



Virtual Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 1st February 2022 at 8a.m. Online MS Teams
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)
Mr Matt Sadler (Co-opted, Head of Juniors) (MS)

In Attendance: Cordell O'Neill (Clerk)
Ms Becky Dewsbury (School Business Manager) (BD)
Mrs Anne Darby - Associate Member (AD)
Lee Schofield Finance Advisor DRB services (LS)

Apologies: Mr Avtar Bhogal - (AB) Associate Member
Mr Pete Donovan – (PD) Parent Governor

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 AB and PD.	
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.	
4	Minutes of the previous FFPH&S Committee and Matters Arising from 16th November 2021 Governors referred to the minutes of the previous meeting held on 16 th November 2021, having being previously circulated. Some minor changes were highlighted. The Clerk agreed to amend and circulate the updated version. <i>It was,</i> Resolved: to approve the minutes as a true and accurate record subject to the minor typographic errors. A copy of the amended minutes would be signed by the Chair and retained in school.	 Clerk Chair Clerk

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	<p><u>Matters Arising from previous minutes/Actions</u></p> <p><i>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.</i> It was reported how the new software would be installed in April which would produce the dashboard. The action would be carried forward to the Summer term meeting.</p> <p><i>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.</i> It was reported how that was carried out on 19th November 2021 and ratified on 14th December 2021.</p> <p><i>The H&S supplementary Covid 19 policy, H&S Policy.</i> Updated the policy in line with statutory guidance and circulated for this meeting.</p> <p><i>H&S visit update would be provided at the FGB meeting in December.</i> The EHT provided the update on behalf of PD at the last committee. There was a proposed Governors visit on 9th February 202, prior to the Education and Standards committee, the EHT was planning on asking PD to provide an update to governors at the governors visit.</p>	
5.	<p>Chairs business, actions and correspondence</p> <p>There was no further business, actions or correspondence to share.</p>	
6.	<p>Finance Matters</p> <p>Becky Dewsbury highlighted on the Standard Finance Value Standards (SFVS) and governors noted how the deadline for completion was 31st March 2022 and would be discussed in detail at the next meeting, together with the review of Internal Financial Management Procedures and review of Service Providers/Traded Services.</p> <p>The following financial documents had been circulated ahead of the meeting:</p> <ul style="list-style-type: none"> • Boldmere Inf LS Visit 18 - January 17th 2022 Budget Monitoring • Boldmere Jnr LS Visit 14 - January 17th 2022 Budget Monitoring <p>Lee Schofield (LS), Finance Advisor, joined the meeting and highlighted the following headline figures from the above reports:</p> <ul style="list-style-type: none"> • Overall they were approaching the year end and received a notification by the LA stating a review of the position and by the end of the half term the school must have carried out all the curriculum ordering and invoicing. • The school was migrating to a new finance module from April, which highlighted the importance to clear debts, which would resulted in a clear picture. • The finances were awaiting an updated timetable, instalments and payments schedule to complete the final journals. <p><i>The Chair of FFPHS thanked LS for the background and asked for the bottom line figures.</i></p> <ul style="list-style-type: none"> • Infants reported a forecast of a £184,000 Carry Forward at year end which had increased slightly from the last reported anticipated year end CF figure which was 	

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£163,000

- Juniors was reported on the previous report at £115,000 for the 3 year forecast. However, slightly less now at £106,000, which was due to significant cover required.

The EHT reported on a healthy cumulative surplus moving forward for both schools. The Senior Leadership Team (SLT) expected more surplus than was anticipated and the Finance team and SLT would be focusing on tidying up instalments before the year end.

BD reported how they were chasing income from the LA and hopeful all would be received by the end of March, for example, early years funding, top up funding and the crisp. MS reported on the importance of pupil numbers and ensuring the places were filled in Nursery, infants and Juniors.

The Chair asked if there was additional funds to be received from the resource base.

LS had contacted the LA asking for further information on the service level agreement and asked the LA when they were going to start representing the income they should be receiving based on the service level agreement that was signed by the EHT.

Also, further discussions following the agreed SLA were made to increase further. The LA were going through a major reorganisation around SENAR, however reconciliation was required and LS was actively chasing.

LS highlighted the following figures on page 3 which stated, resource based funding, £160,000 which had been revised to £166,000 and the resource based top up funding £55,000 originally, now £120,000. Received in 2 parts, commission places and the top up funding was explained. The original figures were based on estimated and the SLA received and the figures were aligned. Reported at £286,000, however anticipated more. ***The Chair enquired how much more.*** The EHT reported, the original SLA was based on 14 places, however there had been 18 places, which was in the region of £40,000 additional. Children would be re-assessed to identify further top up funding.

