



## Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 20<sup>th</sup> June 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)  
Mr Greg Bloom (Co-opted Governor) (GB) Chair of FGB  
Mr Dan Mortiboys (Local Authority) (DM)  
Mrs Anne Darby - Associate Member (AD) (with voting rights)

**In Attendance:** Ms Cordell O'Neill (Governance Professional) (Clerk)  
Ms Becky Bishop (School Business Manager SBM)

**Apologies:** Ms Natalie Justice Dearn (Parent Governor) (NJD)

Item:	Agenda Items:	Action by:
1	<b>Welcome and Apologies</b> The Chair welcomed all members to the meeting. Apologies were accepted from NJD.	
2	<b>Declarations of Interest</b> 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	<b>Urgent Additional Items</b> There were no urgent additional items to report. The interim Chair referred to the requirements of a Chair for this committee in 23/24. The clerk would add to FGB.	<b>Clerk</b>
4	<b>Minutes of the previous FFPH&amp;S Committee and Matters Arising from 29<sup>th</sup> March 2023</b> Following the review of the minutes, The Hol highlighted, two amendments to the minutes on 29 <sup>th</sup> March 2023, which would be amended by the clerk, it was:  <b>Agreed</b> to approve the minutes subject to the above changes, the clerk would share the updated version.	<b>Clerk</b>
5.	<b>Chairs business, actions, and correspondence</b> There was no further business, actions, or correspondence to share.	

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<p>6.</p>	<p><b>Finance Matters</b></p> <p><u>Receive budget monitoring report.</u></p> <p>The SBM confirmed the school had completed the budgeting however no financial information had been received by the LA due to the issues that the LA Finance Oracle system is still presenting. The following salient points were reported as a consequence of Oracle:</p> <ul style="list-style-type: none"> <li>• No Carry Forward figures reported or predicted and likely that these would not be received before the summer.</li> <li>• Schools were finding it very difficult to plan strategically at the moment, due to not being aware of the exact financial situation, which is at no fault to the school.</li> <li>• The budget monitoring report was based on estimated figures, the yearbook, highlighted an improved picture, but again this needs confirming by the LA.</li> </ul> <p><b><i>Governors were pleased to hear the improved picture, however, were aware, the yearbooks were not accurate, due to the Oracle issues and reconciliation files still to be received.</i></b> The school anticipated reporting further information in the autumn, with an up-to-date picture of carry forward information.</p> <p>The SBM confirmed she had updated the original signed budget with the proposed staffing changes to show a comparison, so that governors had the correct costings/impact upon budget when making an informed decision on proposed staffing changes for September 2023.</p> <p><b><i>The Chair of FGB confirmed the school were not proposing to use the estimated figures,</i></b> it was confirmed the school was using the figures set prior. The school were not spending money based on the new estimated figures and were working on the controllables.</p> <p><b><i>Over PAN in school years and especially Reception was discussed by governors, and it was confirmed, how LAC and special needs children were exempt in the over KS1 PAN rules within schools.</i></b></p> <p><u>Quotes/tenders for work</u></p> <p>The EHT reported on received tenders for decorating works at Boldmere Federation and explained the changes to the rooms. There was a priority for more space, for the extra children joining in September with high needs, following the direct instruction from the LA to accept extra children. The purpose of the room was to utilise as a ‘Nurturing room’ to support with the integration of the children joining us in Reception with EHCP’s from September 2023. This intended strategy would also help to ensure that the education of these additional children would not be at the detriment of other children in their respective Reception classes, which is absolutely essential for both children and staff alike.</p> <p><b><i>A governor asked for the costs of the developments for the ‘Nurturing room.’</i></b></p> <p>The EHT confirmed, approximately £10,000, which would be used from devolved capital. The HoI added how challenging it would be for the school to accommodate the extra children, without making these necessary changes.</p>	
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	<p><b>A governor asked what the implications were for staffing?</b> It was confirmed that would be discussed under the Staffing item on the agenda.</p> <p><b>A governor asked, if the one to one would only be provided by the extra funding, was that the only extra support?</b></p> <p>The EHT confirmed that would be part of the EHCP, allocated funding to the particular child, would come in the form of support units, which then had a monetary value against the allocation of these.</p> <p><b>A governor asked if the extra children were local?</b> The EHT confirmed they were within the catchment area, apart from one of the children which was 3.6 miles. However, we are aware that the parents of this child are appealing the allocation of the place at our school. As they do not want their child to attend mainstream provision as they had requested a Special School during the Annual review process of the child’s EHCP.</p> <p><u>School lettings</u></p> <p>The HOJ reported on the summer holidays kids’ clubs, which had proven to be a success in the past and supported the community, dates for 23/24 had been negotiated and facilitated.</p> <p>The costs would be reviewed, when necessary, currently the numbers had remained static. <b>Governors suggested the impact on the building of wear and tear had to be considered moving forward, which may lead to an increase in the costs of the lettings.</b></p>	
7.	<p><b>Health and Safety</b></p> <p><u>Risk assessments</u> were reported as up to date and a previous Chairs action to approve the recent risk assessment for the Farm residential for a group of children from years 3 to 6 had already taken place, even though this was not necessary for this particular trip, it was an action of ‘good practice’.</p> <p><b>Governors asked how successful the residential was.</b> The HoJ explained it was a huge success, the children who had attended were identified by the SLT and ordinary would not attend a residential, they spent 2 days and 1 night on the farm. The residential was free via a competition, which Boldmere had won, the committee expressed many thanks to Mrs Welch for achieving this. The opportunity would be discussed wider to mainstream/BIB children and <b>the Chair of FGB commented ‘what a fantastic opportunity it was for the children.’</b></p> <p><u>Health and safety governor appointment and tour.</u></p> <p>The Chair of FGB offered to attend the tour temporarily until the FGB recruited a new H &amp; S Link Governor, following the resignation of TM from her role as an Associate Governor to the FGB.</p> <p><u>Legal updates – Strike Action (NEU Teachers and other unions also currently being balloted)</u></p> <p>The EHT reported on the planned strikes, for 5<sup>th</sup> and 7<sup>th</sup> July 2023. The 5<sup>th</sup> of July was transition day and would now be scheduled for the 12<sup>th</sup> of July 2023.</p>	Chair

