



Finance & Facilities and Premises Health and Safety Committee Meeting

Tuesday 15th November 2022 at 8 a.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 Matt Sadler (Co-opted, Head of Juniors) (MS)
Ms N Justice Dearn (Parent Governor) (NJD)

In Attendance: Ms Cordell O'Neill (Governance Clerk)
Ms Becky Bishop (School Business Manager)
Mrs Anne Darby - Associate Member (AD) (with voting rights)

Not in Attendance: Mr G Bloom (Co-opted Governor) (GB) Chair of FGB

Item:	Agenda Items:	Action by:										
1	Welcome and Apologies The Chair welcomed all governors to the meeting. It was noted Mr Bloom was not in attendance and his apologies were received and given by CG.											
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 EHT added Support Staff pay award and the Teacher pay awards paper had been released, to be shared in AOB.											
4	Minutes of the previous FFPH&S Committee and Matters Arising from 14th June 2022 The minutes of the previous FFPH&S Committee had been circulated and were accepted by governors as a true reflection of the meeting. <table><tr><th>Item No.</th><th>Action</th></tr><tr><td>6</td><td>To act and challenge the implications placed on the school by writing a letter to the appropriate authorities/contacts of complaint to support the school. Completed</td></tr><tr><td>7.</td><td>H & S Governor tour visit to be scheduled. FGB Agenda</td></tr><tr><td>10.</td><td>All governors encouraged to view the events list and attend where possible to support the school. Completed</td></tr><tr><td>12.</td><td>Governors encouraged to attend the committee meetings, to ensure the meeting was quorate. Completed</td></tr></table>	Item No.	Action	6	To act and challenge the implications placed on the school by writing a letter to the appropriate authorities/contacts of complaint to support the school. Completed	7.	H & S Governor tour visit to be scheduled. FGB Agenda	10.	All governors encouraged to view the events list and attend where possible to support the school. Completed	12.	Governors encouraged to attend the committee meetings, to ensure the meeting was quorate. Completed	
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	<p>2. (Notes from the FGB extra-ordinary meeting held on the 3rd of November – finance focus).</p> <p>Governors accepted the notes as a true and accurate reflection of the meeting. Actions following the meeting were in progress.</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>The SBM had circulated Appendix 1 Checklist School financial efficiency planning checks. Appendix 1 checklist was a requirement by the Local Authority for additional financial monitoring to be undertaken by ALL governors in maintained schools.</p> <p>The SBM detailed the following from the report: -</p> <p>It was highlighted that these figures were total expenditure not income and as the school had received the support staff award, would be implemented onto the figures. These figures would be added and presented in December.</p> <p>It was declared that at the moment, there would not be a supplementary pay grant received in future years, to cover the rising costs of staffing. The following was reported by the SBM:</p> <ul style="list-style-type: none"> - Staff Pay as a Percentage of total expenditure - 74.97% - Average teacher Costs, SLT, teachers - 10.51% - Portion of budgets costs spent on agencies - 7.62% - Average teacher costs shown in pounds - £59,617,26 - Pupil to Teacher Ratio in numbers - 01.21.0% - Class Sizes and Size of Each Year Group (show in numbers) - 30 x 9 - 3 Year Budget Projections - Received financial figures at the last extra ordinary meeting and Budget plans. - Spend per pupil for non-pay expenditure compared to similar schools (show in numbers) – 1543.31 - Is the School Improvement Plan priorities and the relative costs of options linked to the School Budget Plan? Yes - List of Contracts with costs and renewal dates – to be provided it was: <p>Agreed by governors to approve Appendix 1 checklist as presented above.</p> <p>A governor highlighted on page 3 of the budget monitoring report, the Junior school set a balance budget and yes was stated, and the infant's school also, stated yes, however that was set by the school carry forward. The SBM and EHT agreed to make the necessary amendments as highlighted by the governor.</p> <p>The SBM reported that the reports must be returned by 31st December 2022, following these reports, the compliance reports would be completed by January 2023.</p> <p>The SBM would contact other schools to carry out benchmarking/comparisons, the above document drives the benchmarking website for schools.</p>	<p>SBM</p> <p>SBM</p> <p>SBM</p>

