

**Proposed decision to be taken by the
Portfolio Holder for Education & Learning on or after 10th July 2014**

**Harbury Primary School
Debt Write-off (Windmills Nursery)**

Recommendation

That the Portfolio Holder for Education & Learning approves the 'write-off' of the outstanding rent charges due to Harbury Primary School from Windmills Nursery, as set out in this report.

1. Issues

- 1.1. Harbury Primary School had an agreement with Windmills Nursery to rent space within the school. The current debt is £2,549.38.
- 1.2. The School has attempted, with the support of their School Finance Officer, to recover the outstanding rent, without success.
- 1.3. Windmills will cease to trade at the end of the 2013/14 academic year due to a change of use of the room that was leased and there being no other viable options for them to continue.
- 1.4. Schools have authority to write off debts up to £500. Any write off over £500, the matter has to be referred for approval. In this case, as the debt is over £2,000, Portfolio Holder approval for the write off is sought.

2. Proposal

- 2.1. It is the view of the Harbury School Governors and officers that there nothing to be gained by pursuing the debt, as there is little chance of recovery. See Appendix A & B
- 2.2. It is recommended therefore that the rent of £2,549.38 be written off.

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HARBURY PRIMARY SCHOOL.

Minutes of an extraordinary Governors Meeting May 21st 2014

Present.

Alan Bennett (chair) Mary Thompson (vice chair), Claire Panek, Adrian Lewis, Ann Winchester, Linda Booth, Wayne McElfattrick, Elish Flanagan, Mike Coulter, Felicity Harris, Rev. Annie Goldthorp, Donna Higgins

Alan welcomed Donna Higgins as the new parent governor and governors introduced themselves.

Windmills.

The budget has assumed that Windmills won't be able to repay their debt of £2,549.38. The LA won't normally write off debts over £500.

Mr Cousens has had lengthy discussions with various departments of the LA. He has now been advised that, as the company is ceasing to trade at the end of this academic year, the best course of action is to write off the debt. This is seen as the most prudent route forward by Warwickshire Legal Services.

Governors agreed that this is the best course of action and asked Mr Cousens to forward the report to Warwickshire Legal team.

Harbury C.E. Primary School



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20th May 2014

For the attention of the Finance Committee,

As has been minuted previously the company Windmills who rent our external class room have built up a debt of £2549.38 (previous minutes also detail the attempts by the company to re-pay their arrears). Through discussions, and as the company is ceasing to trade at the end of this academic year, it has been concluded that the best course of action is to write of the debt, this is also seen as the most prudent route forwards by Warwickshire Legal Services.

I am therefore asking for the Governors agreement to formally approve the writing off of this debt. I will then forward this report and the minutes with your approval to Warwickshire Legal team who will draft a report to the portfolio holder for sign off. Once this is agreed the Finance team will liaise with legal services and the school to make the necessary entries.

Yours Sincerely

David Cousens