A governor asked for further information on the junior's surplus. LS anticipated that would also increase.

LS reported on the agreement to adjust the income projection and it was realigned, following previous meetings.

There were no further questions, Lee Schofield (LS), Finance Advisor, left the meeting at 8.30am.

Governors raised concerns over the format of the reports and their expectations. BD reported how cost centre codes had been shared and the financial reports had been formatted based on the information they provided. Further discussions took place on how DRB were producing the reports. The EHT suggested the governors provided LS with detailed guidance on what they required. The reports may change moving forward when the school transfer to the new finance module from April. ***The Chair agreed with the***

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governors and was confident that the internal access report would satisfy the Governing Board and the school and be reflected in the new reports.

The SBM had circulated the following reports prior to the meeting: - Benchmarking BJS 2020-21, Benchmarking BINS 2020-21, Boldmere Federation benchmark-charts 20-21.

The SBM highlighted the following salient points:

- The benchmarking report card captured highlights of Boldmere Federation spending compared with a small number of schools that shared similar characteristics. The report card draws on published spending and staffing data from 2020-21 for local authority-maintained schools.
- The report allows the school to look at spend in different areas such as staffing, supplies and services; buildings and land; as well as against the individual Consistent Financial Reporting.
- It was noted the information was from 2021. Comparison with schools in the area, were more beneficial. The reporting had improved however not up to date.
- Both schools, total expenditure was reported as follows, junior 2.07million and 1.82 million for Infants school, all other schools were above Boldmere, however if you were to add the two schools together, the calculation would be comparable with New Oscott. There were advantages in remaining as separate schools, for example, resource base and speech and language.
- Staffing totals were reported for both schools and these were comparable with New Oscott who are our most similar school in our locality. The EHT highlighted 80% total budget on staffing which was combining the two schools figures as one, which reflected a positive picture.
- Premises, cleaning and maintenance costs, were below other schools, the two schools together would increase and go above other schools. However the EHT was not concerned with the figures.
- Occupational rates, included energy, water rates, insurances and catering, was highlighted as considerably more than local schools and required attention. There had been issues with energy bills, ***the SBM agreed to review.***
- Supplies and services which included admin supplies and Educational supplies, were reported more than New Oscott and below Wylde Green School.

SBM

The Chair thanked the SBM for the report and noted how that year would have been a challenging year, particularly in cleaning, however a positive picture.

A governor suggested reviewing the pupil numbers comparisons and that would have an impact to the comparative costings from each school.

The Chair reported how the data from 19/20 was a good comparative, due to the pandemic, 20/21 was a challenging year and hard to compare.

It was suggested to review current data and receive live data, following the pandemic. The SBM agreed, the EHT suggested the following key areas to focus on, schools deficits and surplus, staffing costs, future staffing needs in relation to Catch up, tutoring and covid catch up, top up funding for SEND.

The Chair said the benchmarking report outlined a positive picture and the resource

SBM

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	<p><i>base would highlight any further issues.</i></p> <p>There were no Audit certificates to receive and there was no review of trading providers.</p> <p>The SBM reported the following documents would be circulated prior to the next meeting: Disaster recovery plan, Business recovery plan and the Statement of internal control and the budget. <i>It was suggested to return to face to face meetings for financial discussions would be beneficial to the school and GB.</i></p>	SBM
7.	<p>Premises and Health and Safety report</p> <p>The EHT highlighted the following salient points on Premises and health and safety.</p> <ul style="list-style-type: none"> • Risk assessments were all up to date and MS had completed 2 pregnancy Risk Assessments. • Trips were starting to return and individual trips had their own Risk assessment carried out. • An Infant member of staff had a knee operation which had an impact on mobility, a risk assessment was carried out on their return. • A child was on crutches and risk assessments had been carried out to support the child. • Building related issues with the boiler, which would be rectified half term, was estimated at £784.00, other works needed to be carried out during half term. The improved boiler would be welcomed, particularly in the infant school. • Works had started to improve the junior school reception area and should be completed half term. • Work had been started in the nursery and would be completed by half term. • The fire drill was carried out on 24th January 2022. Which was satisfactory and only a few issues were raised that would be prioritised. • The EHT reported on Asbestos – in 2018, the DFE commissioned a Conditioned data management report, which would be carried out every 5 years and the school was expecting to be completed some time after February half term. • The Data management report would be reviewing everything, the state of the flat roofs had already been raised, and 60% of the schools building had flat roofs. Additional funding from the DFE was a potential possibility. • It was raised that PD had training in asbestos recently and would have a level of knowledge to support any questions. <p>There were no further questions.</p>	
8.	<p>Staffing Update</p> <p>The EHT reported on the following salient points on staffing updates:</p> <ul style="list-style-type: none"> • On-going pandemic issues, the school had managed to cover staff absences internally. • Mainly support staff were effected and there was still concerns around covid, however the school was managing the ongoing staffing absence issues. • Appointing an infant playleader, to replace a long term member of staff who would be sadly missed. 	