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	<p>The EHT stated there were no large quotes/tenders for work to report.</p> <p>Review of service providers/Traded Services – The EHT reported how the Inventory Audit report was received only on 14th November 2022, came as an action plan and would be shared at the next FGB. The school had 15 days to respond and would action the points identified as soon as possible.</p> <p>The HoS (Juniors) reported on the holiday clubs and reported that Kick Start Academy, had ran a club successfully carried out in half term and they would like to utilise the building again for December. The difference this year would be the club would be inside within the main building and not outside, due to weather conditions. They would only have access to the main dining room and toilets and the families would collect children in the same place as previously arranged. Governors raised concerns over the cost of the heating. HoS (MS) admitted that would be different, however, the school would still be providing the service for families, and they needed to consider hardship times ahead, it was fair to allow the children to utilise this service to its full potential. A governor clarified the fee of £500 and asked if that was the correct rate to charge. The HoS (MS) confirmed what was on offer to the families was very reasonable, hence the reasonable letting charge. On average 25-40 children utilised the facility, following a governor's question. The provider had been used regularly in school and was familiar to the school, following a governor's question.</p> <p>Sports Premium strategy and Pupil Premium Strategy - hypo links had been shared to all governors to view. Governors were invited to submit any questions regarding these to each HoS.</p> <p><u>National Tutoring delivery 2022/23</u> – The HoS (infants) highlighted the supply teacher that attended to support on national tutoring delivery in the infants.</p> <p>The HoS (juniors) reported, within Juniors the children had been tutored in groups of 2 and an opportunity had been given to existing teachers within the school to deliver this tuition. The interest had increased in 2022, 68 children had been allocated for the funding requirement out of 368 children.</p> <p>There were no further questions.</p>	EHT
7.	<p>Health and Safety Premises The EHT reported on the following salient points:</p> <p><u>Health and safety training</u> Both schools received first aid training in September and both schools have a number of staff who had Paediatric training also in the autumn term.</p> <p><u>Accessibility Audit plans</u> The Accessibility Audit plans had expired at Boldmere Federation, the school would be instructing the previous provider to undertake the audit on 14th December 2022, which</p>	

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	<p>would be valid for 3 years and uploaded on the website, costing £950 for both, which was cost effective. Thanks was given to the SBM for the work executed on this project.</p> <p><u>Risk assessments (RA)</u> All RA's were completed by individual teachers and continued to be completed for any scheduled/planned Educational Visits. Educational Visits would be cancelled if no RA carried out. All RA's would be checked by the Educational Visits Co-ordinator.</p> <p><u>Building related issues – budgets</u> Some works had been quoted for, for example minimum roofing work; however, the school would only be conducting works on condemned areas or if they were absolutely essential such as health and safety, due to the financial circumstances currently.</p> <p><u>Planned building works/changes</u> There were no planned building works or changes scheduled.</p> <p><u>Asbestos</u> The EHT undertook asbestos training with the Site Supervisor (MR), which was reported as a statutory requirement from the duty holder. Both had completed the CPD and certificates issued which were valid for another year.</p> <p><u>Fire arrangements/procedures</u> A successful fire drill took place on 18th October 2022 at both schools and the BIB. SLT went through the procedures and any actions taken from the 18th, were actioned, such as, emergency evacuation plans, PEEPS, in the BIB were amended to suit the needs of the children. A slight change to the reception class was made and the school had tightened up on visitors to the school checking they had signed in and their location in school. No change overall to the evacuation procedures.</p> <p><u>Offsite activities</u> Whitmore Lakes and Grand Central Station activities were planned. It was highlighted how the Governing board needed to recruit a Health and safety governor and would be added to the next FGB meeting to discuss.</p>	All Gov
8.	Staffing Update see Confidential Minutes	
9.	<p>Review policies The following policies had been circulated and discussed in detail by the governors as follows:</p> <p>Gifts & Hospitality Policy & Register - Identified from internal audit and there were no major changes. The Policy was adopted from the LA model policy, the policy would be shared at FGB and included on each agenda recording even if there was a nil return.</p> <p>Health and Safety Policy – LA policy, covid RA had been removed from the policy. HoS (infants) raised points such as, annual PAT testing and RA for Visits/Educational and 'Near Misses'. The EHT would make the necessary changes.</p> <p>The SBM advised SLT to review the Education Visit Policy.</p> <p>Disposal & Write Off Policy – This was a new policy, raised following audit. <i>A governor highlighted how the school had to inform governors of write offs over £1000 and the</i></p>	<p>Clerk</p> <p>SLT</p>

