



Finance & Facilities and Premises Health and Safety Committee Meeting
 Wednesday 29th March 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) (Chair)
 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)
 Mr Lee Schofield (MS Teams) DRB Services.

Apologies: Mr Dan Mortiboys (Local Authority) (DM)
 Mrs Anne Darby - Associate Member (AD) (with voting rights)

Item:	Agenda Items:	Action by:						
1	Welcome and Apologies The Chair welcomed all members to the meeting. Apologies were accepted from Dan Mortiboys and Anne Darby.							
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 There were no urgent additional items to report.							
4	<p>Minutes of the previous FFPH&S Committee on 14th February 2023 Following the review of the minutes, the HOJ highlighted a change to Sports coach section, where the minutes stated a qualified sports coach required, should read unqualified.</p> <p>The Chair raised the role of Chair of FFPH&S, should read interim for the rest of the Academic year. <i>The Clerk agreed to make the necessary changes and share.</i></p> <p>Agreed to Accepted as a true reflection by governors the above minutes.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Item No.</th> <th style="background-color: #e0e0e0;">Action</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>Clerk to make necessary changes to November set of minutes and share, completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td>A breakdown of controllables and risks to be completed Agenda</td> </tr> </tbody> </table>	Item No.	Action	4	Clerk to make necessary changes to November set of minutes and share, completed	6	A breakdown of controllables and risks to be completed Agenda	Clerk
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	7	Health and Safety Governor tour to be scheduled Agenda		TM and EHT
	7	Clerk to support RW training in Finance Agenda		Clerk/RW
	10	Governors were encouraged to attend further training to support their roles as governors and Link Roles. Agenda		Governors
5.	Chairs business, actions, and correspondence There was no further business, actions, or correspondence to share.			
6.	Finance Matters Lee Schofield from DRB services presented an overview of funding and inflation issues and other operational issues. <ul style="list-style-type: none"> Received the Budget section 251 notification on 28th February 2023, did not allow a lot of time to work on budget plans, SEN errors stated in the 251 notifications were amended. Budget plans were produced from DRB, which matched the school's reports. Overall funding increased by approximately 4%, changed due to pupil numbers and some other increases to the budget allocation. Awaiting on resource base funding, which resulted in estimation within the budget. Early years was calculated on school's forum recommendations. Pupil Premium had increased per pupil to £1,455, with effect from 1st April 2023. Sports Premium would be extended for a further 2 years, with a change in the criteria, it was recommended to consult with the sports premium link in school, to ensure they were aware of the new criteria set for the funding. Changes around other funding streams, schools supplementary grant had been mainstreamed into section 251, which resulted in a challenging task to unpick the figures. The Government had introduced a new grant called the mainstream schools additional grant, online there was a calculation entitlement for each school. Universal free school meals current rate was £2.41 per pupil, uplift may come into effect in June at £2.47. Recovery premium and school led tutoring grant, both would be ending in August 2024, which had been factored into the future budgets. Estimated Crisp, by using the schools' recommendations. Inflation and pay costs, forecasted based on incremental drift, linked the pay rises on the schoolteacher's recommendation to September 23, may need to review, all schools in the same position. Oncosts, Teachers Pay pension rate remains at 23.68% and for support staff had a reduction, going down to 27.2% from 35.4% on 1st April 2023. Significant positive difference to these figures. Recommendation had been received, pay offer for support staff £1925 on each pay point up to point forty-three. Factored in, however not settled yet. 			Sports Lead

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- Energy, factored in increases last year, made a saving from these recommendations. Energy efficiencies in school, may have been made.
- Inflation purposes, suppliers had increased their services from between 2% - 12%, allowed 4% for future forecasting.
- The food price increases were highlighted as a significant priority, with the increases to be challenged and reviewed termly.

A governor asked what the term/contract was on the current catering provider.

The EHT confirmed a fixed price which was renewable running from April 1st, 2023, to March 2024.

Recommended pay rise for teachers was discussed and the negotiation offers, 4.4% across the table. If approved by unions, then the school would be funding 0.7% - 1%. The consolidated one-off payment would be funded by the government.

The EHT confirmed he would be receiving the resource base SLA that week to be included in the budget. District locality programme was discussed and set to continue up to 2025. The EHT was involved on the panel of the District Locality Programme, which sits to allocate the SEN funding.

