

HARLYN PRIMARY SCHOOL
Minutes of Finance Committee Meeting
Thursday 19 March 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 22 January 2026
The minutes were signed as a true and accurate record.
3. Matters Arising
Catering Contract – Mrs Quigley reported that tenders closed on 23 February 2026 and two bids were received, although the second bidder withdrew and The Pantry was therefore the successful bidder. Negotiations on pricing will follow soon. Mrs Quigley was actioned to send all details to the Finance Chair.
ACTION MRS QUIGLEY
4. Expenditure vs Budget and CFR Report
Mrs Quigley went through the General Ledger Cost Centre.

Mrs Quigley reported that the final balance recorded is **minus £141,213.05**, which has roughly halved the figure anticipated. Most savings have been achieved via staffing adjustments.

1045 – Education Support Staff – Out of Borough EHCP monies are added to this item, with the remainder made up of savings on staff costs.

301 – Buildings and Repairs – a saving has been made on stationery items

437 – PE & Sports Grant – Mrs Quigley advised that nothing has been heard in terms of this £9K grant being reclaimed if not spent.

505 – Catering – GLA money received has contributed to this figure.

511 – Professional fees – PSD services have been reduced to one day per week, as there are fewer classes.

901 – Unspecified Donations – The FRA and Ruislip Round Table both donated. Mr Jones explained that some staff volunteer with the local Round Table Santa Christmas event and the school received a donation.

908 – High Needs Top Up funding – This figure exceeded the budget sum.

The Chair asked about the PE and Sports Grant and the position were it to be reclaimed, which would remove £11K from the final balance. Mr Jones pointed out that the projected deficit has been reduced significantly, which must appear favourable to the Borough. A Governor questioned the charge by the Local Authority for collecting refuse and collecting food waste and recycling

5. Licensed Deficit Recovery Plan
Mr Jones reported that the Recovery Plan was duly submitted, but there has been no response, although the Finance Department have provided a sum to cover staff salaries. The Chair commented that the financial position appears to be improving, and some staff have agreed to a reduction in working hours, which has further reduced the deficit. There has been no response regarding who is responsible for the recent roof repair bill, and it is still anticipated that the Council will pay for this. Mrs Quigley confirmed that there been no invoice for the repair, costing £33K. The Chair reiterated that the school has reduced the deficit by above 20%, and it is hoped this will be

viewed as positive. Mrs Quigley advised that three or four staff have opted to reduce their working hours, some following the Easter Break and two to commence in September. All reductions have been approved. It was heard that it is not known if any teachers are considering leaving the school, although one will be taking maternity leave. Mr Jones advised that two teachers could be removed from the staff without the need for replacement and/or one teacher and one teacher on maternity leave could also be managed, but three leavers, would necessitate the arrangement of cover most likely for the person on maternity leave.

Mr Jones reported that currently there are thirty-five applications for children to join Reception in the new Academic Year, the majority being siblings of current pupils. There is a tendency for this number to reduce after the Summer Holiday. A meeting will be held with Place Planning, and the school is capped at thirty-three children; Mr Jones will request for this to be extended to the next academic year.

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

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

8. Any Other Business

The Chair raised the document entitled 'Scheme for Financing Schools' recently circulated to the Governing Board and had some questions. Mr Jones explained that he volunteered for the Head Teacher Consultancy Panel, where a previous version of this document had been considered and eight Head Teachers have suggested their own changes, following which the document will go for approval to the Schools Forum Financing Group on 25 March. Thus, the current document is in draft form. Central Government grants monies to Hillingdon and the Schools Forum plan on the local formula for distribution.

The Chair asked for an explanation of the following:

- Delegation of powers to the Head Teacher – Mr Jones referred to the Schools Financial Controls Policy which covers the amounts which may be approved by the Head Teacher.
- Provision of financial information and reports – quarterly reports. Mr Perkins considered that, in a deficit position, this should be provided monthly. Mrs Quigley confirmed that she now makes these returns monthly and the Borough finance officer keeps a close eye on the financial situation.
- Governors must demonstrate compliance through the submission of the SFVS assessment form signed by the Chair of Governors – Mrs Quigley explained this document which is completed annually, signed and dated.
- Mr Perkins noted that repairs under £10K are the responsibility of the school, but over than the Local Authority assumes responsibility.
- Mr Jones explained a document exists to confirm that the Governing Board is officially responsible for the running of the school, but employ him as Head Teacher, to do so.

There being no other business, the meeting closed at 17.45.

9. Date of next meeting – Thursday 30 April 2026

Signed

Date