

DEANSBROOK INFANT SCHOOL

COMMITTEE: Finance and Premises

Date: 14th October 2025

Committee members: Jade Cheung (JC) (chair)], Julia Hutton-Squire (JHS), Carole Catley (CC), Hugh Rayner (HR), John Parnaby (JP), Nikki Simon (NS), Nick Mailer (NM), Lisa McCann (LM)

	Discussion/Action	By whom	Deadline
In attendance	CC, HR, JHS, JP, LM, NM		
1. Apologies for absence	JC, NS		
2. Minutes of previous meeting and matters arising	• Electricity Consumption (comparison with Juniors): Lettings may have affected figures. After review, the variance was less than expected, so the issue will not be pursued further. LR and CC met with the trust to establish a fairer method for dividing costs between the two schools. AIM is still reviewing the figures and will meet this term to provide feedback. • Submission of Plans: HR asked about the status of the plan submission. CC reported that the SMRA had provided feedback and suggestions for further savings, though most measures had already been implemented. A 3-year plan was initially submitted but rejected; a revised 5-year plan was required and has since been accepted. HR queried whether the plan was signed off by Rachel Reeves. CC confirmed it was signed off by someone named Adam. LR attended a free mentoring session with a financial expert (name to be inserted). Minutes approved.		
3. Terms of Reference	• Terms of reference 2025 approved		
4. Appointment of Chair and Secretary	• CC suggested adding another member to the committee if we have nominations form parents. • HR proposed JD as Chair and JHS as Secretary. • Proposal seconded by RH		

5. Declaration of Business Interests	• CC reminded governors to complete declarations on Governor Hub.		
6. Budget – Q1 Forecast	• £5,000 received for PE – can only be used for specific purposes • Slight savings due to staff pay rise being 1% lower than forecast. • IAACW programme positively impacting writing outcomes. • Reduction in agency costs following summer term staffing change. • E27: Additional TAs for SEN children increased the deficit by £9,000. Staff are on short-term contracts, only retained while SEN pupils are enrolled so no long-term cost. • Electronic gate: Budgeted at £300, actual cost £1,500 due to age and maintenance needs. Repair shared with Junior School • Mentoring funds received from the DfE (LR). • SEN contingency funding being pursued for new arrivals (CC). • Adoption leave cover expected soon: CC and NS to cover internally to avoid extra staffing costs. • Summer resource audit reduced start-of-year expenditure on new resources • TESCO delivery costs reduced – member of staff doing weekly trips to TESCO JHS joined the meeting.		
7. School Pay Policy	• Reviewed and agree		
8. PE Funding Statement	• Must be published on both the school and government websites. • CC explained funding use, including Complete PE Scheme and Barnet Partnerships for Sport for Schools (to be discontinued due to staffing costs when covering teachers). • Increased playground equipment costs to replace outdated items. • Additional SEN costs for sensory resources. • Super Star Sports Club: School plans to fund two holiday club places for pupils who		

	wouldn't be able to afford a holiday club. Can rotate every holiday to different children.								
	• BASE Holiday Camps: Expected to benefit PP pupils and generate lettings income.								
9. Sharesy Lettings	• LA changed insurance provider, now covering lettings—no need to set aside 10% monthly. • Lettings currently slightly under target; holiday and sports lettings expected to compensate. • HR queried impact on JP. ◦ CC explained that lettings are largely self-managed via key box; JP handles any arising issues.								
10. Breakfast Club and Rainbow Club	• Recorded £9,000 loss last academic year. • One further term to be trialled before review in January. • Busy Bees unable to take nursery children (affecting +-3 pupils). • Rainbow Club now has 12 children; Breakfast Club averages 3–4. • HR asked about government breakfast scheme; CC explained funding (17p per child) was unviable, costing the school £8,000 overall. • Latest figures show a smaller loss which is minimal in comparison to benefit of running the club (funding per pupil on roll/attractiveness of clubs for prospective working parents) • Decision: keep both clubs open and review in January. • JHS suggested opening to Year 3s; LC advised this was not feasible. <table><tr><th>Action</th><th>Responsible</th><th>Timeline</th></tr><tr><td>Monitor Breakfast Club and Rainbow Club losses; review in January.</td><td>CC / Committee</td><td>January</td></tr></table>	Action	Responsible	Timeline	Monitor Breakfast Club and Rainbow Club losses; review in January.	CC / Committee	January	CC & F&P	
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11. Five-Year Financial Plan	• COLA factored in to reflect expected income and expenditure. • Staffing assumptions include retiring teachers/teachers who move on in their career replaced by ECTs (early career teachers) to reduce costs. • TLR protections (until 2028) to gradually phase out, generating significant savings. • Plan assumes closure of clubs; if profitable, they will remain open. • Reduced reliance on agency staff (only used for long-term absence), with internal cover for short-term absence. • Projected £49,000 surplus by 2029/30. • LR confirmed figures are realistic. • BA asked about monitoring; CC explained a new plan will be required next year, and the current version provides a baseline. • Current deficit: £334,000, approximately £50,000 above plan target. • JHS noted the LA's historic inconsistency; CC observed improved organisation this year.		
12. Staffing Update	• Building maintenance remains the main expense. • JP continues to secure competitive maintenance deals. • LA insurance replaced by RPA (£27 per pupil). May need to investigate secondary boiler cover if required.		
13. AOB	• None		
	Date of next meeting: Tuesday 3rd February 2026 via Zoom		