Lee Schofield left the meeting at 8.40am.

The EHT confirmed a three-year forecast was completed by the school and circulated, despite being advised not necessary by LA as per their previous correspondence.

The SBM presented the budget plans for each school and highlighted the following salient points:

- Forecasting an in-year deficit, but with a slight surplus. Which was a first time for Boldmere Federation.
- Minimum information from the government due to the issues with Oracle.
- Infants, 277 pupils, funding had been based on, and the amount per pupil was £3,405.
- £23,000 more funding than last year, including the supplementary grant as mentioned.
- Early years funding, delighted on the work in Infants regarding nursery pupil F/T numbers, had made a massive difference.
- Universal free school, funded at £2.41 and the catering provider had matched this.
- Pupil Premium, twenty-eight pupils were highlighted.
- All members of Finance had reviewed the expenses from 2022/2023 reviewing the priorities. Including income from clubs.
- Staffing changes, maternity and new starters had all applied and the teachers' percentages.
- Infants £109,000 in year deficit, CF £7.000 CF.

A governor asked what the percentage was of the £109,000. The EHT confirmed, 9.7%, not advised to carry more than 8%.

- BIB funding was received that week.

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- Juniors, based on 380 pupils for funding of the section 251, overalls £104,000 more than last year, driven by pupil places, identifying the controllables, increased the PAN across the school.
- Crisp funding allocated for the current children.
- School Direct and CPD income that the EHT had secured for that year.
- Busy Bodies, more money was taken this year than budgeted. A change in staff had also taken place by reducing staffing, therefore reducing costs.

Governors discussed previous budgets and comparisons were discussed.

- The Juniors were setting a £50,000 in year deficit, Carry Forward, £26,700.

The governors asked how the energy bill was forecasted The SBM confirmed the figures were based on last year and the predictions were stripped back and predicted a slight increase.

Governors were asked to approve the budgets as presented,

Governors highlighted how it was not ideal to set an in-year deficit, however they understood there was areas to work on and the surplus in place was highlighted. The budget was set out clearer. The tracking of the movements and the commentary at the side of the new format was concise. All governors were positive of the new format. It was:

Agreed by all governors to approve the budget settings as presented.

Services from DRB were discussed, and the work conducted by the Finance team at Boldmere in-house.

Following a governor's previous request for uncontrollable/Controllables information, a paper was shared to all governors.

The SBM, presented the controllable and uncontrollable information and highlighted the following information:

- Figures presented on 29.3.23, were in a better position since previous meetings. Following the savings made, inhouse savings from not replacing staff and not replacing reduced hours.
- Controllable and we made that decision as we thought of the school, not sustainable, could not do it again for another year.
- Worked hard to generate income in the nursery.
- Credit to the school and finances, all staff had worked hard and the GB and SLT had made some tough decisions that year, which had resulted in the improved position.
- Decisions made had been impacted on and supported the school.
- These decisions highlighted on the controllables list, should be translated to FGB and the school.
- Carry forward reported for 2022/2023 budget setting: Junior -£241, Infants, - £10,501, actual carry forward for 22/23 estimated for 23/24 budget: Junior + £76,116 Infants +£116,540.

Efficiency and Value for Money / Best Value Statement – Statement of Internal Control, had been circulated on GovernorHub and all governors **approved**.

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Schools Financial Value Standard SFVS)

The SBM explained the schools financial value standard (SFVS) helps to provide schools with assurance that they were meeting the basic standards necessary to achieve a proficient level of financial health and resource management.

The SFVS checklist asked 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 areas for change to ensure that resources were 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 shows how a school's data compares to thresholds on a range of statistics that have been identified as indicators for valuable resource management and outcomes, which will help you to complete your checklist.

The majority of the thirty questions were completed as yes, the following questions were highlighted as 'in part' with justifiable reasons: -

9. Does the school set a well-informed and balanced 3-year budget and has this been submitted to the local authority?

In part due to - Budget meeting 29/03/22 to agree budget to be set on finance system, however school not notified of carry forward balances, so reviewed June/July with actuals. Budget submitted to LA. Budget set with in-year deficit seeing overall deficit in Years 2 & 3, therefore not balanced.

