



Virtual Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 16th November 2021 at 8a.m.
The Federation of Boldmere Schools

Present: Mr Carl Glasgow (Executive Head Teacher) (EHT)
Mr Dan Mortiboys (Local Authority **Chair**) (DM)
Mrs Samantha Kenny (Co-opted, Head of Infants) (SK)
Ms Roxy Willis (Co-Opted) (RW)
Mrs Karen Welch (Co-opted Acting Head of Juniors) (KW)

In Attendance: Estelle Fisher (Clerk)
Ms Becky Dewsbury (School Business Manager) (BD)
Lee Schofield Finance Advisor DRB services (LS)

Apologies: Mr Pete Donovan - Associate Member
Mrs Ann Darby - Associate Member

Not In Attendance: N/A

Item:	Agenda Items:	Action by:
1	Welcome and Apologies The Chair welcomed governors to the meeting; apologies were received and accepted from Mr Pete Donovan and Mrs Ann 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 The Executive Head Teacher advised of the following urgent additional items: Becky Dewsbury (BD) would update the Board regarding the MIS and finance system under item 7 - finance.	
4	Minutes of the Previous Meeting, confidential minutes and matters arising of 1st April 2021 Governors referred to the minutes of the previous meeting and confidential minutes held on 1 st April 2021 having being previously circulated. <i>It was,</i> Resolved: to approve the minutes as a true and accurate record subject to two minor typographic errors amended by hand at the time of the meeting. A copy of the amended minutes was signed by the Chair and retained by the school.	

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Matters Arising			
Item No.	Action	By Who	Outcome
Item 7	Chair to sign Appendix A to be sent to the LA Chair to sign Budget Plan	Chair	Completed Completed
Item 12	Review flexible working request 1 at the end of the financial year.	EHT/ All	Completed
Item 15	SFVS to be approved via Chair's action. SFVS to be submitted by 28 May 2021	Chair	Included on the agenda under item item 7 for consideration.
5.	<p>Lee Schofield (LS), Finance Advisor joined the meeting via Teams at 8:12 a.m.</p> <p>Chairs business, actions and correspondence Governors heard the Chair had sanctioned the provision of a TA for one to one support for which an application for emergency special needs funding would be made. The first £6,000 would be funded; however, Governors acknowledged that full funding was not guaranteed.</p> <p>An order for work to improve the playground had been approved under Chairs Actions to allow work to commence in December 2021. It was hoped the investment would attract further students.</p>		
6.	<p>Membership Update Governors heard that Roxy Willis (RW) and Pete Donovan (PD) were now co-opted Governors.</p> <p>There were two potential Associate Governors that the school were hoping to bring onto the Board.</p>		
7.	<p>Finance Matters <u>Infant School 3 year budget forecast</u> Lee Schofield (LS), Finance Advisor, explained the documentation required for submission to the Local Authority. Governors noted the brought forward figure of £173,237 from 2020/21.</p> <p><i>A Governor asked if the SEN funding had been received at the end of the Financial year.</i> LS confirmed it had arrived late for the last financial year.</p> <p>Governors also discussed the Devolved Capital carry forward of £10,093 which added to</p>		

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the allocation for 2021/22 brought the total available capital resources to £17,572. Governors briefly discussed the improvements to the playground and the school planned to use devolved capital funding if approved.

LS explained the predicted outturn for 2021/22 per appendix A and highlighted the following:

- The Teachers pay and pension Grant of £8,000, which mainly applied to the Nursery Teachers.
- The staffing for both schools had included incremental drift and an assumed pay award for 2022/23. However, the LA pay policy had not yet been issued.
- There had been an offer of 1.75% increase for Support Staff pay, however, an agreement had not yet been reached and arrears would be payable from April 2021.
- An in-year deficit of £177,098 was anticipated for 2021-22.
- Pupil numbers of 327/328 were anticipated to remain stable over the three years.

