



**MINUTES OF FINANCE, PREMISES AND RESOURCES COMMITTEE MEETING**  
**TUESDAY 12<sup>th</sup> FEBRUARY 2019 – 9.30am**

**IN ATTENDANCE**

Dorothy Jones (Chair)  
Shaun Jukes (Headteacher)  
Tracey McEwan (deputising for SBM)  
Simon Chester  
Tariq Hussain  
Dave Bennion  
Laura Jolliffe (Governor Elect in observance)

**APOLOGIES**

Maureen Rothwell  
Jen Jukes (school Business Manager)

**1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING**

Minutes from the previous meeting agreed as correct and approved by all present.  
Mrs Jones asked for an update on the following points from the last meeting –  
2.6 water/sewage charges in the last report – confirmed this would be covered in the Finance Update part of the meeting.  
2.8 would there be any additional funding due from the 'sugar tax', Mr Jukes explained that this was to be centrally held by LCC who will determine expenditure.

**2. FINANCE UPDATES – FORUM/LCC**

- 2.1 The Headteacher explained that this was only an early indication of the budget and the actual figures would not be available until the end of February. He outlined the High Needs deficit for LCC. Work has been done to reduce this but will impact on Special Schools. The remodelling of the school specific element will have some transition funding to ease the cuts.
- 2.2 The Headteacher suggested that Governors have a look on the Schools Fair Exchange Newsletter on the Portal which covers the crisis/deficit within the local authority.
- 2.3 The Headteacher has also been invited to a Task and Finish Group Meeting at LCC to look at future spending/budgets and strategy in relation to High Needs and special needs.
- 2.4 Mrs Jones asked about the remodelling and transition fund income but at present the school has no clear indication to how much that will be.

## **FINANCE UPDATES – SCHOOL**

- 2.5 The Financial Monitoring Report Autumn Term 2018-19 was distributed and summarised by TMcE. The figures and variances were explained; there is a detailed breakdown in the attached report. **(Appendix 1)**
- 2.6 Governors agreed to continue with the insurance scheme for recovery of supply staff costs for the following year.  
**This was unanimously agreed to by Governors.**
- 2.7 DJ asked are we running at the best efficiency with energy bills etc., are we energy saving whilst providing the necessary heating, water? The Headteacher confirmed that this is monitored, and the school is doing the best it can. DB asked are we on a variable tariff. TMcE confirmed the school is on a fixed tariff with effect from October 2018, fixed for three years. It is the best tariff on the market.  
**SBM to confirm details regarding the tariff**
- 2.8 The Headteacher advised that the school lettings income is above target of £12,000.
- 2.9 DB questioned how/what determines the spending of any additional High Need Top-up Funding. The Headteacher noted this would come into discussions within September Planning and school Improvement Planning if there was any. Governors' had previously sanctioned the spending for extra Teaching Assistants (summer 2018 Meeting), appointed from September 2018.
- 2.10 The Headteacher informed Governors that the school will not be participating in the internship support scheme run via the DWP again; due to the complexity of claiming the monies back. DB asked have students benefitted from this and can the school offer the same through the work experience as opposed to the internship. The Headteacher felt there was no additional benefit offered by the internship that school could not offer through work experience programmes already in place.
- 2.11 TMcE confirmed that Devolved Formula Capital funding is held outside of the school budget and is not subject to clawback, and that the amount rolls over into the following budget 2019-20.
- 2.12 The school fund balance is made up from voluntary donations/ fundraising i.e. Halloween event.
- 2.13 DJ asked what the percentages of staffing costs were within the budget and what proportion of teachers? The Headteacher explained that benchmarking/budget planning acts as a guide for spend in various areas of budget planning. DFE provides tools for benchmarking against 'like' schools, both locally and nationally.  
**(Headteacher will bring percentage of staffing costs to next meeting)**
- 2.14 SC asked how the bursary payments come in, and are they based on attendance? The Headteacher confirmed that the bursary is dependent on attendance and acceptable attendance is 95%, below that and the student will lose a percentage of funding. Behaviour is also considered. The money is passported via LCC and is paid into the student's personal bank account.  
All details are laid out in the policy document. Post 16 receive a bursary, pre-16 receive pupil premium.  
**(Policy and figures for different levels of bursary to be supplied at next meeting for information).**

- 2.15 TMcE presented and explained the Early Indication of Budget 2019-20 report. Report attached. **(Appendix 2)**
- 2.16 The Headteacher informed Governors that the funding assumptions are based on 172 students on roll. It could be reduced to 170 depending on LCC agreed admissions, particularly post 16.
- 2.17 DJ expressed her thanks to TMcE for presenting the financial reports to the meeting.

