



SIR TOM FINNEY COMMUNITY HIGH SCHOOL
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MINUTES OF FINANCE, PREMISES AND RESOURCES COMMITTEE MEETING
TUESDAY 7th MAY 2019 – 11.30am

IN ATTENDANCE

Shaun Jukes (Headteacher)
Dave Bennion (Chair)
Simon Chester
Laura Jolliffe
Jen Jukes

Dorothy Jones (Chair of Governors) sent her apologies for her absence. She sent notes following the meeting most of which were addressed as part of the meeting however the following can be noted.

1. Thank you to Tariq Hussain for time and contribution to this committee and Governing body.
2. SFVS confirmed as being sent.
3. Teacher's pension contribution grant acknowledged within meeting.
4. Governing body training session with Royal Cross and Acorns date 5th June at 1:30pm at STFCH agenda items include Finance (Schools Forum), Educational Psychology assessments and Ofsted.
5. All governors have access to STFCH email address and this is the one to use.

1. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

- 1.1 Jen Jukes informed Governors that the Energy tariff with Opus is 'tied in' to the best deal for three years as from October 2018.
- 1.2 JJ stated that staffing costs 83% of the budget, it is the biggest expenditure and is outlined in the budget details. However, this is considered an outdated view in relation to budget setting. The question that should be asked is "Has the school got the right staffing, structures, skills and knowledge to meet the identified needs of its student population within budget constraints?" In response to this are the details developed through September planning and current recruitment processes.
- 1.3 JJ outlined the policy for bursary payments for the 16-19 Bursary funding, explaining criteria and eligibility.

2. FINANCE UPDATE

- 2.1 JJ handed out and discussed Financial Monitoring Report Spring Term 2018-19. JJ explained the balance carried forward and any spending adjustments made. Governors approved recommended/suggested actions.

- 2.2 DB asked how school manages to carry forward a balance, are we spending on students, resources, etc as required? JJ replied that school is in a good position bringing in additional funding, grants, etc and that school makes sure that the money is used for provisions for current students on roll. Costs and staffing are closely monitored.
- 2.3 SC asked if the £29591 remaining in Building Maintenance and Improvement from the £80,000 additional funding, needs to be spent on the feasibility/building. JJ said that this was to go towards the costs for the outdoor classroom project (still awaiting designs for this).
- 2.4 JJ delivered the Report to Finance Committee/Governing Body School Budget 2019/20 and Forecast for 2020/21 and 2021/22.
- 2.5 DB expressed concerns regarding three-year forecast figures. JJ explained that the three-year forecast was a pre-requisite for LCC giving and indication if all was to remain static to school's current position as a forecast only. However, previous experience tells us the 3-year financial forecast will not be an accurate reflection due to year on year changes which cannot be predicted so far in advance (e.g. admission numbers, funding mechanisms, additional grant funding).
- 2.6 JJ handed out and delivered School Budget 2019/2020 for approval.
- 2.7 Governors approved Budget.

3. SEPTEMBER PLANNING

Plus curriculum model diagram

- 3.1 The Headteacher presented information about September planning for the academic year 2019-2020. This also included an update to School Improvement Planning going forward and staffing recruitment decisions.
 - Head of KS3, is leaving (retirement) post advertised internally
 - The following posts have also been advertised -
 - 2 x teaching posts
 - 1 x HLTA KS4
 - 1 x TA3 maternity
 - 1 x Welfare assistant
 - Plus any backfill requirements dependant on the appointment of above
- 3.2 The Headteacher gave dates for interviews (see AOB) and asked for Governor's involvement.

4. BUILDINGS AND PREMISES UPDATE

JJ gave update including lighting (Salix funding)/annex development/outdoor classroom space. DB asked if there was any update from the feasibility study for the second floor. Not at present. An enquiry has been submitted relating to condition led funding with focus on the roof and the drains. A meeting has been arranged with the Capital Programme Principal from the Asset Management Service to discuss this.

5. STAFFING

JJ mentioned current ill-health retirement applications for two members of staff.

6. GDPR – GENERAL DATA PROTECTION REGULATIONS

SJ handed out report on GDPR asked for at previous Governors' Meeting. GDPR group meeting on 15th May 2019 to be attended by DJ and report back to Governors.

7. CURRICULUM MAP

DJ had asked the Headteacher for a diagram to show the curriculum on one-page document. The Headteacher has drafted this and handed out for comment. Governors received it positively.

8. PUPIL PREMIUM IMPACT

Report due for next FGB following budget approval.

9. ANY OTHER BUSINESS

- 9.1 The Headteacher asked if Governors had any items they would like to include at the School Based issues FGB meeting for Tuesday 16th July 2019. LJ suggested parents be given the opportunity to put forward any items for the Agenda. The Headteacher will action this.
- 9.2 JJ presented information from an Audit for Managing Payroll, shared and discussed, points are either already in place or will be put in place by school.
- 9.3 The Headteacher gave out the dates for interviews for the various vacancies and asked that Governors advised him of which dates they would be available to be involved-
 - Teacher interviews – Wednesday 12th June
 - Head of Department – Tuesday 18th June
 - HLTA – Thursday 6th June
- 9.4 The Headteacher handed out a link to an article regarding Autism and explaining the Spectrum for Governors to access.
<http://theaspergian.com/2019/05/04/its-a-spectrum-doesnt-mean-what-you-think/>

DATE OF NEXT MEETING – Autumn Term dates to be advised

Appendices

Appendix 1 – Financial Monitoring Report Spring Term 2018-19

Appendix 2 – Report to Finance Committee/Governing Body School Budget 2019/20 and Forecast for 2020/21 and 2021/22

Appendix 3 – School Budget 2019/20

Appendix 4 – Sept planning 2019-20 and School Improvement Planning

Appendix 5 – Curriculum diagram

Appendix 6 – GDPR Briefing Paper