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	<p>The school and governors were concerned about the impact on the attendance during 5<sup>th</sup> to 7<sup>th</sup> July 2023. As some parents may also decide not send their children to school on the 6<sup>th</sup> July, as they may take the opportunity for a short family break over the strike period leading up to the weekend. But the committee realised there was nothing really that could be done by the school to control this area of concern as it would be parental choice. Of course the school would do all it can to not allow this to happen.</p> <p>The EHT reported on the pay recommendation, and budget implications, which would not be published as suggested by government until 29<sup>th</sup> July 2023 at the earliest, when all schools would be on leave. The pay recommendations would make an impact potentially to the number of teachers that decide to strike.</p> <p>The Education and Standards Committee was also scheduled for 5<sup>th</sup> July 2023, which would be cancelled. Any urgent E&amp;S items would be added to the agenda for the final FGB of this academic year, taking place on the 13<sup>th</sup> July.</p> <p>The Chair of FGB commented how understanding the parents had been with the strikes. Notice period given by the NEU of the scheduled strikes, supported the parents and the school, and the governing board were aware of that.</p> <p>There were no further questions.</p>	
8.	<p><b>Staffing Update</b></p> <p><u>Junior updates</u></p> <p>The HoJ reported on the following salient points:</p> <ul style="list-style-type: none"> <li>• TA, planned to recruit three, one to one, TAs to support children. Fixed Term contracts for the named child and the contract would cease if the child moved on. One would replace a long-term supply in the role, which would be more beneficial for the school.</li> </ul> <p><b><i>A governor asked what the funding comparison was for the school,</i></b> it was confirmed as £6,000 per post. There may be an opportunity for Emergency special needs requests to claim back more funds, to reduce anticipated costs/impact on upon school budget share further.</p> <ul style="list-style-type: none"> <li>• 2 x TAs were adjusting their hours, the above would offset the adjusted hours.</li> <li>• Senior lunchtime supervisor retiring, the 3 TA’s being recruited would also be supporting the children at lunchtimes, which may result in no replacement to this role.</li> <li>• A current Fixed-term contract would remain, a year 3 member of teaching staff would be leaving to travel, which would be a huge loss to the school and the profession.</li> <li>• A maternity absence would be returning sooner than expected.</li> <li>• Leadership – advertising an AHT, to contribute to the junior’s leadership team.</li> </ul>	

