over the age of fifty-five which would attract pension straining, a large on-cost.

The Chair concluded that everything possible is being done to reduce costs, including prudent use of electricity and other resources. He summarised that Harlyn knows that savings have been made, and will continue in this way.

5. Budget 2026-27

The Finance Committee **approved** the Budget 2026-27 which will go to the Full Governing Board Meeting on 13 May for signature.

6. Decisions arising from Budget discussion to be recorded in Minutes – see above

7. Licenced Deficit Recovery Plan

Mr Jones reported that the Recovery Plan was duly submitted in December 2025, but there has still been no feedback at Director level or from the School Improvement Team.

8. Catering contract – see under Matters Arising, above.

9. Contracts, purchases over £5K and significant Standing Orders – nothing to report.

10. Premises Update

Mr Matonti, Chair of Premises Committee, reported that payment for the roof repair remains outstanding and it is the school's expectation that Hillingdon will fund the repair, because they procured the work. The school's earlier approach to the Council has not met with any response contrary to the school's expectation.

Sarah Wood, the new Health & Safety Advisor from EFM, made her first visit and noted some minor details regarding descaling products and non-compliant fire doors. The latter is being handled by the Local Authority.

The Site Manager's report advised about a water leak in the Geography Resources Store, which has been dried out with a dehumidifier and repair to the wall will take place in the coming weeks.

11. Any Other Business

There being no other business, the meeting closed at 18.10.

12. Date of next meeting – Thursday 9 July 2026 to be confirmed

Signed

Date