24. Does the school maintain its premises and other assets to an adequate standard and make best use of capital monies for this purpose?

In part, due to, School endeavours to maintain the school building with capital income and has worked with EDSI in the past. School had a recent CDC survey which has identified areas of improvement. The school will not be able to fund substantial projects in the future due to lack of funds. School has used carry forward balances to support projects in house such as extensive gas repairs, kitchen upgrades and roof projects this year.

Governors commented on the thoroughness of the report and the answers demonstrated were sufficient. It was:

Approved by all governors to **agree** and submit the SFVS.

Cleaning contract 2023/24

It was reported how three quotes were received, which were noted as similar quotes, the school decided to continue with the same supplier and reported in the previous minutes.

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	There was no further business to discuss.	
7.	<p>Health and Safety</p> <ul style="list-style-type: none"> • Risk assessments – were no RA apart from the local trips. • Health and safety governor tour - 25th April 2023, The H & S Link Governor had already attended the H & S SIPS training. • Other inspections, LA – Condition Surveys (Acivico – July 2022) – Posted on GovernorHub for all governors to view, only the boiler reaching end of life, £66,000 to repair and that quote would be shared with the LA for the potential of dual funding. A 3-year costing plan against items, had been completed by the SBM and circulated on GovernorHub. • updates – Strike Action (NEU Teachers) additional proposed strike days on the 27th April and the 2nd May 2023 was reported. SLT will plan for these days accordingly. • Year 6 would be fully supported with SATS, even though considering the disruption of the strikes and the Coronation. <p>There were no further questions.</p>	
8.	<p>Staffing Update</p> <p>Infants</p> <p>The HoI, reported on the following salient points:</p> <ul style="list-style-type: none"> • The AHT had worked in class that year, from September that would be assessed and changed. Cover PPA or for extra days for curriculum support. • 3 Members of staff on Maternity, would be returning before the end of the academic year. • Extended a teacher, following an internal advert for a fixed term contract for 1 year. • Employing play leaders for the nursery, reported 17 Full time pupils from September, an advert would be going out, the SBM confirmed the costings for that was covered by wrap around costs from parents. • Advert for TA would be posted. Which was confirmed as a like for like. • A TA and Mentor had asked to reduce their hours, the school were still considering if cover was required for these posts. <p>Juniors</p> <p>The HoJ reported the following salient points:</p> <ul style="list-style-type: none"> • The previous report of two teacher vacancies, had become three, appointed two teachers after Easter. One of the appointments would start in September. • One full time teacher returning to the BIB, following Maternity Leave. Summer term two. Supply cover would be in place until 3rd July 2023. 	

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	<ul style="list-style-type: none"> • A teacher would remain in year 4, for the rest of the year, due to maternity leaves and absences. • The HoJ was teaching a day a week, to support covers and absences. • Long term sickness absence in year 3 for a TA, up to now the school had managed, however, it was now time to back fill, using internal staff to support. • A Sports coach mentioned previously, there had been no change, however, like for like would eventually take place. • A teacher returning from maternity leave just before Easter would be utilised to teach in a year 4 class along with another member of staff who is going to be doing supply cover. <p>There were no further questions.</p>	
9.	<p>Review policies</p> <p>There were no policies to review.</p>	
10	<p>Governor Training and Visits</p> <p>The EHT reported on the H & S Link Governor, how she had undertaken H & S training and arranged a visit to school for a H & S tour.</p>	
11	<p>LA Items/Items for information</p> <p>The Clerk continued to share LA items and governors welcomed the information.</p>	
12	<p>Any Other Business</p> <p>The EHT reported on a Water Bill received between 17th January 2023 and 17th February 2023, to the sum of £24,000. The average water bill was £3,000, they suggested a leak, however, the next bill was back to normal, and no repair work had been done and no leak found, which identifies an error. The bill is currently under investigation.</p> <p>There were no further questions.</p>	
13	<p>Date and time of the Next Meeting</p> <p>FGB - 03.05.22 4.00pm 13.07.2023 4.00pm FFPHS - 06.2023 8.00am</p>	

ACTIONS:

With there being no further business, the Chair closed the meeting at 09.30am and thanked governors for their attendance.

Chair's signature: _____

Date: _____