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	<p><i>governor welcomed the information.</i> The SBM confirmed any write offs and disposed items, would be reported to governors. <i>A governor asked if the school was to sell equipment, such as the white boards as example, what would happen.</i> The SBM confirmed the items would come to the governing board for approval to sell the items on.</p> <p><i>Charging and Remissions Policy</i> – There had been a few changes to this policy, the new policy recognised the low income, rather than those eligible for free school meals, PP, this policy also supported others. <i>A governor highlighted an example such as the Animal Man, that attended the school, and asked if the new policy now meant a child would not be excluded.</i> The HoS (Juniors) confirmed a child would never get excluded and the school would cover their costs. However, if the school continued to be at a loss, they would reconsider the external visits in the future. The EHT confirmed parental contribution was challenging, especially under current climates and PTA would also consider providing a top up to support the school, for justifiable events.</p> <p><i>Low-level concerns policy</i> - was a new policy, the policy was linked to KCSIE, made reference to concerns of staff behaviours and disciplinary and linked to Whistleblowing. <i>A governor challenged the low-level concern examples in the policy.</i> The HoS (Juniors) confirmed it depended on the context and the picture of the scenario and the scenarios would be a high level of concern if a child was involved in the presented scenarios, the policy was aimed for staff.</p> <p><i>STPCD 2022 (for information only) - School teachers pay and conditions</i> The STPCD document was shared as information only. It was noted the Birmingham pay policy was currently not available to share. The Policy would reference UPS, and the EHT provided a brief overview of the importance.</p> <p>It was <i>agreed</i> by all governors to approve the presented policies above, subject to the amendments above.</p>	
10	<p>Governor Training and Visits All governors were encouraged to input their training on GovernorHub by the Clerk.</p> <p>BD agreed to update the Hays training completed by governors, to GovernorHub.</p> <p>The next Governor training visit would take place on 30th November 2022, after the E & S Committee and the agenda would be shared when complete.</p>	All/BD
11	<p>LA Items/Items for information There were no recent LA items to report.</p>	
12	<p>Any Other Business See Confidential Minutes (Staffing Updates)</p>	
13	<p>Date and time of the Next Meeting E & S Committee scheduled for 30th November 2022 at 8am FGB Meeting scheduled for 13 December 2022 at 4pm FFPHS Committee scheduled for 14th February 2022 at 8am</p>	

Chair's signature: _____ Date: _____

ACTIONS:

Item No.	Action	By Whom
6.	SBM to make the amendment highlighted by the governor in the reports on page 3 (Balance Budgets)	SBM
6.	List of Contracts with costs and renewal dates to be completed and shared	SBM
6.	The SBM would contact other schools to conduct benchmarking/comparisons.	SBM
6.	The Inventory Audit report to be presented to FGB.	EHT
7.	Appoint a H & S Governor at FGB	All
9.	Add Gifts and Hospitality to all FGB Agendas	Clerk
9.	Review the Education visit Policy	SLT
10.	All Governors to include their training onto GovernorHub	Governors
10.	BD to update all governors training from Hays to governor hub	BD SBM

With there being no further business, the Chair closed the meeting at 09.20am and thanked governors for their attendance.

Chair's signature: _____ Date: _____