

## **HARLYN PRIMARY SCHOOL**

### **Minutes of Finance Committee Meeting**

**Thursday 22 January 2026 - held at 17.00 at the school.**

#### **Present**

Murray Perkins – Chair

Simon Jones

Sally de Jongh

Mike Simons

Sheila Quigley

Jill Schrodel (Minutes)

1. Apologies – none

2. Minutes of Finance Committee Meeting dated 9 October 2025

The minutes were signed as a true and accurate record.

Minutes of Extraordinary Finance Committee Meeting dated 11 December 2025

The minutes were signed as a true and accurate record.

3. Matters Arising

Professional fees [511] – Mrs Quigley tabled a report and explained each item:

#### A330

Adeptify Health and Safety – the school has now withdrawn from this company.

Valuing Minds – relates to Educational Psychology service.

Finance SLA – services of Hillingdon Finance Officer

March Ltd – pool insurance policy for children taken out of school by staff using their car.

Sugget Coaching – mentoring and independent pay review officer.

#### Schools HR

CPOMS – relates to a system to obtain or provide a child's CP history when they join Harlyn or move to a different school.

Amazon Prime – this makes a saving on postage fees when ordering items.

Procurement for Schools – relates to the catering tendering process and is split between the three schools.

Wonde Premium Licence – Connection service between schools and Hillingdon database and email facility.

Inventory Annual Fee – signing-in system support.

RNPSSA – sporting fixtures

#### A334

Bank charges (ParentPay) – charges for managing transactions. (£450 rather than £800 recorded).

Inventory Annual Fee - Discussion was given to the charge of £1,498. Mrs Quigley explained that this annual fee is for the first year, in case the system goes wrong, and there could room for negotiation. The system is essential when there is a fire drill and in the event of an actual fire at the school. It also records DBS checks and monitors the hours that staff are working.

In response to a Governor, considering the charge for HR advice, it was heard that sometimes this resource is not utilised, but when new staff are employed on term-time only contracts, professional advice is required. The Chair asked whether this happens every month and Mr Jones pointed out that the school only pay for a basic package. The Chair said if the school does not use this regularly, bespoke advice when required may be a saving. It may be worth monitoring usage and exploring the option.

It was noted that any redundancies will necessitate this service and will incur an additional cost.

Turning to the Educational Psychology service (Valuing Minds) Mr Jones said the private professional service is preferable as reports are provided promptly.

#### 4. Expenditure vs Budget and CFR Report

Mrs Quigley went through the General Ledger Cost Centre.

103 – Admin & Finance staff – minus £7,149 which was budgeted for professional fees, now vired.

202 – Training Development. Hillingdon Learning Partnership and two courses.

301 – Building & Repairs – no major works anticipated.

402 – Curriculum contracts – expected to be slightly above budget due to some computer licences required for the new server.

437 – PE & Sports Grant – the money granted for this academic year must be spent by July, but it is not known if it will be clawed back by Central Government if unspent. £9K was received in November and another £9K tranche is due in April/May. Discussion was given to how this money could be utilised.

503 – Insurance (non-employee) – slightly over budget.

504 – Transport – slightly over budget, as invoice received in April.

506 – Refuse – slightly above budget, due to the new food bins.

507 – Medical and Hygiene – Site Manager has achieved some savings.

901 – Unspecific donations - £8K is expected from the FRA (usually in the region of £10K)

906 – Nursery income – expected to be slightly under budget and more funding is expected for the Autumn and Spring Term 30 hours.

Mrs Quigley reported that the final balance recorded is **minus £133,295**. However, the roof repair cost must be accrued, which would increase to minus £222K. Mr Jones pointed out that in September, the Director of Education stated that the cost of the roof repair could not be waived and forwarded this to the Capital Team, but nothing has been heard to confirm or deny this. Mr Perkins said that unless the school are told that they must pay for the roof repair, the assumption is that the Borough will. Mr Jones replied that he believes the Borough will fund this, and having asked that question, is reluctant to ask again.

#### 5. Licenced Deficit Recovery Plan

The Deficit Recovery Plan assumes that the cost of the roof repair has been waived. This Plan was submitted, as requested, on 19 December 2025 and thus far, an acknowledgement only has been received.

Mrs Quigley said a cash flow forecast to July was requested, and this will be submitted the day following this meeting. The bank balance as at today's date records £69K but by end of March will be minus £101K and by the end of April minus £168K. Therefore, an application for an advance of cash must be made to the Local Authority; Greg (Local Authority Bursar) has suggested requesting a sum of £200K which should last until May.

In response to the Chair, Mrs Quigley said it is imperative that wages must be covered. She would email the Head of Finance informing her that there are now changes to staffing, not in the Recovery Plan, including staff reducing their hours. This would demonstrate that the school are doing everything recorded in the Recovery Plan and more. Assumptions made on staff planning have all taken place, but a further action was to ask staff if they would be interested in reducing their hours, and some have responded that they would like to do so during the first and second year of the Plan.

Mrs Quigley pointed out that there will be interest charged at 4% on monies borrowed from the Borough. In response to Dr Simons, Mrs Quigley said that the school must fund pension contributions up to retirement age for staff who are made redundant over the age of fifty-five. Mrs Quigley has requested that Human Resources provide an estimate of staff over the age of fifty-five, these have been received.

Mr Jones tabled a letter from Cllr O'Brien Cabinet Member for Children, Families and Education and Eddie Lavery, Cabinet Member for Finance and Transformation, dated 14 January 2026, concerning the request for a Licensed Deficit Recovery Plan.

6. Catering contract – see 6. Below.

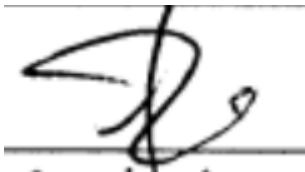
7. Contracts, purchases over £5K and significant Standing Orders

Catering contract – Mike Newell, Schools Procurement Officer, has now submitted a tender and results are awaited. It is hoped that a different, less expensive contractor is found. The closing date for tenders is 23 February, and this will be reported at the Governing Board Meeting on 26 February.

8. Any Other Business

There being no other business, the meeting closed at 18.05.

Date of next meeting – Thursday 19 March 2026

A handwritten signature in black ink, appearing to be 'J. Jones', written over a horizontal line.

Signed

Date 19 March 2026