Junior School 3 year forecast

LS referred Governors to appendix B of the forecast and highlighted the in-year virements. There were two significant virements required that were above the Executive Head Teacher's expenditure limit.

- Teaching Staff £53,310
- Agency staff – overspend of £24,000.

Governors were referred to page 3. A variance analysis had been completed to September and a suggested increase for the Resource base had been advised to reflect the change from predicted to notified figures.

A Governor asked why the original Infant School had fluctuated from a £65,000 deficit to break even, once SEN funding had been received but was now showing £177,000 deficit. LS explained the effect the intermittent receipt of top up funding had for the Resource base. Currently the SLA was based upon 14 commissioned places but there were in fact 20. Further funding would be received but SL had presented a prudent position based upon actual funds received.

A discussion took place around the in-year deficit and Becky Dewsbury (BD) explained there was a contingency in reserves.

A Governor asked why the forecast figure was zero on appendix B.

LS explained this was because the school was a chequebook school and only actual income received was allocated to prevent spending beyond actual funds. Governors were referred to the contingency and reserves of £196,000 on page 3.

Governors acknowledged a MIS system would provide more up to date and more user-friendly financial reports.

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Infants School – Local Authority Monitoring – Autumn Term

Governors discussed the ratios listed on Appendix 1.

LS explained the Budget setting and Budget monitoring questions set out on appendix 2 and Governors were content with the responses.

Governors noted the Budget monitoring summary report to 4th November 2021.

There were no further questions

Resolved:

- Appendix 1, 2 and 3 for the Infant School were approved for submission.
- Virements detailed on Appendix B for the Infant School to be approved.

Junior School – Local Authority Monitoring – Autumn Term

Junior School 3 year forecast

Governors discussed the carry forward surplus of £209,983 and noted the Devolved formula Capital funds carried forward from 2020/21 were £35,548, which added to the allocation for 2021/22, brought the available Devolved Capital funds to £43,660.

Attention was brought to appendix A and Governors noted the lower uptake of places at Busy Bodies had affected the in-year income. It was thought the reduction was mainly due to parents working from home during the lock down. The Head Teacher assured Governors the numbers were now increasing.

Current year virements for the Junior School were discussed as follows:

- An additional £35,700 was required for the new Teaching Assistant and one new vacancy.
- There had been a reduction in the Teaching staff budget of £26,636 due to one teacher moving to the Resource Base.
- A Virement would be required to pay for the Educational visits (Culmington - £27,625).
- There was an estimated shortfall for Busy Bodies and a virement of £12,862 was required for salaries.

Resolved: The virements listed on Appendix B for the Junior School were approved.

Governors discussed the need to closely monitor the budget and look to align staffing to the funding going forward, to improve the financial forecast for future years.

Governors were referred to appendices 1, 2 and 3 of the Junior School LA Monitoring report. LS explained the ratios listed on Appendix 1, Schools Financial Efficiency: Planning Checks for governors and said there were no major concerns identified. Governors noted staffing represented 78.71% of budget spend and there were 12 classes of 30 pupils.

Governors noted the SFVS referred to in Appendix 2 was being presented at the meeting. There had been a delay due to resolving allocation queries, which had only recently been finalised.

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Resolved: Appendices 1, 2 and 3 for the Junior School LA Monitoring report were noted and approved for submission.

Governors discussed the expenditure for staffing and the leadership team going forward. ***They asked if the percentage was too high and whether a consolidated Federation report would give a more accurate picture.*** LS explained the figures were based purely on expenditure, which did not nett-off the income. BD added that a consolidated report could be produced, but individual reports were required at this point for the SFVS to be submitted to the LA.

A Governor raised a query on the balance sheet and LS explained not all balances had been received for the prior year. Charges had been included but invoices not yet received. BD was monitoring three items, including an outstanding VAT claim. Governors were assured the LA were aware of the outstanding items and were aware which re-charges were included in the submitted figure.

