



Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 29th March 2022 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)
Mr Mark Sadler (Co-opted, Head of Juniors) (MS))
Mr Pete Donovan – Parent Governor (PD) (Attended Virtually)

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

Apologies: Mr Avtar Bhogal

Item:	Agenda Items:	Action by:																					
1	Welcome and Apologies The Chair welcomed governors to the meeting; apologies were received and accepted from A Bhogal.																						
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	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">Item</th> <th style="width: 60%;">Matter Arisen</th> <th style="width: 30%;">Update</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">4</td> <td>Minutes to be amended 16.11.21 and signed and retained in school</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Occupation rates on benchmarking cards to be reviewed</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Review Current Live Data</td> <td style="text-align: center;">Closed</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Disaster recovery plan, business recovery plan and Statement of Internal Control to be shared next meeting</td> <td style="text-align: center;">An agenda item 29.3.22</td> </tr> <tr> <td style="text-align: center;">10</td> <td>The Clerk to share ‘are you ready for Ofsted’ training dates</td> <td style="text-align: center;">Completed</td> </tr> <tr> <td style="text-align: center;">10</td> <td>Governors encouraged to complete training</td> <td style="text-align: center;">Reminded on 29.3.22</td> </tr> </tbody> </table>	Item	Matter Arisen	Update	4	Minutes to be amended 16.11.21 and signed and retained in school	Completed	6	Occupation rates on benchmarking cards to be reviewed	Completed	6	Review Current Live Data	Closed	6	Disaster recovery plan, business recovery plan and Statement of Internal Control to be shared next meeting	An agenda item 29.3.22	10	The Clerk to share ‘are you ready for Ofsted’ training dates	Completed	10	Governors encouraged to complete training	Reminded on 29.3.22	Gov’s
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5.	Chairs business, actions and correspondence There was no further business, actions or correspondence to share.																						

Chair’s signature: _____ Date: _____

6. **Finance Matters**

The SBM (BD) had circulated the budget monitoring report including the 2022/2023 budget setting ahead of the meeting.

The Chair reported that all governors had reviewed the information and highlighted how the school was heading towards a deficit situation.

LS reported on the following salient points:

- In order to move to the increased expectation of the DFE for ECT to receive a starting salary of £30,000, the budget had to accommodate for this, by placing an 8% pay award for (ECT), which was a huge impact to all schools. The government had recognised this and introduced the Supplementary Grant.
- **The Supplementary Grant was explained following a governor's question.** The autumn 2021 spending review confirmed £1.6 billion of funding for schools and high needs, for the 2022 to 2023 financial year, above the previous settlement for that year. In the 2022 to 2023 financial year, schools would be allocated £1.2 billion of this additional funding, to provide support for the costs of the Health and Social Care Levy and wider costs. This funding would be allocated through the school's supplementary grant 2022 to 2023. This methodology would help schools and local authorities understand how the schools supplementary grant was calculated for 2022 to 2023. In addition to the school's supplementary grant, local authorities had been allocated £325 million additional high needs funding for 2022 to 2023, on top of the dedicated schools grant high needs block allocations, calculated under the national funding formula.
- There was a further factor that had not been factored into the above, which was the huge increases to energy costs. 224% increase on Gas and 102% increase on electricity released by corporate procurement.

Governors highlighted how the infants was £159,000 and the junior was £165,000 in year deficit and asked how much of the deficit was driven by teachers pay/utilities. LS confirmed, £70,000 of the deficit for juniors was purely down to energy, a sizeable proportion of the remaining balance was due to teachers pay, however, a 3% inflation increase had been factored into the budget. The EHT confirmed the remaining balance costs was due to an increase in service provision costs, the EHT had calculated service provider costs across two schools as approximately in excess of £30,000. The EHT reported on the pay freeze for support staff, which had been lifted and back dated from last April, which was included in the budget, with ongoing increments.

A governor asked if the school had to pay their own rates. LS confirmed, rates for all schools had been centralised and paid by DFE directly. An arrangement had been made for the LA to opt in, BCC was in the process of doing this. The school had allowed the rates to return back to LA and was highlighted in the budget.

The EHT was confident that the estimated carry forward figures presented would be greater. There would be last-minute funding to be received through SEN and other small pockets of funding moving forward. The SBM confirmed the presented figures were only as accurate as what was informed by the BCC.

