



Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 14th February 2023 at 8 a.m.

The Federation of Boldmere Schools

Present: Mr Carl Glasgow (Executive Head Teacher) (EHT)
Mrs Samantha Kenny (Co-opted, Head of Infants) (SK)
Ms Roxy Willis (Co-Opted) (RW)
Mr Matt Sadler (Co-opted, Head of Juniors) (MS)
Ms Natalie Justice Dearn (Parent Governor) (NJD)
Mr Greg Bloom (Co-opted Governor) (GB) Chair of FGB

In Attendance: Ms Cordell O'Neill (Governance Professional) (Clerk)
Ms Becky Bishop (School Business Manager SBM)
Mrs Anne Darby - Associate Member (AD) (with voting rights)
Mr Lee Schofield (MS Teams) DRB Services.

Apologies: Mr Dan Mortiboys (Local Authority **Chair**) (DM)

| Item: | Agenda Items: | Action by: |
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| 1 | Welcome and Apologies The Chair DM sent his apologies to the meeting in advance. Mr G Bloom volunteered to Chair this particular meeting of the FFPHS committee and this was welcomed and agreed by all governors present. | |
| 2 | Declarations of Interest The Chair asked members if there were any declarations of interest to be declared either pecuniary or non-pecuniary. There were no declarations declared. | |
| 3 | Urgent Additional Items <ul style="list-style-type: none">The committee to discuss a volunteer for chairing the rest of the FFPHS committee meetings for this year as DM has stated that due to other commitments he needs to step back from his role as Chair but will still remain on the committee.A letter had been received from the LA, relating to the 3-year forecast and Oracle.Admissions Policy. All the above items would be discussed at AOB. | |
| 4 | Minutes of the previous FFPH&S Committee on 15th November 2022 and the confidential minutes on 15th November 2022. The EHT highlighted the following amendments: - Becky Dewsbury should be changed to Becky Bishop. The Hol highlighted an amendment in item 7 H & S, reception school, should read, reception class. It was: - Agreed to Accepted as a true reflection by governors the above minutes, subject to the above two changes. | Clerk |

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| | Item No. | Action | By Whom |
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| | 6. | SBM to make the amendment highlighted by the governor in the reports on page 3 (Balance Budgets) Complete | SBM |
| | 6. | List of Contracts with costs and renewal dates to be completed and shared. An Agenda item | SBM |
| | 6. | The SBM would contact other schools to conduct benchmarking/comparisons. – An Agenda item | SBM |
| | 6. | The Inventory Audit report to be presented to FGB. Next FGB | EHT |
| | 7. | Appoint a H & S Governor at FGB Tara Morton – Completed | All |
| | 9. | Add Gifts and Hospitality to all FGB - Standardised Agenda item | Clerk |
| | 9. | Review the Education Visits Policy – Completed | SLT |
| | 10. | All Governors to include their training onto GovernorHub – Complete | Governors |
| | 10. | BB to update all governors training from Hays to governor hub – Complete | BD SBM |
| 5. | Chairs business, actions, and correspondence There was no further business, actions, or correspondence to share. | | |
| 6. | Finance Matters Lee Schofield from DRB services joined the meeting via MS Teams and highlighted the following salient points: - <ul style="list-style-type: none"> • Correspondence received from the LA, informing the school of the change to the submission of the 3 year forecast as this was not going to be a requirement this financial year. The school had already spent time producing the reports, so this late correspondence was disappointing to receive. However, the reports would feed into further financial planning reports and support the GB and the school by providing a clear understanding of the future plans. • Challenges and changes from the LA were shared as follows: 3% had been built into the budget for 23/24, for both support and teacher staff. Linked pay rise from last year and aligned the support staff pay award. A change was connecting to the support staff pension/additional contribution rate which would reduce from 35.4 to 27.2, positive news. NI would remain at the same rate. • Funding – what was known as the school supplementary grant, which was intended to evolve into mainstream funding, didn't happen, there would be an uplift in the budget, however 2.5% of the 4% increase, was relating to the supplementary grant. There was a new grant called, mainstream additional schools grant, the DfE issued a calculator for this grant, which could be viewed on the DfE website. • Pupil premium uplifted from April by a further £45 to £1455 per pupil, which was a welcomed increase. • No news received on Universal Free School Meals, which had risen, last year £2.41 current rate, falling behind the recommended rate of £2.47 – did not do this until June last year. Only been two increases since it was released, which placed pressures due to rising food and transport costs. • Early Years funding - 2.47% increase and way behind inflation, which was a proposal last year, this would be revisited when received. • Revisit the carry forward balance, queries were still outstanding with the LA, so unable to provide an accurate figure of what the c/f is likely to be. | | |

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- The new financial planning system that the school had procured (INSIGHT) was reported as running well.
- Two reports were shared, Infants was presented first, cumulative, predicted for 23/24 £31,854, the Finance Officer feels the school would be able to trim in order to receive a balance budget for 23/24. The main contributors were, falling places in nursery, however the school was changing the profile of the intake to bring in additional funds. The budget pressures had not helped, increases to energy and catering/phototyping, increases proposed from suppliers from April at 12%. Suggested the school to challenge the suppliers. A balanced budget would be pursued for 23/24. Some issues were out of the schools and GB control, due to the challenging areas mentioned above. Best Value exercise would be conducted. The RPA scheme would be considered and a £2,000 saving could be made.