Governors thanked Lee Schofield for his comprehensive presentation. **LS left the meeting at 9:13.**

Infant School SFVS 2020/21

Junior School SFVS 2020/21

BD explained that now the carry forward figures for 2020/21 had been resolved (as at 1 November 2021) the SFVS could be submitted along with the Statement of internal Control for both schools.

- BD explained the comments, evidence and proposed actions on the checklists.
- The Dashboard was displayed on screen and Governors noted the RAG rating against other schools.
- Average teacher costs were high compared to other schools and the teacher contact ratio was low. BD explained that there was more PPA time than other schools, which affected the ratios. Governors agreed to consider the Red rated items going forward.

Action: BD would look to include the provision of a report that could monitor Red rated items from the SFVS, as part of the data specification for the MIS.

BD

Resolved: to note and approve the SFVS for submission for both schools.

MIS system

BD explained the school had received a number of presentations from different companies for a new Finance System. Following these, the school recommended using Agresso for the Finance System but adding in Access Finance for budgeting. The advantages would be enhanced financial reports that were cloud based and therefore 'live' and the school would be equipped for any future move to academy status.

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	<p>A Governor asked how the transition would be managed. BD explained it would run alongside the existing system whilst advanced notice was given to existing providers. January to year-end would be used for close down for CMIS and a retaining amount of £250 per year would be paid to Advance for 7 years, to store the financial information.</p> <p>A Governor queried whether there were sufficient resources for the changeover. BD said it would be a busy time initially but the long-term advantages would be worth the investment in time and finances. There would be more up to date financial reports, which Governors could access. BD explained there was a higher cost for Access but the savings in time for the SLT would be beneficial for the school. An anonymised example of the reports available was displayed on screen.</p> <p>BD explained the contract would be for 3 years, <i>following a question from a Governor</i> Governors heard the dashboard could be consolidated across the two schools but finances could be drilled down for each school.</p> <p>There were no further questions.</p> <p>Resolved: The purchase of Access finance was approved.</p> <p>Carry forward analysis</p> <p>Governors discussed the use of the surplus balances and agreed additional staffing including those for the Resource Base, supported the three-year strategy to address learning gaps.</p> <p>Resolved: The use of the surplus balances was agreed.</p> <p>Governors heard the Teaching School bank account had initially been set up in 2013 but was no longer required. A balance £101,000 needed to be allocated against the Junior School budget and the account closed.</p> <p>Resolved: To close the account and allocate the funds to the Teaching School budget.</p> <p>The Statement of Internal Control was signed in May 2021 and would be forwarded to the LA along with the SFVS.</p> <p>Governors noted there were no school lettings.</p> <p>Resolved: Noted.</p>	
8.	<p>Premises health and Safety</p> <p>Governors noted the following Health and Safety items:</p> <ul style="list-style-type: none"> • Risk assessments were detailed on the school website. There had been some school trips and the risk assessments were completed and filed on site. • There were plans to enhance the Junior School reception entrance to create a large double gate entrance at a cost of £17,000, which would be funded from Devolved Capital. 	