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	<ul style="list-style-type: none"> • A staff member from Year 6 of the juniors was commencing her Maternity Leave in April and would be covered internally. • A further junior member of staff would be starting their maternity leave, which was anticipated to be from the last week of the academic year, so the final weeks of the summer term for this class would be covered through internal arrangements. • There were a few maternity covers that needed to be addressed moving forward. • MS reported on a requirement relating to a job opportunity in school. A Full report would be shared at FGB. The post would be within Pastoral support and required for the junior school. The support required was around SEND and mental health. MS reported how it was an urgent priority, which was having an impact on teaching and learning. An advert would be written and the school was hopeful to advertise prior to Half Term, with the anticipation to start by Easter. <p><i>A governor asked if the school could afford the additional spend.</i> MS reported on the carry forward up to now and the staffing that had not been replaced moving forward, the school feels they could afford the additional support. EHT reported how some staff had reduced hours, which had not been replaced and the appointment would reduce the work load from others to allow others to concentrate on teaching and learning.</p> <p><i>A governor reported how the Junior school had a similar appointment a few years ago.</i> The EHT agreed and confirmed there was a similar post in 2016, however due to the recent pandemic and the impact on the school with mental health and pastoral support required, there was a need to recruit.</p> <p><i>A governor raised concerns for how the school could afford the post long term, following the advice from the Finance Advisor on the start and end of the year and expenditure throughout the year. However governors understood the concept was required in pastoral care.</i></p> <p>SK reported on the early return of a Teaching Assistant in the Infants school, following their maternity leave. The TA that was covering the role, was remaining in the reception class. Which would have a small impact to the budget. A further maternity leave would be commencing shortly and be backfilled.</p> <p>There were no further questions.</p>	
9.	<p>Review policies The following policies had been circulated ahead of the meeting.</p> <p>H&S supplementary Covid 19 policy The EHT reported, the H & S supplementary Covid 19 Policy had been displayed on the website.</p> <p>H&S Policy The EHT confirmed changes had been made to the policy prior to the self-isolation period to 5 days coming into effect, the policy was online and shared with all staff.</p>	

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	Pay Policy The EHT reported how the Pay Policy was a standard policy from the LA, the SBM had reverted to last year's policy and made the policy fit for purpose against Boldmere Federation format. It was: Agreed by governors to ratify and adopt the above detailed policies.	
10	Governor Training and Visits The EHT reported on the Governor Visit scheduled for Wednesday 9 th February 2022, prior to the Education and standards Committee. The Clerk highlighted SIPS training and encouraged governors to book on governance training to support their roles. At a previous committee meeting a Governor 'HB' raised an interest in 'are you ready for Ofsted' training. It was discussed and the Clerk would share with all governors.	All All Clerk
11	LA Items/Items for information The Clerk had shared Covid Updates that were shared by the LA The Clerk had already encouraged Governors to undertake SIPS training courses and view the website for available courses.	
12	Any Other Business <i>A governor asked how staff well-being was in school.</i> The EHT confirmed a positive stance was required around the school and staff were encouraged to capture the positivity. Staff well-being would be discussed in more detail at the scheduled governor visit on the 9 th February 2022.	
13	Date and time of Next Meeting The date and time of the next meeting was scheduled for 29 th March 2022 and 14 th June 2022.	

ACTIONS:

Item No.	Action	By Who
4	FFPH&S Committee minutes from 16 th November 2021 to be amended following above comments and shared. The Chair to sign the minutes at the next visit to the school.	Clerk/Chair
6	Occupational Rates on the benchmarking cards to be reviewed.	SBM
6	Review current Live Data	SBM
6	Disaster recovery plan, Business recovery plan and the Statement of internal control and the budget to be reported at the next meeting	SBM/Clerk
10	The Clerk to share the training 'are you ready for Ofsted' from SIPS education	Clerk
10	All Governors encouraged to visit the Governance training pages at SIPS hub to undertake training to support them in their role.	All Governors

With there being no further business, the Chair closed the meeting at 10:00 a.m. and thanked governors for their attendance.

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