The SBM added that great work was taking place with the BIB and the school anticipated extra funding in the near future from the BIB. There were positive changes taking place

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at BCC and the communication was improving.
A governor commented on the current inflation implications and asked if there was further support from the government. It was confirmed by EHT and LS that the school were receiving the supplementary grant and the school needed to be prudent and prepared for the worst-case scenario, it was noted how the new system would provide a more accurate figure.

The EHT confirmed the school was not eligible for the additional covid recovery plan funding as at the time the school had a healthy budget, and they were not allowed to claim back the covid costs of staffing which was frustrating. **It was raised by governors how the supplementary grant, as explained earlier, was not enough to support schools. It was confirmed by the school that an increase to Busy Bodies costs had been made following a governor's question,** the increase had been factored in and would change from the 1st of April 2022. The SBM confirmed the school was cautious with staffing replacements and not naturally replacing staff changes such as reducing hours etc. **The Chair asked LS from DRB, if the picture at Boldmere was a similar picture in other schools.** LS confirmed it was same picture around many local schools. **A governor highlighted the school meals contract and asked for further detail.** The SBM confirmed the school had over budgeted the costs for school meals, due to moving providers and that was explained in further detail.

The governors confirmed they were satisfied with the mechanics and understood the key drivers, the paperwork presented highlighted how the school would be entering into a difficult place and a plan was required to move forward.

The SBM confirmed by June the school was expecting to see an improved 'in year deficit' and would make a decision based on the updated figures. It was decided to schedule an extra workshop meeting to discuss plans moving forward. It was:

SBM

Agreed to approve the budget setting as presented. Schedule an additional workshop meeting at the end of June to plan ahead, following receiving an update to the budget setting 2022/2023 figures. FGB would be informed at the next meeting.

Gov's/EHT

There were no further questions and LS left the meeting at 8.40a.m.

Efficiency and Value for Money / Best Value Statement

The SBM had circulated the Boldmere Budget Comparisons 22/23 and highlighted the following salient points:

- Sets out an increase and decrease compared to last year's funding for section 251 and both schools were up by £15,000.
- The budget comparison with local schools was compared, highlighting Sutton Coldfield schools that were similar.
- Boldmere was maintaining their pupil numbers.
- The BIB numbers were increasing and generating increased revenue.

A governor clarified the minimum funding guarantee of 2% and anticipated a rise in that figure of 2%. The SBM confirmed that may be due to pupil numbers and confirmed some schools had gained and other schools had lost. There was confusion over the

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percentage of the income highlighted. The SBM confirmed it may be linked to deprivation.

Schools Financial Value Standard (SFVS)

The SBM had circulated the BINS/BJs Self-assessment dashboard and the BINS/BJs SFVS checklist to all governors prior to the meeting and highlighted the following salient points.

- The self-assessment dashboards were highlighting last year's data and showing a low risk to in year balance and reserves balance.
- A high risk of teaching staff spending in both schools. Boldmere was a school that retained their staff with good standards, an increased number of teachers were on UPS3, and Teaching Assistants were on higher salaries which made an impact to the figures. The EHT confirmed how they had created capacity in school to cover absences, which had reduced the requirement of supply staff, which resulted in a £40,000 saving.
- Supply staff costs were in line with other schools and administration was reported as higher in the junior school, however the SBM salary was included in the Junior School report and should be for both schools.
- Premises costs were in line, educational supplier lowest 10% of similar schools, which may be due to the pandemic and less resources ordered.
- Teacher costs were highest 20% of similar schools in Junior school. Infants was broadly inline with others.

The workshop meeting in June may need to consider the SFVS findings.

The SFVS checklist was highlighted, where 30 questions had been answered by the SBM on behalf of the GB and discussed as follows:

- Question 20 highlighted the statement 'value for orders over £8,000', should read £10,000. **Governors agreed to make the necessary change.**
- Question 3, the GB receive budget monitoring 6 times a year, it was confirmed there was 6 meetings a year including FGB, where the GB discussed the finances. however, the Finance Committee meetings took place approx. 3 times a year.
- Question 6 and 9 indicated, predicting surplus CF/balances, **governors asked to amend to (in part).**

SBM

SBM

It was confirmed that the document was reviewed annually following a governor's question. It was:

Agreed by all governors to accept the SFVS and submit the document to the LA.

The SBM highlighted an additional SFVS template that had to be published to highlight any declaration of interests, related party workers, the SBM would ensure completion and publish.