**3. PREMISES UPDATES**

- 3.1 The Headteacher updated Governors regarding the additional spending agreed previously from reserves. For example, new sports equipment, acoustic panels in the Sports Hall, ICT hardware, network link to annex and this half-term holiday will see the Sports Hall floor relayed.
- 3.2 Future developments are an outdoor classroom space attached to the Semi-formal classroom and LED lighting in specific areas of school.
- 3.3 DJ stated that on her Safety walk with SC the FE corridor and the Life Skills flat looked *'very dreary and not appealing'*. The Headteacher will mention this to the staff concerned. DJ said they did not get a change to look at the Annex or hydrotherapy area but provided a list for other areas – The Headteacher will work with Site Manager to consider actions.
- 3.4 The Headteacher confirmed that the updated Health and Safety Certificate has now been issued. Following this LCC are to do some inset work with staff regarding Health and Safety, risk assessment, fire, etc.

**4. ANY POLICY UPDATES – LETTINGS/CHARGING AND REMISSION POLICY**

Policies have now been updated and approved.

**5. SCHOOLS' FINANCIAL VALUE STANDARD (SFVS)**

Sub-committee of Finance, Premises and Resources group to meet with SBM on Tuesday 19<sup>th</sup> March 2019, at 9.30am to look at SFVS. DJ and SC to attend, LJ to observe.

**6. SELF-EVALUATION SUMMARY – FEEDBACK**

The Headteacher reminded Governors of the self-evaluation summary – Governors agreed they liked the bold and italic use to highlight working well and improvement areas.

## **7. COMMITTEE MEMBERSHIP**

Changes to the following committees as follows; MR to step down from Finance Committee to take up role on Curriculum and Standards, allowing LJ to take her place on the Finance Committee, once 'officially' elected as governor at next FGB.

## **8. WEBSITE UPDATE**

- 8.1 The Headteacher displayed the new-look website for the Governors. It is now live and easy to use, with one-click throughout. All areas have been updated and are compliant with Ofsted. The subject area section will be added to; co-ordinators will be given pro-forma to complete before the end of July to enable this to be up and running for September 2019, showing a detailed plan for the curriculum of each subject for the next three years.
- 8.2 LJ suggested writing was not easily seen on darker colours. Colours should be pastel and reduce number of colours to be used. Governors agreed. The will feedback to IT Manager regarding this.
- 8.3 DJ expressed thanks to TW – IT manager and JJU (SBM) for their work on upgrading.

## **9. DATES FOR DIARY**

The Headteacher invited Governors to the meeting with leadership team and Heads of Department– Thursday 28<sup>th</sup> February at 1.30pm. It is the introductory planning meeting for the 2019-20 school year, to look at planning, staffing, etc.

## **10. GOVERNOR 'STFCH' EMAIL**

The Headteacher asked have all Governors signed up to their new 'STFCH' email as this must be used from here forward to comply with GDPR. – cutoff date to register Friday 22d Feb.

## **11. ANY OTHER BUSINESS**

- 11.1 The Headteacher informed Governors that LCC are currently consulting on whether to continue the Lancashire Breaktime Funding. It is probable that this will cease altogether, and school uses this funding to support and subsidise after school activities/holiday clubs etc. It will decimate all of this if no funding is received. He explained that he had sent out to parents' information regarding this via the school's website/Facebook. LJ asked could a paper version be sent out to parents to explain the severity of this decision.  
**(Head to organise a letter to parents)**
- 11.2 The Headteacher also informed Governors that the school has achieved the Silver Arts Award and thank you to all involved in achieving this.
- 11.3 The Headteacher shared the paragraph about the internet and online safety written by a (KS4 student) as part of online safety week.
- 11.4 DJ provided a list of dates for meetings/courses available for all Governors: -
  - Chair of Governors at Royal Cross Primary School has invited members of STFCHS and Acorns GB's to an INSET DAY on 25th February which is encompassing presentations on 'PREVENT', Wellbeing' and Maths.
  - The invitation also includes sessions to be held on 27th February re 'Encompass' and 'SEND Assessment'. DJ is able to attend the latter date.

- The next LCC Chairs Forum is taking place at 6.30pm on 28th February at St. Oswald's School, Langton and DJ is booked in to attend.
- LASGB Spring Workshop is taking place at 6.30pm on 20th March at The Tickled Trout Hotel, Salmesbury. Joanne Ollson, Senior HMI Inspector with responsibility for Lancashire School will be addressing the audience about OFSTED: The New Framework. NB: STFCHS Governors May access workshops or conferences via the LASGB website. This event will be popular, so early booking is essential.
- LASGB 25th Annual Conference is due to take place from 9.30am on 11th May at The Hallmark Hotel, Leyland.
- DJ is booked into attend LCC Governor Training on Safeguarding at 6.30pm on 2nd May at Ribby Hall.

Please contact Dorothy if you want to attend any of the above.

**DATE OF NEXT FGB MEETING – TUESDAY 26<sup>th</sup> MARCH 2019 at 9.30am**

**DATE OF NEXT COMMITTEE MEETING – TUESDAY 7<sup>th</sup> MAY at 11.30am**

### **Appendices**

Appendix 1 – Financial Monitoring Report – Autumn Term 2018-19

Appendix 2 – Early Indication of Budget 2019/20