HARLYN PRIMARY SCHOOL

Minutes of Finance Committee Meeting

Thursday 9 October 2025 - held at 17.00 at the school

Present

Adrian Richardson – Chair (AR)
Simon Jones – (SJ)
Murray Perkins (MP)
Sheila Quigley (SQ)
Jill Schrodel (Minutes)

1. Apologies - Sally de Jongh

2. Minutes of Finance Committee Meeting dated 3/07/25
The minutes were signed as a true and accurate record.

3. Matters Arising
Catering contract – Mrs Quigley reported that this is in progress, with a meeting arranged with the Procurement Officer the week following. Frithwood and Coteford Schools will also meet with the Procurement Officer, namely Mike Newell, to complete this process, which attracts a one-off charge of £5,500. The cost will be passed to the winner of the tender, but if payment can be made in advance, the sum will be split between the three schools with a reduction of £500. The Chair asked whether this charge is made if the tender remains with The Pantry. Mr Jones said there is no choice and it was thought that the successful contractor will merely add it to his invoice. Each school will pay £1,650. The new contract would start in September 2026, thus notice given to The Pantry in January and the contract will run from the 2026-27 academic year. It is possible that The Pantry will successfully tender. The Chair asked why this process is necessary and it was heard that the Pantry have been on a rolling contract for some time and new contractors have been found, so schools are obliged to enter this process of competitive tender.

In response to a Governor, Mike Newell is on the approved contractors list at Hillingdon, which gives him access to more information than hitherto, as to which companies are available. In addition he has run this process for other schools. Mr Jones said the package sent by Mr Newell included a log of several catering companies including The Pantry. Mrs Quigley pointed out that another contractor she had sourced was charging a higher fee whereas Mr Newell has official accreditation with Hillingdon. A Governor asked if the free meals for Year 3 are expected to continue; Mr Jones thought this would be the case while Mr Khan continues as London Mayor.

4. Expenditure vs Budget and CFR Report
Mrs Quigley went through the General Ledger Cost Centre.
101 – 107 Teaching costs. It was noted that these form approximately 85% of school costs. Mrs Quigley said the commitment is for the remainder of the year at £791K although there is commitment to spend £769 based on some unavoidable costs, including pay increases. The balance of £45,811 is due to one staff member changing to part time working. The projected closing position at the end of the year; £10,276 is due to the above-mentioned teacher changing her hours as well as new money received for pay rises.
104 – support staff. Mrs Quigley explained that a couple of staff members have left the school or reduced to part time working, thus making a saving with the balance of 37,344.
202 – Training & Development – noted that Hillingdon Learning Partnership provide some free training sessions.
301 – building and repairs – Mr Jones confirmed that discussions are ongoing about who will bear the cost of the new roof. This will be a capital expenditure under item 309. However, there is now only £5,700 available, due to the cost of the new computer server. The remainder would need to be a revenue contribution, possibly using the Building & Repairs item. £39K is expected to be spent on the roof, which

would mean there would be no funding for other repairs. Mr Jones said if the school must pay for the roof, it would be via a loan from the Local Authority, to be repaid monthly.
401 – Stationery costs – this includes photocopying and paper supplies.
307 – Cleaning – this item will remain at £58K.
414 – Head Teacher Contingency – Mr Jones reported that teachers no longer approach him for monies, and although certain items are requested, they are no longer in the 'nice to have' category, but necessities.
425 – SEN – Mr Jones noted this as the only underspent subject area, and is used for Educational Psychology assessments, dyslexia assessments etc.
437 – PE and Sports Grant – Mrs Quigley said an exercise took place at the end of July to determine how this money had been spent. Although more funding is expected in the current academic year, this grant should have been spent by the end of August. In response to a Governor, this money will be lost as it is ring-fenced.
450- Breakfast Club income – Mrs Quigley noted that the staffing costs for this are under item 107. In response to the Chair, these items cancel out but do exceed income.
501 – Admin Supplies/Contracts – clarified that this relates to the SIMS system
503 – Insurance (non-employee) – relates to building insurance via the Local Authority and has not yet been invoiced.
504 – Transport (for swimming lessons)

505 – Catering. Invoice for £7K received for September. Mrs Quigley explained there is an accrual at year end for money received from Hillingdon. However, in the last couple of years the London Mayor's GLA grant has not been clawed-back. In response to a Governor, the GLA pay £45K approximately, based on 90% uptake of school meals, paid with no questions. In response to the Chair, the London Mayor's money is part of the £96,300 allocation. It was heard that funding was received from Hillingdon for Free School Meals, based on the number of pupils at KS1 recorded in the October census. Mr Jones said that money is left over, the school are paid up to 90%, despite only a 30% uptake of meals. £2.61 per child is received from the Government, although the actual cost is £2.65 per child per day. Thus the GLA monies work well to subsidise this shortfall.
507 – Medical and Hygiene – This relates to toilet rolls and hand towels. The Site Manager always endeavours to find cheaper alternatives.
510 – Communications. This item is for postage stamps, which are no longer used to send cheques and letters are emailed. In response to a Governor, the new telephone system is included in the allocated sum. Wi-Fi costs of £22K via Hillingdon Grid for Learning, are under item 402 Curriculum Contracts.
511 – Professional Fees. PSD Sports costs come from this item, as well as HR costs and support from Hillingdon. Mrs Quigley was asked to advise Mr Perkins what comes from this item.

ACTION MRS QUIGLEY

In response to a Governor, it was confirmed that Mike Newell's costs may be paid from this item but this will be decided following the Procurement process and thus may come from next year's budget.
901 – Unspecific Donations – usually received from the FRA as a bulk sum at the end of the year.
905 – Additional cash advance funding due – Mrs Quigley explained that this is anticipated money which remains unquantified. For instance a support grant may be put into this account, which will reduce when the money goes into the correct budget item.
906 – Nursery income. There are only two parents who pay at present. Less children are spending full days at Nursery and this item is expected to reduce.
908 – High Needs top-up funding – a rough estimate based on pupil numbers and the number of children with SEND as of October. However this is a guestimate. In addition, banding changes mean that some children with an EHCP will have their money reduced. Each child with an EHCP is banded according to their needs. However Hillingdon has revised this system and at the end of every academic year there will be an Annual Review meeting for each of these children, when funding will move to the new scheme, paying less.

In response to a Governor, this will become less for each child, but some significantly so. For instance, one child was previously receiving £13K per annum, but under the new band it has reduced to £3K. The needs in the Plan are the same and must still be met. Hillingdon are in debt and must be seen by Central Government to make savings. Discussion was given to the fact that Hillingdon is also a Gateway Borough

and the largest in London. In response to a Governor, now one Teaching Assistant can work with several children to make this more cost effective, although this is not ideal.
999 – Licenced Deficit – £248K is the allocated projected shortfall in the budget. Because of the situation there must be a monthly meeting with Hillingdon. At present it seems that there will be a £212K deficit instead of £248 but more money is due to come in via a Budget Support Grant of £18.5K, received by all schools. There will also be some additional Nursery funding, which reduces the deficit to £190K but this does not include the roof costs, which are projected to make the deficit £223K.

(For the remainder of this discussion, Part II confidential minute refers).

5. Catering contract – see Matters Arising above.

6. Contracts, purchases over £5K and significant Standing Orders
   Nothing to report.

7. Any Other Business

   There being no other business, the meeting closed at 18.20.

8. Date of next meeting **Thursday 22 January 2026**

Signed Date