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	<ul style="list-style-type: none"> • There were no issues to report around Asbestos. • The Fire drills had been successfully completed. • Governors heard a number of off-site activities had taken place and were planned for the New Year. • A Health and Safety governor tour would be scheduled in the near future to include the Health and Safety Audit. • Fire Safety Inspections had taken place for both schools and Governors noted the Fire Safety Visit reports that had been circulated along with the action plans for enhancements. Governors were pleased to hear that adequate safety was in place and there were no major issues. <p>Resolved: to note and accept the Fire Safety Inspection reports.</p>	
9.	<p>Staffing update</p> <p>Governors received an update on recent staffing changes.</p> <p><u>Infant School</u></p> <ul style="list-style-type: none"> • There had been two starters and a leaver in the Infant School. One member of staff would be reducing her contract to two days and a supply teacher would be joining to cover the three days. • Maternity leave was being covered internally until July 2022. • Unfortunately, five teachers were off sick with Covid. The school would be returning to bubbles to help contain the spread of covid. <p><u>Junior School</u></p> <ul style="list-style-type: none"> • An occupational health referral had been necessary for one member of staff leaving due ill health retirement. • The Junior School Head Teacher would be returning in January 2022 and Karen Welch would return to her post of Assistant Head Teacher. • An advertisement had been issued for a new lunchtime assistant. There had been 20 applications and 50 enquiries, which had been positive. • Two TAs would be appointed for Years 4 and 5 on a temporary basis, as there were more SEN pupils currently. • A maternity leaver would be covered internally. • A new teacher and new TA had been appointed for Boldmere Inclusion Base (BIB). Twenty places had been commissioned for 2021/22 and there were already 18 in place. The new BIB manager, Kerry Preece, would be starting in January 2022. <p><i>Governors discussed the challenges around Covid and asked if there was any support they could give.</i> The Head Teacher acknowledged it was challenging for the SLT in terms of planning for cover and although staff had received two vaccines, they were still contracting covid in some instances. There was a lot of reliance on internal cover as agency staff were in short supply. There was concern that there would be an impact on standards as staff were being asked to come out of class to put materials onto the website for home learning.</p>	

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	<p>Dan Mortiboys left the meeting at 10:02 for another meeting.</p> <p>Governors were unable to ratify the staff performance management and associated pay increments or to consider the Executive Head Teacher’s Appraisal as there were insufficient non-staff Governors present for a quorum.</p> <p>Action: An extra-ordinary meeting would be held to consider the staff performance management process and the Head Teacher’s Appraisal prior to the FGB meeting on 14 December 2021.</p> <p>Resolved: The staffing update was noted.</p>	Ex HT/ Governors
10	<p>Review and Approve Policies</p> <p>Governors agreed to consider the following policies at the forthcoming FGB meeting on 14 December 2021 :</p> <ul style="list-style-type: none"> • H&S supplementary Covid 19 policy • H&S Policy • Pay Policy <p>Action: To add to the agenda for the FGB meeting.</p>	Clerk /Chair /HT
11	<p>Governor Training and Visits</p> <p>Pete Donovan had received Health and Safety Training through TEAMS following his agreement to take up the role of H&S governor link.</p> <p>Staff Welfare remained key and the school were hoping to undertake staff questionnaires. These would be anonymous.</p> <p>Pete Donovan would provide a H&S update and would undertake a site and asbestos visit in liaison with the Caretaker.</p> <p>Action: A H&S update would be provided at the FGB meeting in December. An Education and Standards Governor visit had successfully taken place last week.</p>	
12	<p>LA Circulars or Items for Information</p> <p>There following items were circulated for information:</p> <ul style="list-style-type: none"> • 	
13	<p>Any Other Business</p> <p>There was no other business to discuss.</p>	
14	<p>Date and time of Next Meeting</p> <ul style="list-style-type: none"> • Tuesday 1st February 2022 8a.m. 	

With There being no further business, the Chair closed the meeting at 10:15 a.m. and thanked governors for their attendance.

ACTIONS:

Item No.	Action	By Who
7	BD would look to include the provision of a report that could monitor Red rated	BD

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	items from the SFVS, as part of the data specification for the MIS.	
8	An extra-ordinary meeting would be held to consider the staff performance management process and the Head Teacher's Appraisal prior to the 14 December 2021 FGB meeting.	Executive HT/ Governors
10	The following policies to be considered at the FGB meeting in December. <ul style="list-style-type: none"> • the H&S supplementary Covid 19 policy • H&S Policy • Pay Policy 	Clerk/ HT / Chair
11	A H&S visit update would be provided at the FGB meeting in December.	Pete Donovan

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