A governor highlighted, the £120,000 savings. What was the bridge in that saving?

The SBM reported on the staff changes from a reduction to hours and covering in-house, the EHT reported the majority was from the funding received. The HoJ reported the reduction in supply costs was also a factor.

The Chair reported how supportive it would be to have a breakdown of the controllables and risks. It would be useful to receive a list of savings which were sustainable and have these rag rated and allow context for the GB, to reflect on their decisions for future years, to include one offs, that may not be necessary or required the following year and the impacts. To ensure the governing board feel more comfortable and satisfied with their decisions.

The SBM confirmed when the budget was being set, the school were told by the DFE to increase by certain amounts, however, not always to the effect they thought, which highlighted some savings.

The SBM added, Becky Jones (SENDCo) and Kerry Preece (BIB Lead), had worked closely together to receive extra SEND funding, reporting approximately £12,000 per pupil being received in total for identified SEND children, which would support in bridging the gap as this was more than what had first been allocated for certain children with SEND.

The HoJ reported that the majority of schools were in the same challenging financial position.

The mindset of all involved was discussed and collective accountability of the governing board was important.

The EHT added, the industrial action, particular around the NEU was around the pay dispute, however, other actions unions were leading have led to positive government actions such as the allocation of an additional two billion into the educational funding as part of the spending review, which is much needed.

The Finance Officer highlighted controllables, and reported on a meeting held with the LA Head of Finance, where they discussed transparency of information, it was recognised how the schools required an estimate of what the funding was for each school at that

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precise moment, which would allow meaningful data to support the schools in producing an improved forecast.

The Finance Officer continued to report on the financial position within the Junior school and reported on the following salient points:

- The financial position within the juniors was slightly more stable, predicting a balanced budget next year with a small reserve of £7.500.
- Approximately £70,000 would still need to be clawed back. However, actions already taken have had a positive impact upon the school budget share.

A governor highlighted the in-year deficit had increased by £25,000 on the 22/23 budget in the juniors and queried the reasons.

The SBM reported on the gas works, short of £11,000 and the roof works would have made an impact to the in-year deficit. The Juniors was £3,000 short of the busy bodies predicted income, with 6 weeks remaining.

The EHT confirmed the school had clawed back around 4%, and there was still a further 2-3% to claw back, following a governor's question. The Chair confirmed since the last meeting, the school had endeavoured to claw back from 7/8% to 4%.

The Finance Officer (LS) left the meeting at 8.45am.

The Chair of Finance was absent, however, provided the following feedback: -

- The budget update was very encouraging. Showing improvements this year and next.
- Across the two schools there was a deficit of 24k by 31 March 2024. The underlying deficit had also reduced.

The Chair of Finance wanted to congratulate all involved. The Chair suggested the committee discussed whether the current financial forecast was acceptable to sign off as a budget on 31 March 2023 and the committee should discuss actions to support.

The chair of Finance reminded governors, his intentions to stand down as Chair of FFPH&S, due to increased work commitments.

Following discussions, the committee agreed to appoint Roxy Willis to act as Chair (for the remainder of this academic year) of FFPH&S, with the support of the current chair (DM) and all other governors, together with the EHT. The Clerk to source further financial training for RW.

Quotes/tenders for work

(Kitchen gas pipe and cleaning contract) –

The EHT reported on the difficulty in sourcing a provider to fix the gas pipe around Christmas, it was urgent to conduct the work as an emergency, the school used DK Heating, who had been used before and were good value for money.

The cleaning contract was set to increase by £15,000 this year. Two quotes had been received, one for 68k and the other for 70k, the school was awaiting a third quote.

It was confirmed by EHT that would be factored into the budget forecast, following a governor's question.

