



Finance & Facilities and Premises Health & Safety Minutes 04/11/2020

▶ Virtual Meeting ▶ Wednesday, November 4, 2020 ▶ 08:00 ▶ Chair: Dan Mortiboys ▶ Clerk: Tina Taylor

FINAL: The minutes are confirmed and locked.

Governor Core Values:

- setting the strategic direction
- holding the headteacher to account for the educational performance of the school
- ensuring financial health, probity and value for money.

Governors Attending: >Carl Glasgow, Dan Mortiboys, Sam Kenny, Anne Darby,

Governors Apologies: >Nicola Silverwood, Peter Green (absent)

Non Governors Attending: >Becky Dewsbery (Business Manager), Lee Schofield (DRB), Tina Taylor (Clerk), Roxy Willis (with voting rights)

Non Governors Apologies: >Karen Armitage, Peter Donovan (with voting rights),

Agenda Item 1 ▶ Welcome/Apologies

The meeting commenced at 8.00am.

MINUTE

The Chair welcomed everyone to the meeting. Apologies were received and accepted from Nicola Silverwood, Karen Armitage and Peter Donovan. It was noted that Peter Green was not in attendance and that apologies had not been received.

DECISION

Apologies received and accepted from NS, KA and PD

Agenda Item 2 ▶ Declaration of Business/Pecuniary Interests:

MINUTE

There were no direct, indirect or pecuniary interests declare in the business to be discussed.

Agenda Item 3 ▶ Urgent Additional Items:

[Budget Monitoring Report \(April 2020-June 2020\), presented in July](#)

MINUTE

Having been presented at the FGB meeting in July 2020, the FFPH&S Committee approved the Budget Monitoring Report for 2020/2021.

- Boldmere Inf GB Budget Monitoring 2.7.20
- Boldmere Jun GB Monitoring Report 25.6.20

DECISION

Governors were happy to approve the Budget Monitoring Report for 2020/2021.

Agenda Item 4 ▶ Approval of the minutes of the previous meetings including Extra Ordinary Meeting

Having been previously circulated ahead of the meeting, the FFPH&S minutes of 4th February 2020 and the Extra Ordinary Meeting (Budget Approval) of 31st March 2020 were reviewed.

MINUTE

The EHT referred to an email from the Chair querying why KA did not show on the minutes as having voting rights. Discussions took place and the EHT advised KA was an Associate Governor and should have voting rights. It was noted the committee booklet was not reflected accordingly, and it would be discussed and reviewed at the FGB in Autumn 2

ACTION

KA to be confirmed as having voting rights at the FGB in Autumn 2.

DECISION

Minutes of the FFPH&S minutes of 4th February 2020 and the Extra Ordinary Meeting (Budget Approval) of 31st March 2020 be taken as read, confirmed and signed as a true record.

CHALLENGE

Why does KA not have voting rights?

Agenda Item 5 ▶ Matters Arising

[Minutes of the FFPH&S minutes of 4th February 2020 - Item 7](#)

The EHT advised he would meet with BD and LS to review the spot checks and grasp an understanding of the information to be reviewed. He also noted the need to map out a strategy after Christmas for spot checks.

MINUTE

A governor queried what a spot check would involve. The EHT advised there were a number of controls listed in a document and a light judgement review was needed. He advised the monthly spreadsheets of "ins and outs" had stemmed from the checks and it was agreed with BD the spreadsheet would be reviewed monthly.

ACTION

EHT/BD/LS/DM to meet and map out the strategy.
EHT to review spot checks in 2/3 weeks time.

DECISION

Minutes of the FFPH&S minutes of 4th February 2020 be taken as read, confirmed and signed as a true record.

CHALLENGE

What are spot checks?

Agenda Item 6 ▶ Chair Urgent Actions:

MINUTE

The EHT advised the Chair of Governors had signed the compliance report and the Chair of the FFPH&S Committee and reviewed it as a chair's action in advance.

