



SIR TOM FINNEY COMMUNITY HIGH SCHOOL

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MINUTES OF FINANCE, PREMISES AND RESOURCES COMMITTEE MEETING

11.30AM TUESDAY 9th OCTOBER 2018

IN ATTENDANCE

Dorothy Jones (Chair)

Shaun Jukes (Headteacher)

Jen Jukes (School Business Manager – SBM)

Simon Chester

Tariq Hussain

APOLOGIES

Dave Bennion

Maureen Rothwell

1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Minutes from the previous meeting agreed as correct and approved by all present.

No other matters arising.

2. FINANCE UPDATES – SCHOOL – SBM

- 2.1 The Financial Monitoring Report Summer Term 2018-19 was distributed and summarised by SBM. SBM explained the variances and clawback process.
- 2.2 SBM talked through the budget allocation, explaining the increase in projected year-end balance.
- 2.3 The Chair posed a question regarding the number of applicants for vacant posts including apprenticeships. There had been a good response to vacant post but a poor quality of applications. One of the TA apprenticeships has been recruited from the welfare department.
- 2.4 SBM explained the increased admin costs were due to the higher hours offered in the new admin post, allowing better cover for the office.
- 2.5 Building and Maintenance – this includes the late allocation of £80,000 of by the local authority to allow the school to carry out a feasibility study for development of the second floor. The report should be available after October half-term.
- 2.6 SBM gave some input into spending. There have been no charges for water or sewage yet following a change of supplier. These should be available during October. There have been delays with the electricity billing due to incorrect invoicing resulting in overspending in October 2017. There has been a refund from British Gas due to delayed billing from the local authority. The energy manager from Eric Wright Facilities Management will visit school after half term to pursue LED lighting and Salix funding. The Chair asked will the LED lighting make a difference to costs – it is expected to provide savings which will cover the cost of the Salix grant.
- 2.7 SBM outlined the increased income was due to the increase in students and the pupil weighting. This is calculated from the Census and SEN count. The Chair asked is there still 167 on roll? The Headteacher confirmed there will be 168 on roll after the October half-term. Also, additional funds have been received to support internships and work experience for students, this additional funding is currently held as income.

- 2.8 SBM detailed the provision made in the budget for pay increases, teaching staff increases to be between 3.5-1.5% and support staff 2% across the board. ESFA announced that the teachers' pay grant would be 1% to assist school budgets to cover this. There would be an additional income of approximately £10,000 based on £65.65 per student. There may also be additional income from the Healthy School Capital fund 'sugar tax' to help promote healthy schools. SBM confirmed this is a one-off payment for this year.
- 2.9 The Chair has looked at the local authority pay policy and then raised a question about additional allowances and recruitment.
- 2.10 The Chair asked a question about budget monitoring and keeping abreast of current issues that impact upon budget setting and statutory changes to school. All Senior Leadership Team share their knowledge of updates, feedback from meetings (eg schools forum, other network meetings, publications, subscriptions and access to the school bus information service) which may have impact.
- 2.11 The Chair asked whether it was a possibility to reward staff financially under the pay policy with additional honorarium payments. It was explained that the pay policy is clear regarding additional payments. For support staff it would be against the Equal Pay Review and pay and responsibilities should be reflected in the job descriptions. Governors made a request to pass on their thanks for the job everyone is doing. SBM stated schools had to be careful using public funding for staff incentives as the money was for students' education and welfare.
- 2.12 Simon Chester asked about the clawback and how it was set. SBM said that the percentage was set at 12% of CFR income so increases as income increases. Schools Forum set the percentage clawback and review it annually.
- 2.13 The Chair wanted to express on behalf of Governors thanks for the diligent work carried out by the Finance Team within the school.
- 2.14** The Chair asked have we spent enough on classroom furniture and equipment – this is continuously reviewed and purchases made as required. School requested Governor approval of additional spend from reserves linked to school improvement plan priorities and spending. **Governors agreed to this – this will be monitored termly and discussed at Head/Chair meetings.**
- 2.15 SBM stated that she would not be presenting the three-year Financial Forecast at the meeting due to the uncertainty around High Needs Block funding. Early indication of the 2019/2020 budget will be available before the next meeting.
- 2.16 SBM advised that the School Fund had been audited by Julie Eccleston, with a balance of £7247. The balance has increased due to successful fundraising and events eg Christmas bingo, Tough Mudder, Summer and Christmas Fairs. SBM asked Governors if they would approve Julie Eccleston to continue to audit School Fund. **Governors agreed to this.**
- 2.17 Other spending aspects were outlined where there could be a shortfall for KS3 Wizard of Oz trip, shortfall for residential trips and to support the Prom, if these are over and above their allocation it was agreed this could be funded from the School Fund. **Governors agreed to this.**
- 2.18 SBM confirmed that the School Fund return to the local authority including the Friends aspect Charity Commission submission will be actioned as required.
- 2.19 SBM outlined lettings via SLS details, £8600 in seven months this year, the anticipated income was £11,000 for the year, but it looks like it will exceed last year's £13,000. The Chair asked if the reported issues arising from lettings have been addressed? SBM said the issues presenting most difficulties have been addressed but there is ongoing communication and resolutions between school and the lettings company.

3. FINANCE UPDATES – FORUM/LCC

- 3.1 The Headteacher gave feedback from the most recent Schools Forum meeting. Outlining the proposals to support the local authorities High Needs Block deficit could impact on schools. More information will be known as preparations are made for the 2019/2020 budget.

4. PREMISES UPDATES

- 4.1 The Headteacher outlined the various room changes – his old office is now a meeting room, the interview room is now a behaviour support room and he is now based in what was previously the behaviour support room in the centre of school.
- 4.2 The Chair asked have we identified any premises issues to meet individual student needs. This is addressed on an ongoing basis as required, is highlighted in the accessibility plan and any revisions take place as required.

5. STAFFING – ANY UPDATES

- 5.1 The Headteacher stated that the Pay and Appraisal Committee met 27th September and agreed that four staff members have grade increases following their successful appraisal.
- 5.2 The Chair stated that she and Maureen Rothwell went to the Governors appraisal and pay policy meeting and can confirm that we are in keeping with the rules as regards to this. The Headteacher confirmed that we follow the model local authority pay policy.

6. ANY POLICY UPDATES – PAY POLICY

The updated pay policy was approved at the meeting.

7. ANY OTHER BUSINESS

- 7.1 The Headteacher distributed the self-evaluation summary for Governors to consider and respond to. He also suggested they remind themselves of the School Improvement Plan summary of targets in preparation for the Full Governors' Meeting on Tuesday 30th October.
- 7.2 Maureen Rothwell is to come in for class observations.
- 7.3 The Chair asked about the date for the Data Protection Meeting, The Headteacher stated he is to do the training with Governors at the next meeting.
- 7.4 The Chair made the following appointments –
20th November – class observation
30th January – Simon Chester and The Chair H&S walk around school
13th May pm – class observation

DATE OF NEXT MEETING – TUESDAY 12TH FEBRUARY 2019 AT 9.30 AM