Clerk

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Costs were discussed from previous years of £62,500 compared to this year at £68,000. ***Governor asked if the schools additional cleaning regimes remained in place as they were during the pandemic, the EHT confirmed no, they were back to normal now.***

Review of service providers/Traded Services

Documents were shared to governors on lists of contractors. An arduous task had taken place, in the long run would support the school in highlighting the notices. Community costs was discussed, and a defibrillator was provided as an example by the Chair. The SBM highlighted how the report enabled the schools to review the amount of money sent with each supplier. Compared what the schools were spending, for example residential costs. Also highlighted the costs across the two schools, junior and infants. ***Governors welcomed the report and felt that gave the Finance Team a starting point and resources to review providers.***

School lettings (music and holiday clubs)

The HoJ confirmed the clubs were ongoing and no concerns. Easter and summer holiday clubs were all planned.

The EHT confirmed the school was not making substantial monies, however satisfied with the services for the community.

Governors highlighted the monitoring of the wear and tear of the building.

A governor asked if the pupil numbers of attendance at clubs increased, potentially would the school receive a better rate? The HoJ confirmed that would be the case.

A governor highlighted the Music provision in school and the EHT confirmed how the school needed to identify the rates they paid to hire facilities, as this has remained the same for the last two years. A governor suggested encouraging the classes at the parent forums as a means of increasing numbers.

SFVS

SFVS must be submitted by 31st March 2023 and would be shared at FGB.

The clerk explained the schools financial value standard (SFVS) helps to provide schools with the assurances that they are meeting the basic standards necessary to achieve a good level of financial health and resource management. The SFVS checklist asks several questions of governing bodies in six areas of resource management to provide assurance that the school is managing its resources effectively. This can be used to identify possible areas for change to ensure that resources are being used to support high-quality teaching and the best education outcomes for pupils. The checklist was formerly part of a tool that also contained a dashboard. This was now available on the schools financial benchmarking website. It showed how a school's data compared to thresholds on a range of statistics that had been identified as indicators for good resource management and outcomes, which would support the completion of the checklist.

Governors to review the papers in preparation for FGB discussion.

Benchmarking information

The documents were shared on GovernorHub from the benchmarking exercise, showing the comparisons, the governors were reminded how Boldmere had two schools Infants and Juniors, compared to other single schools highlighted, reminding them to add both

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| | <p>schools together when comparing. The results were discussed, and the governors were reminded it was 21/22 data. Governors highlighted how that would not reflect the impact made on this year's financial savings. Governors felt the report would be beneficial for comparing next year.</p> <p>The EHT drew the governors attention to the self-assessment dashboard that the SBM had completed and highlighted little risks exposed in terms of the rag rating to the Infants school, two ambers, one against the in-year balance and the second against the Education support staff, where the TAs in the BIB were different to mainstream. The rag ratings in the Junior school were highlighted, surrounding the in-year balance, and red rated areas were against staff costs and energy rises. The SBM highlighted the Junior School pays the bills, hence the bills in Juniors higher than Infants.</p> <p>Nursery charges/update – The Hol reported that 9 pupils now stay all day for f/t provision, 26 children in the morning with a further 4 vacancies in the afternoon. A further play leader was recruited, to also cover lunch breaks. Marketing was taking place to offer further 30-hour places. The trial was successful, however also raised challenges that would be implemented and possible changes for future years would take place.</p> <p>A governor's relative was a child minder and highlighted no apparent changes in the number of children in her care to report, so no direct impact on outside providers as a consequence of the nursery changes in school, following a question by Hol.</p> <p>There were no further questions.</p> | |
| 7. | <p>Health and Safety Premises</p> <p>The EHT reported on the following H & S salient points: -</p> <ul style="list-style-type: none"> • There were no Risk assessment updates to report. • Building related issues/Accessibility audits/actions – The actions were detailed on page 97 of the audit report shared. <p>All governors agreed to only spend on the building if statutory or a serious health risk.</p> <ul style="list-style-type: none"> • There were no planned building works/changes to report. • There was nothing to report on Asbestos. • No fire drill was scheduled to report on under Fire arrangements and procedures. A new fire drill would be scheduled for Spring 2. • The Offsite activity at (Whitemoor Lakes) had been discussed, assessed and agreed. <p>A Health and Safety governor tour would be scheduled with Tara Morton.</p> <ul style="list-style-type: none"> • Other inspections, audits and reports – Premises - the CDC report had been received, the reports shared were the same report (Juniors). The EHT said they were a 5-year plan. Awaiting on BCC reports that Acivico were commissioned to complete, the school was still awaiting. Gas works were chased by the EHT, a contribution towards the costs had been requested and awaiting feedback. | TM |