Agenda Item 7 ▶ Review of latest Finance Information

MINUTE

LS referred to an email which had been received by the Chair outlining points for clarification relating to the finance report. For the purposes of the meeting he outlined the points raised to provide background to the previous 6 months with current position. In addition, the below key issues were raised:

- Work was required setting up the systems (budget setting/year end processes) as a result of workbooks being different and resulted in lots of investigation work. A pre plan review on the strategy was required to review impact there would be on year;
- The budget monitoring report had been completed for summer term in the new format;
- There had been issues around the funding streams which were promised and withdrawn due to Covid-19. No updates had been received from BCC other than a Section 251;
- Compliance returns had been completed. It was required to demonstrate the balance to allow the city to update their general ledger for income and expenditure for April 2020 to August 2020;
- Compliance Report was for information only;
- Cash flow had to be set up from the beginning. It was noted BD had received training to do it on a monthly basis in order to add value;
- The second return for Autumn (compliance return) had to be set up from the beginning to include changes received from the LA;
- An Enhanced Governor Monitoring return was required in the current half term along with a strategic 3-year forecast. It was noted Covid-19 had an impact on income and expenditure;
- A year-end review was required and plans were in place to review the budget planning for the new FY;
- The current focus was to review any concerns within the reports and set them as priority.

The EHT noted there was a requirement to complete a compliance report which had not been anticipated. In response LS advised the compliance return has been produced and submitted.

A governor noted the actuals within the report looked different and asked about the expenditure for next 6 months. The EHT advised supply staff would continue to be used to cover for staff absence. It was noted there were long term staffing issues within Busy Bodies which would also impact on the budget. It was noted school meals were down, and cleaning had seen a small increase on the quote due to lunchtime cleaning. There were increases in some services but savings in others. Cashflow in supply agency would be presented and 6 members of staff had been off in 2 weeks resulting in £4,000 agency costs. The EHT explained the government would not allow the school to furlough staff in busy bodies through Covid-19 due to being on the school grant and not paid by the LA. Busy Bodies were now at capacity and the overall staff costs were not currently being covered by the income.

A governor asked if a review of Busy Bodies could take place, the EHT advised of the issues with mixing bubbles and the need to deep clean. They were satisfied the risks the children were being exposed to was minimal and risks for staff was much higher and could impact on costs due to staffing. It was noted a review would be conducted with the Chair and LS.

A governor noted the staffing costs in Juniors was higher than infants and asked for clarification. The EHT advised juniors had additional teachers in Y4.

LS advised conversations had taken place with direct supervision who provided school meals, and it was confirmed they would not charge schools for the labour element over the summer term, resulting in costs saved.

SK advised governors, to ensure bubbles were being protected the school did not use agency staff to cover when staff were self-isolating and awaiting outcome of covid tests. She gave thanks to staff who provided support and cover under those circumstances.

Financial Monitoring Report 2020/2021 and Strategic Financial Forecast 2021/22

Having been circulated ahead of the meeting, LS noted the following key points:

Appendix A Juniors

- A complete review of the funding streams in line with the DfE would take place;
- Salaries had been input up to 30 September 2020;
- Bank balances had been included as at Appendix C;
- The salary control balance was zero which confirmed the salaries had been posted and were up to date;
- The year-end balance at 31 March 2021 was £20,551 which was a change to the previous year;
- The carry forward for the current year would be reflected over the next few months due to costs aligned to Covid-19;
- There were no concerns with pupil numbers.

The Chair noted the projected balance assumed income would be received from busy bodies, but it was confirmed that would not be the case. It was noted to end the year in accumulative deficit would be as a result of Covid-19. LS reassured governors' other schools would also be in deficit so were not alone. It was noted the underfunding/teachers' pay settlements would also contribute to deficits which had not been included in the budget.

The EHT added £43,000 additional funding was owed into the BIB. £30,000 should have been received already and £13,000 should be received before Christmas. It was noted the need to look at income and how it affected the costs.

Appendix B Juniors

LS provided a detailed overview of the report and the key points were raised:

- The Admin clerical had reduced by £29,000 and required committee approval. It was noted other costs were within the EHT approval limit;
- Additional teaching staff were to be approved by governors;
- The projection forecast for staff on maternity leave were costed at full value and there were potential savings.
- There were potential savings throughout the year with agency costs;
- In service training assumed full spends;
- Curriculum had a balance remaining and would be reviewed by the Spring term. The EHT advised the deadline provided was 31st January 2021;
- There were highlighted areas of overspend and LS provided governors with an overview. It was noted the need to investigate why there was an overspend on water;
- Rechargeable expenditure funds had been placed in miscellaneous income and there was work to be done recharging it;
- There had been savings made on swimming pool hire.