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- A year lead would also be advertised. **All the posts would be advertised internally, following a governor's question.**

**A governor asked if the balance was right between Teachers and Leaders, and questioned if the Leadership was top heavy.**

- The intended strategy was to ensure that effective succession planning was in place for the future. Ensuring that effective leadership capacity was being catered for over the 3 year strategic plan.

**A governor felt it was important to be aware of the plans due to the financial implications.** The EHT confirmed the plans would be discussed with the Chair of FGB in due course and 'today's' plans were to be sure succession was in place and leadership were strong.

The Chair of FGB confirmed how important succession planning was with FGB also, as three experienced governors had shared that they were planning to resign from post next year, and this needed to run in parallel.

The HoJ, replied to the original question of top leadership, the leadership decisions were justifiable, the creation of these positions were to shift roles and consider succession planning.

**A governor asked for clarification on external advertising.** The HoJ replied, how satisfied he was of the calibre of internal staff and how it would support retention.

**A governor asked for clarification on the costs of the decisions above.**

The HoJ reported, the total costs of all posts identified above for the juniors, would be £28,000. Considerations were reported for the potential funding received for some of the posts to offset overall costs.

#### Infants staffing

The HoJ reported on the following Infant staffing updates/changes:

- Three maternity posts were returning, 1 x for 4 days, the other two had asked to reduce to 4days.
- AHT's, would be out of class, however, covering the maternity covers until their return towards the end of this academic year.
- A Learning Mentor was reducing to 4 days. However, was required to be out of class, due to the increase of vulnerable children.
- A TA would backfill a full-time role and potentially appointing six TAs, for one-to-one children, four having EHCP, each TA would cost approximately £6,000, **calculating to £33,000, confirmed by the EHT following a Governors question.**
- If not successful in recruiting the school would approach the supply route. (Level 3 was required to work with the children).
- Replacing like for like with a TA, no additional costings.

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- An ECT was staying on for another 1 year fixed term contract, following internal interviews.
- One current Reception teacher would be leaving at the end of the academic year as the fixed term contract had come to an end.
- Acting Assistant Head Teacher had been acting in the role for some time and the school had made the role official and permanent.
- The EHT discussed the funding factored into the final costings to bridge gaps.

***A governor clarified the TA situation, and governors confirmed it was an uncontrollable situation.***

It was confirmed by the HoI, how the experienced SENDCO lead in schools and the BIB staff, workload would increase, which had to be factored into the roles and responsibilities. Moving forward, administration workload for SENDCO and the BIB would need to be addressed.

***A Governor asked about the morale in school and concerns over the increased workload for 23/24.*** The School Leadership team were aware of the increased pressures. The above changes would potentially alleviate the impacts in school and support all staff members and the children.

***A governor highlighted the additional funding for the child and asked if that was for the child life at the school.*** The EHT confirmed it was a year-by-year decision and the funding would be applied for yearly, which was highlighted as timely annual review process. The EHT agreed and added that was why the school would seek further administration support to SENCO lead, it was:

***Agreed*** to sanction the request by the governors and accept the proposed changes as detailed above. The governors agreed they could not challenge the decision, as the children and the school required the additional support, due to the safety and welfare of the children.

Greg Bloom the Chair of FGB left the meeting at 9.15am.

The EHT reported on the BIB staffing situation and highlighted the following salient points:

- A maternity leave post would be returning 3<sup>rd</sup> July, which would reduce the supply cover.
- Recruiting 2 TA's, one to replace a TA already left, currently there was one to one supply with a child allocated funding, that child would be leaving, however there would be a new child joining that required the one-to-one support.
- The school had made an application for additional funding for £85,500 to cover all the costs incurred, an exercise of the costs of the BIB had been included in the report.
- The BIB has 22 commissioned places in 2023/24 and all are currently full.