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| | <ul style="list-style-type: none"> The next potential strike day was scheduled for 1st March 2023 with (NEU Teachers), letters would be shared with parents in advance of the schools' intentions asap. <p>Governors suggested a holding letter sent out, due to the date so close to Half Term.</p> <ul style="list-style-type: none"> There were no further updates on Communication. <p>There were no further questions.</p> | EHT |
| 8. | <p>Staffing Update</p> <p>The HoJ highlighted the following staffing updates in the Juniors: -</p> <ul style="list-style-type: none"> Two teachers' resignations were reported, one member would be relocating and the other moving to a new position. The GB would be updated on the recruitment process for the two posts, initially, the school may need to recruit temporary cover posts to support the school. The post ideally to start after Easter, which is when the teachers will be resigning from their current roles as they had given the required notice. <p>A governor asked if the school would be able to recruit at Easter, with a supply cover to support prior. The HoJ reminded the board how important it was to recruit quality.</p> <ul style="list-style-type: none"> There would be cover required for a maternity post, the school would consider utilising internal staff/supply, prior to the maternity post returning. The school reported on the recruitment of a one-to-one TA support post (fully funded through SEND), the advert would be running shortly, the post would be fixed term and end when the one-to-one support for a named child was no longer required, (if the child left our setting). The school were planning to recruit a sports coach/leader, to bring in-house to replace the existing sports coach who is commissioned through an outside provider. The post would ideally be an unqualified teacher or grade 3 sports coach. <p>A governor asked if that was due to the current costs of the external sports coach. The HoJ reported, the costs were similar, however, the school were excited to manage a new sports coach employed by the school. The HoJ had benchmarked other local schools, who use a similar concept.</p> <p>Matt Sadler left the meeting at 9.20am.</p> <p>The HoI highlighted the following salient points on staffing updates in the Infants: -</p> <ul style="list-style-type: none"> A maternity cover in year one was reported, however no costs incurred, due to using internal staff. | |

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| | <ul style="list-style-type: none"> • A Teaching Assistant had resigned in the Nursery, a supply TA had been utilised, due to a statutory requirement of staffing support at level 3 accreditation. The school will look to recruit to this post as soon as possible <p>The Governing Board congratulated the staff who had resigned, and best wishes was given.</p> <p>There was nothing further to report and no further questions.</p> | |
| 9. | <p>Review policies</p> <p>The following policies had been circulated and discussed in detail by the governors as follows:</p> <ul style="list-style-type: none"> • Privacy Policies Notices - standard GDPR updates and updated in line with LA and updates from the DfE. • Charging and Remissions policy • Admissions policy <p>It was agreed by all governors to approve the presented policies above</p> | |
| 10 | <p>Governor Training and Visits</p> <p>The H&S Governor would schedule a visit for a tour of H & S with the EHT.</p> <p>Governors were encouraged to complete training; SIPS training was on offer and School and Governor Services Birmingham is also available.</p> <p>Governor Training Opportunities</p> <p>Induction Training for New Govs – 6th/13th Feb 14th/21st Mar 17th/24th May Intro to School Finance – 10th Jan and Managing Financial Resources – 24th Jan Complaints Management – 9th Feb Recommended for at least 1 Gov on every GB! Prevent in Education – 6th March 2023 Role of Safeguarding Gov – 22nd March 2023 Intro to Charing a GB – 15th Feb 2023 Termly Briefing for CoGs – 15th March 2023 Providing Effective Challenge – 7th March 2023 Role of the SEND Link Gov – Feb date tbc</p> <p>Next Clerks'/GPs' briefing was scheduled for Thurs 20th April at 5.30pm</p> | <p>TM</p> <p>Gov's</p> |
| 11 | <p>LA Items/Items for information</p> <ul style="list-style-type: none"> • Cost of Living report • Finance items to undertake. • Governor Training opportunities • H & S Training SIPS • Spotlight newsletters School Governance <p>Governors welcomed the information.</p> | |

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| 12 | <p>Any Other Business</p> <p>The EHT had circulated the letter received from the LA, detailing the issues with Oracle and the 3-year forecast as discussed earlier in the meeting.</p> <p>The committee had already discussed the requirement of a chair of FFPH&S and appointed Roxy Willis to be interim FFPH&S Chair, until the end of the Academic year.</p> <p>There was nothing further to add.</p> | |
| 13 | <p>Date and time of the Next Meeting</p> <ul style="list-style-type: none"> • FFPH&S Committee - 29.03.2023 8.00am • Education and Standards Committee -15.03.2023 8.00am • FGB - 03.05.22 4.00pm | |

ACTIONS:

| Item No. | Action | By Whom |
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| 4 | Clerk to make necessary changes to November set of minutes and share | Clerk |
| 6 | A breakdown of controllables and risks to be completed | SBM and EHT |
| 7 | Health and Safety Governor tour to be scheduled | TM and EHT |
| 7 | Clerk to support RW training in Finance | Clerk/RW |
| 10 | Governors are encouraged to attend further training to support their roles as governors and Link Roles. | Governors |
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With there being no further business, the Chair closed the meeting at 09.30am and thanked governors for their attendance.

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