



MINUTES OF FINANCE, PREMISES AND RESOURCES COMMITTEE MEETING
TUESDAY 25th February 2020 – 9:30am

1. IN ATTENDANCE/APOLOGIES

IN ATTENDANCE

Dorothy Jones (Chair)
Laura Jolliffe
Simon Chester
Jen Jukes

Shaun Jukes and Sharon Hadley sent apologies for their absences.

2. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Minutes from previous meeting agreed as correct.

- 2.1 There has been no further update on the condition survey. (2.4)
- 2.2 The hydrotherapy pool flooring needs repairing again and will be done during Easter. (4.1)
- 2.3 JJ has submitted audited report to LA and annual return report to Charity's Commission.

3. FINANCE UPDATE

3.1 JJ handed out and discussed Financial Monitoring Report Autumn Term 2019-20. JJ explained and summarised report, noting a favourable increase of £36,428 to the Budget forecast. All variations have explanatory notes within report.

3.2 LJ asked if there were specific reasons for having so much supply. JJ stated that there has been some significant long-term sickness, there have been two maternity covers, a phased return and three vacant posts.

3.3 LJ asked if we have to pay for any staff that we eventually employ from an agency who we have had on supply. JJ replied that there are now temp-to-perm contracts where we keep the member of staff on supply for two terms, then there is no finders fee.

3.4 DJ asked if we were happy with the supply companies we use and if we carry out a review of the staff we use. JJ stated that we are happy with the two that we use because they both know our needs and we are continually giving feedback to the agencies. If agency staff do not meet the needs of our establishment they are not asked to return.

3.5 DJ questioned if supply staff cover was discussed at SBM meetings that JJ attends and if benchmarking is carried out. JJ stated that it is discussed and benchmarked and we are one of the highest users of the supply staff reimbursement scheme, owing to the size of the school and needs of our students.

3.6 DJ asked if a HOD could talk through the staffing in their department at the next committee meeting along with a copy of the Supply Policy being presented.

3.7 LJ asked if we were looking at alternatives for our energy supply. JJ said that we are currently testing the market as conditions are really positive showing the lowest prices not only in 2020 but since 2016 for Gas and 2018 for electricity.

3.8 DJ asked if Pupil Premium funding could be used on curriculum resources and if so what kind of items would be purchased. JJ said that it is and we have spent it on iPads, 1:1 interventions, access to music lessons, extra staffing and cane skills as per the pupil premium report already shared with Governors and published on the school website.

3.9 LJ asked if we can encourage parents to declare that their child is entitled to Pupil Premium. JJ said that we send out annual letters. DJ asked if a student is Pupil Premium and then moves in to the FE department, do they still have to apply for their bursary. JJ confirmed that they have to apply every year for their bursary, but still get a free school meal if they don't apply.

3.10 LJ asked if the top-up funding we have received is just a one-off. JJ explained that this is due to two students who have had their bandings increased. LJ questioned whether it would be worth investing in an educational psychologist to look at the needs of all the students. JJ stated that this is done as required by the annual review performed by the SLT.

3.11 DJ asked what our advice source was regarding the additional cleaning resources we purchased. JJ said that we get advice through form the portal, through our cleaning service level agreement and also from our suppliers.

3.12 JJ stated the lettings have exceeded what we thought they would. DJ asked if there are any problems with them. JJ said they are better and it also gives school extra security at night and weekends.

4. PREMISES UPDATE

4.1 JJ stated that the outdoor classroom is now complete and encouraged Governors to have a look at it. JJ added that the cost was over £10,000 more than was originally budgeted, due to the petroleum results in the ground investigation resulting in it having to be classified as contaminated waste.

4.2 DJ asked if there was any further update on the development of the first floor. JJ stated that we have not heard anything further and that the next stage is for it to go to consultancy with stakeholders.

4.3 DJ asked if the LED lighting has been installed. JJ said it has been done. JJ added that the pool cover has also been replaced.

5. POLICY UPDATES

JJ stated that these have been updated but a decision needs to be made from the FGB as the committee was not quorate.

6. SCHOOL FINANCIAL VALUE STANDARD (SFVS)

JJ, DJ & LJ will confirm a date to sign this off. DJ asked SC to invite other Governors to attend if they wished to.

7. DATES FOR DIARY

JJ stated that SJ will be emailing committee members with dates of upcoming events and meetings.

8. ANY OTHER BUSINESS

8.1 Specific Staffing Matter – this was discussed and will be taken to the FGB for consideration.

8.2 Teacher Interviews – DJ asked how many candidates were being interviewed on 28/02/2020. JJ confirmed that there are 6.

8.3 Supply Reimbursement – JJ stated that this was up for renewal, with a 3% increase and she recommended that we do renew the policy, but a decision needs to be made from the FGB as the committee was not quorate.

8.4 Telephony – JJ said that BTLS are withdrawing support for the technology that we currently use from 01/04/2020, so we have had to look for another provider for our calls. TGE solutions have helped with the process of putting a tender package together, from which we have received three quotes. Our preferred company were Incom, who we use for our mobile phones, so we have awarded the contract to them. DJ asked if any building work will need to be done with this new company. JJ said that there will not be, there will just have to be a new broadband connection. LJ asked if Incom would have access to any of the incoming calls. JJ stated that they would not have. DJ asked when this would be installed. JJ said that it would be during Easter.

8.5 Artwork – JJ confirmed that artwork will be being displayed in the Hub, Life Skills Flat, Conference Rooms and the blank wall at the bottom of the stairs leading up to the first floor.

DATE OF NEXT MEETING – Tuesday 5th May 2020, at 11.30am.

Appendices

Appendix 1 – Financial Monitoring Report Autumn Term 2019-20