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	<p><u>STRB pay 2023/24 pay recommendations.</u></p> <p>The above item had been discussed and detailed. The pay recommendation of 6.5% had been recommended by the STRB, however not accepted or approved by the current Education secretary. Three percent had been budgeted for at the school and this was under dispute. 3.5% would need to be factored into the budget if the 6.5% increase was approved. The dispute was not about the pay, but about the underfunding in schools so that future allocated funding also included the reserves required to cover anticipated pay increases.</p> <p>TA pay recommendations of £1925 in April 22/23, which had been implemented and rejected. TA unions are also planning strike action from September.</p> <p>There were no further questions.</p>	
9.	<p><b>Updated MIS – Progresso to Arbor</b></p> <p>The EHT provided an update on the Management Information Systems, Progresso was the previous provider, notifications had been received from Progresso to end the contract on 31<sup>st</sup> August 2023.</p> <p>The Leadership team were present at presentations for a new provider and Arbor was the chosen provider, with positive reviews from other schools. The costs would offset and mitigate costs in the long term as it had an integrated system for ParentPay and other communication systems. Currently the school were paying extra for a ParentPay scheme.</p> <p>The school had successfully migrated to Arbor during the half term, which was a positive move. <b><i>The SBM confirmed the school was currently not using two systems, but Progresso had all archived records, should they be required, following a governor’s question.</i></b></p> <p>There were no further questions.</p>	
10.	<p><b>Oracle update</b></p> <p>An email was circulated to all governors via GovernorHub, relating to the Oracle System – Implementation update, providing a summary of the latest progress updates for Finance, HR, and Payroll services. A discussion relating to Oracle had taken place earlier in the meeting. The use of Oracle continues to provide significant financial challenges in all schools, which has been an ongoing issue caused by the LA.</p> <p>There were no further questions.</p>	
11.	<p><b>Review policies</b></p> <p>The Late Collection Policy had been circulated via GovernorHub prior to the meeting for governors to view.</p> <p>The HoJ, highlighted how the school had not currently adopted a Late Collection Policy/Arrival Policy, the policy focussed on issues at children’s drops offs, the late collection of children, which impacted on staff, also, there had been occasions where</p>	

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	<p>children may be collected by other adults, which occasionally bought the school challenges. <b><i>It was confirmed the policy would be shared with parents and carers, following a governor's question.</i></b> It was:</p> <p><b><i>Approved</i></b> by all governors to adopt the Late Collection Policy.</p>	
12	<p><b>Governor Training and Visits</b>  A Governor visit that was scheduled for 5<sup>th</sup> July 2023, following the Education &amp; Standards Committee, this would be cancelled due to the proposed strike action.</p> <p>The Clerk had circulated opportunities for Governor Training with SIPS Education. Governors were encouraged to view and attend the training and utilise the opportunity, which had been paid for by the school.</p> <p>There were no further questions.</p>	<b>Governors</b>
13	<p><b>LA Items/Items for information</b>  The clerk had shared the following LA Information to all governors: -</p> <ul style="list-style-type: none"> <li>• LA Newsletter</li> <li>• Survey via LA on Equalities</li> <li>• SIPS training opportunities</li> </ul> <p>Governors welcomed the information, there were no further questions.</p>	
14	<p><b>Any Other Business</b></p> <p>The HoJ reported on the year 3 transition parent meeting that was taking place on one of the strike days, which would still go ahead as the meeting was scheduled for after school. Slides would be available on the school website for parents/carers, which were not present, the EHT suggested recording the meeting, depending on missing parents/carers.</p> <p>The HoI reported on a planned Fire drill that took place on Thursday 15<sup>th</sup> June 2023, which was reported as effective and successful.</p> <p>There were no further questions.</p>	
15	<p><b>Date and time of the Next Meeting</b>  The new 2023/2024 dates had been circulated on GovernorHub by the clerk. The next FFHPS committee would take place on 15<sup>th</sup> November 2023.</p>	

**ACTIONS:**

With there being no further business, the Chair closed the meeting at 09.45am and thanked governors for their attendance.

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