BD advised governors there was a savings of £30,000 across both schools but invoices have not been received.

Infants Report

LS provided a detailed overview of the report and the key points were raised:

- in year deficit was £63,000, and the potential surplus carry forward for 31 March 2021 was £84,425;
- Page 1 of Bank Reconciliation (Appendix C) would need to be adjusted to include pupil numbers as per "Section 251". It was noted there was an early year's data collection tool which needed to be completed to prevent loss of funding;
- Appendix B was reviewed and it was noted the areas for approval. LS provided a detailed overview of the report and the key points were raised:
- Teaching staff would increase by £13,391 and others were below £10,000;
- It was noted the charges for the Clerk to Governing Body salary of £4,961 had been assigned to infants which was incorrect, and should only be a shared portion across both schools;
- Guidance received from the DfE advised the school would receive extra Pupil Premium funding of £14,795

Following a review of Appendix E **a governor enquired to why the cleaning company costs appeared different on the infants report** and the EHT provided clarification.

The Chair acknowledged the overspend in the forecast, and advised the potential to go into deficit in the year would be due to Covid-19 costs and it was agreed to record costs separately. The Chair also suggested writing to BCC to advise of issues faced with the school obtaining information they required, and noted the importance to support the staff.

LS and BD left the meeting.

ACTION

A year-end review was require

Enhanced Governor Monitoring return was required in the current half term
Curriculum balance to be reviewed by Spring term
A review of busy bodies to be conducted with the EHT/Chair/LS
A pre plan review on the strategy is required.
Letter to BCC advising of issues faced obtaining information.
BD to keep a separate record of Covid related costs.
Write to BCC advising of issues faced with not obtaining school information.

DECISION To receive and accept the Infant Compliance Report Autumn 2020, Infant Budget Monitoring report April - 19th October 2020, the Junior Compliance Report Autumn 2020 and the Junior Budget Monitoring report April - 19th October 2020

CHALLENGE **Could a review of Busy Bodies take place?**
Should the staffing costs in Juniors be higher than Infants?
Why are cleaning costs on the infants report showing different to juniors?

Agenda Item 8 ▶ **Review of Head Teachers Delegation Sheet**

MINUTE There were no updates to be given.

Agenda Item 9 ▶ **School Financial Values Standard**

MINUTE The EHT advised the SFVS recorded the checks in relation to last years trading and would be signed by the EHT, GB and DM.

ACTION SFVS to be signed by EHT, GB, DM.

DECISION Agreed to accept the above.

Agenda Item 10 ▶ **SIP Update, Cost and Consideration**

The EHT referred to the SIP report, having been circulated ahead of the meeting for Governors to review. The EHT advised governors, due to the priorities relating to the current circumstances with Covid-19, the SIP was to be uploaded to the website. He advised the priorities on the SIP did not have an impact on costs and they had worked hard to ensure parallel teaching across both schools. SK noted there was a need to support and move forward with the education assessment as they would normally do.

MINUTE The EHT advised the SIP would be updated to include the allocation of the school catch up plan. He noted an application had been submitted to the National Tutoring Programme (NTP) and support received would be subsidised. Intervention groups with staff had been implemented until an outcome was received by the NTP and an approved application would provide £28,000 of tuition funds to both schools.

The Chair recognised the priorities the school had faced and gave thanks to all staff involved.

ACTION Catch Up Funding to be discussed at the E&S Committee
SIP to be uploaded to the school website.

DECISION Governors agreed the funding for the SIP was reasonable.

Agenda Item 11 ▶ **Premises, Furniture, Fixtures & Fittings**

MINUTE The EHT explained the schools water costs had increased due to a leak in the sewage drain. He advised he had spoken with the team who installed the drains who had not fitted correctly. An investigation was underway and the quote to fix it would be £7,000. The EHT advised discussions were taking place with the LA to fix the pipe on the grounds it posed a Health and Safety risk to the school.