SBM

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	<p>Statement Internal Control The SBM confirmed the statement internal control would be circulated and reviewed annually. The EHT highlighted an amendment to point 2 of the documents, which clarified the leadership in school. It was:</p> <p>Agreed by all members to accept the statement for internal control as presented, subject to the minor change.</p> <p>Strategic Risk Register Action Plan The SBM highlighted the strategic risk register action plan and highlighted business continuity. The chair and other members discussed the content and wording. It was agreed to keep to the current template, however, change the wording and adopt. It was noted how the migration to cloud may improve the document.</p> <p><i>The GB and school members thanked SBM for all her hard work in completing and producing the documents. There were no further financial questions.</i></p>	
7.	<p>Premises and Health and Safety The EHT highlighted the following salient points on Premises and health and safety updates.</p> <p>The Annual Statutory testing requirements were completed annually, which included: PAT testing, heating testing, fire extinguishing tests etc and both schools had completed the statutory forms and submitted to the LA.</p> <p>There were no further questions.</p>	
8.	<p>Staffing Update SK reported on nursery numbers, which were down dramatically, currently 16 places down, which had a huge impact to the school and finances. <i>SK confirmed that was due to a low birth rate, following a governor's question.</i> It was highlighted how the Ukraine events may change the numbers in the near future and the school were asked to prepare. SK confirmed the reception numbers would be shared after Easter.</p> <p>The EHT confirmed the following staff changes in the Infants school:</p> <ul style="list-style-type: none"> • A reception teacher would be leaving 31st August and replaced with the current job share member. • Two members of staff would soon commence their maternity leave. • Appointed a new M1, who was previously an NQT legacy, they would commence after easter and be an NQT by September. • A successful application was received direct to school for a TA level 2 post. • 2 Teacher Assistants had requested reducing their hours, which was approved. <p>Junior's school:</p> <ul style="list-style-type: none"> • Two members of staff would commence their maternity leave. 	

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	<ul style="list-style-type: none"> • 2 fixed term contracts had been appointed, previously ECT. M4 had also been recruited to support as cover. (Funding should be received for ECT). • An advertisement had been posted for a Senior Learning Mentor. • An agency Teacher Assistant was due to complete their employment and discussions were in place to continue the TA, to support with transition. <p>There were no further questions.</p>	
9.	<p>Review policies</p> <p>There was a delay on the Medical Needs Policy and First Aid Policy. Both policies would be shared at FGB for approval.</p> <p>There were no further questions.</p>	MS
10	<p>Governor Training and Visits</p> <p>The chair reported on the workshop that would be scheduled to discuss the future budget setting for the end of June.</p>	All
11	<p>LA Items/Items for information</p> <p>The Clerk had shared the following LA information:</p> <ul style="list-style-type: none"> • Spotlight on Governance BCC • SIPS Governance Training Opportunities <p>Governors welcomed the LA information.</p>	
12	<p>Any Other Business</p> <p>The EHT reported on future pay freezes and inflation rises which would affect the longevity of staff pensions. Governors discussed the potential employees this may affect.</p> <p><i>The Chair asked SLT how the Finance Committee at Boldmere compared to other Finance committees from other schools.</i></p> <p>It was confirmed the FFPHS Committee were challenging and appeared to have read all the information at the start of the meeting and were always quorate, which was very positive.</p> <p><i>A governor asked if the discussion on joining a MAT would return to the agenda following the white paper announcement.</i></p> <p>The EHT felt it had disappeared due to the pandemic, it was noted how changes had taken place with local schools that were in the same discussions previously, which would change the dynamics of which MAT the school could potentially join if that was to take place. Sutton Coldfield Head teachers, groups discussions would commence and that would be added to the agenda.</p> <p>There were no further questions.</p>	
13	<p>Date and time of the Next Meeting</p> <p>The date and time of the next meeting was scheduled for 14th June 2022 at 8am.</p>	

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ACTIONS:

Item No.	Action	By Whom
4	Governors encouraged to complete outstanding training	SLT/SBM
6	Revise figures for the Budget setting 2022/2023 following updates from BCC	SBM
6	Schedule an extra workshop meeting to discuss plans/actions moving forward	GOV's/EHT
6	Make the necessary changes to the SFVS checklist Questions	SBM
9	Review Medical Needs Policy and First Aid Policy at the next meeting and FGB	Clerk/MS

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

Chair's signature: _____

Date: _____