Agenda Item 12 ▶ **Health, Wellbeing and Safety**

In the absence of the Health, Wellbeing and Safety Governor, the EHT confirmed the Covid-19 Risk Assessment would be updated by the SLT to take into consideration recent changes. Governors were advised of the following key updates:

- One vulnerable member of staff was working from home;
- Staff were feeling apprehensive. There were high levels of anxiety in relation to the pressures staff faced as a result of covid;
- It was felt education have been forgotten and there was no updated guidance received from the LA to support schools;
- There was little PPE being received from the LA.

MINUTE The EHT went on to say all staff were doing a job under the circumstances. SK noted in order to support staff with their wellbeing they had implemented "wellbeing meetings" every fortnight to discuss any concerns staff had.

The Chair enquired to what support the GB could provide, the EHT explained they were protecting staff where possible within bubbles but it was circumstantial due to the national lockdown, and nothing could be done other than to provide emotional support. It was noted the need to continue to support staff with time out of classes and to keep communication lines open.

A governor enquired to the feedback received from parents evening, the EHT explained parents had been really supportive and grateful for the hard work staff have put in. It was noted parents gave praise, acknowledgement and kind words had been received which staff were grateful for.

ACTION Risk Assessment to be updated to include the recent changes.

CHALLENGE **How can the GB support you/staff?**
What feedback from parents evening have you received?

Agenda Item 13 ▶ **Staffing**

MINUTE

Staffing Update/Teachers Pay Award 2020

The EHT referred to the anonymised pay outcomes reports, having been circulated ahead of the meeting for Governors to review. The EHT advised between a 2.5%-5.5% had been awarded to be paid in November, backdated to 1st September 2020

The resignation of NS had been received and had been circulated to parents via the newsletter. Karen Welch would cover the role on an interim basis which had been approved as a Chair's action by the Chair of Governors and Chair of the FFPH&S Committee. The role would be advertised externally and internally and on a fixed term contract to be reviewed.

A further discussion took place see Confidential Minute (Held Separately and not for publication).

Review staffing structure and TLR's

The EHT gave an overview on costs and explained the reasons for the increases proposed.

Executive Head Teacher Appraisal

The EHT advised a date for the EHT appraisal was still to be confirmed. *Following a governor question*, the EHT advised appraisals for the EHT and Head of School would be approved at the HT Appraisal.

Ratification of Performance Management

Having been circulated prior to the meeting for governors to review, governors were happy to approved the recommendations proposed.

ACTION HT Appraisal to take place and outcome and be confirmed.

DECISION Approved pay recommendations made by the Executive HT in respect of Infant and Juniors Support Staff and Teaching Staff.

Agenda Item 14 ▶ Teaching School Update

The EHT advised the school had been awarded £40,000 grant funding and £11,000 had so far been received. It was noted during the summer holidays the school had spent time recruiting school direct trainees and had made 5 trainee offers, and the income of £54,000 would be paid by the DfE.

MINUTE In additional, governors were advised the school did not put in a teaching school hub bid due to the money allocated being too large, however they would remain as a key partner relationship with ATLP. It was noted if ATLP's bid was approved the school would be commissioned to do CPD training and receive school support.

Agenda Item 15 ▶ PTA Funding/School Fund

MINUTE The EHT advised the school would not be asking for school funding this year. It was noted the PTA had done some great work trying to raise funds and recognised the difficulties they faced due to the current lockdown circumstances.

Agenda Item 16 ▶ Clerking Matters

MINUTE The clerk advised governors the items were circulated prior to the meeting for governor's information

Agenda Item 17 ▶ Review Policies

MINUTE There were no policies to be reviewed or approved.

Agenda Item 18 ▶ Any Other Business

MINUTE There were no other items to be addressed.

Agenda Item 19 ▶ Date and Time of Next Meeting

The date and time of the next FFPHS meeting was confirmed as Tuesday 23rd March 2021 at 8:00am.

MINUTE With there being no further items of business, the Chair thanked everyone for their attendance and contributions and closed the meeting at 9.40am

Governor Agreed Actions set during this meeting: 0

Finance & Facilities and Premises, Health & Safety (Autumn 1 2020) *dated:*
04/11/2020
Minutes approved by Tina Taylor