



**SIR TOM FINNEY COMMUNITY HIGH SCHOOL**  
Ribbleton Hall Drive, Preston, PR2 6EE  
Telephone No 01772 795749  
Headteacher Mr Shaun Jukes PGCE, BPhil (special education)  
Email mailmaster@stfch.lancs.sch.uk Website www.stfch.lancs.sch.uk  
Facebook www.facebook.com/sirtomfinneycommunityhigh

**MINUTES OF FINANCE, PREMISES AND RESOURCES COMMITTEE MEETING**  
**TUESDAY 6<sup>th</sup> October 2020 – 10:30am**

**IN ATTENDANCE/APOLOGIES**

**IN ATTENDANCE**

Dorothy Jones (Chair)  
Shaun Jukes  
Laura Jolliffe  
Simon Chester  
Jen Jukes  
Gail Beaton

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

1.1 DJ confirmed that the minutes were forwarded on to the FGB in June and all matters had been addressed.

**2. COVID-19 – GENERAL UPDATE**

2.1 SJ gave an update on the current situation in school, which included how the risk assessment has been put together using information from LCC. SJ added that updated guidance can be received every couple of days, which is shared with SLT. At the minute the number of visitors in school is being limited, so visits are by appointment only. Annual Reviews have commenced, with the majority of these being done virtually. A remote learning policy and guidance has been put together if required in the future. SJ stated that all staff have been outstanding with everyone doing everything they should be.

2.2 GB stated that the risk assessment at Acorns is 29 pages long and a lot of information has been sent out to staff.

2.3 DJ commented that as a committee we commend the diligence and efforts of all the staff in school who are doing a sterling job, especially during the summer term and the summer holidays. She added that she is very proud to be associated with school.

2.4 DJ asked if we have any students shielding. SJ said we have 2 who continue to shield. LJ added that everyone who was shielding was told they could cease this at the start of August, unless there was a risk to life.

2.5 DJ asked how many students we have in school at the minute. SJ stated this week attendance is 84%.

**3. COMMITTEE TERMS OF REFERENCE AND NOMINATE CHAIR**

- 3.1 SJ said that he has been through this and there are two minor alterations; it will now state a minimum of 5 members, not 6, and it will be a clerk to the committee who takes the minutes, not a member. SJ will send a copy of these to all Governors.
- 3.2 DJ to continue as the chair.

**4. FINANCE UPDATES**

- 4.1 JJ had distributed the monitoring report before the meeting and talked through areas of it, which included an increase in forecast outturn of £33,386. There has been a significant increase in cleaning & hygiene purchases due to the pandemic. There has been no lettings income throughout the pandemic period and our partner company SLS have gone into administration.
- 4.2 The chair commented if there was any significant additional spend needed to meet pandemic requirements. At present this is not the case. The only major capital spend coming up has already been agreed in the budget for the replacement of heaters in the sports hall. Governors commented on provision of ceilings and however understood this is not appropriate in a sports hall.
- 4.3 The Chair commended the finance, admin, cleaning and site staff for all their work throughout the pandemic and Summer closure. The chair requested that a message to be sent to all staff highlighting all the good work they are doing.
- 4.4 JJ confirmed that Julie Ecclestone has audited the official school fund with a closing balance of £13,493.86. JJ requested that Julie Ecclestone continues to audit this account. This agreed by Governors.
- 4.5 Governors were informed that school does not meet the criteria for Government reimbursement of increased spending specifically due to the pandemic.

**5. PREMISES UPDATE**

- 5.1 SJ stated that consultation has taken place regarding the development of the first floor and he has been given a breakdown of the responses. There was a limited number, with 4 of those being from members of staff. The only negative comment was regarding having enough parking spaces. SJ added that both the school and LCC want the development to take place.

**6. STAFFING/RESOURCES UPDATE**

- 6.1 SJ informed that there are 2 TA2s and ½ a TA3 post resigning in October. In addition to this there is 1 TA2 vacant post and a TA3 reducing hours. KS3 have identified a need for additional intimate care support. A composite advert to fill these posts will be drawn up as soon as possible.
- 6.2 With the possibility of SJ undergoing surgery the chair asked for clarity on the structure and process for Headteacher absence. In the event of the Headteacher absence BBi as the most experienced Deputy will act up supported by the rest of the SLT and HODs.

## **7. POLICY UPDATES**

- 7.1 SJ confirmed that the Charging & Remissions and Lettings Policy have been reviewed and amended accordingly copies will be sent to Governors with ratification at the FGB meeting. LCC Pay Policy is due imminently and will account for statutory pay increases. Governors agreed to continue with the Foundation Living Wage.
- 7.2 Governors agreed to review lettings at the next committee meeting in February.

## **8. SCHOOL IMPROVEMENT PLAN MAIN OBJECTIVES REMINDER**

- 8.1 SJ said there are three main objectives; re-establishment after lockdown, the project management of the first floor development and attachment and trauma training.
- 8.2 SJ added that the mental health needs of the students are critical and that the next Ofsted inspection is still a big focus but it is unclear when this now may take place and in what format. SJ added that he has received a list of questions that Ofsted are currently asking when they are speaking to schools. DJ asked if this list could be sent out to her.
- 8.3 SJ said that he would send out a SEND review guide, post Covid-19 to DJ, MR and LJ, who will decide if it will be useful for all of the Governing Body. GB asked if she could be included in this email.
- 8.4 DJ asked if there was enough money in the training budget for all the work around attachment and trauma. SJ said that there is enough there.

## **9. SCHOOL TERM & HOLIDAY PATTERNS**

- 9.1 SJ stated that the holiday pattern is set by LCC and the SLT have suggested having two INSET days at the start of the year, two at the end and one in the middle. Governors agreed this pattern.

## **10. ANY OTHER BUSINESS**

- 10.1 School staff will be offered the flu vaccination in school on 20/10/2020, where they will pay on the day, which can then be claimed back on expenses from LCC. There will be an extra £5.50 charge per vaccine for the PPE and administration required by the chemist. Governors agreed for school to pay this.
- 10.2 Student flu immunisations were to take place on the 08/10/2020. Other school vaccinations will take place as required.
- 10.3 GB asked if agency staff are able to remain within one bubble when they are in school and not swapping between different ones. JJ confirmed that we do ensure they remain in their designated bubble and our nominated supply have a 14-day break if they are going to move from one bubble to another.
- 10.4 The chair questioned whether the current staffing structure within Finance and administration is sufficient within the current climate. School has already carried out staffing benchmarking using the DfE benchmarking website for comparisons as an SFVS requirement which highlighted that the staffing structure was favourable in comparison to the given data set both nationally and locally. The Chair acknowledged the additional pressures on the role and responsibilities of business management and asked for reassurance that the SBM's job role and responsibilities are kept under review and formally appraised within this current round of

performance management. Governors agreed in order to support home working where required school would provide adequate resources and equipment. This would apply to all staff who are required to work from home for any period. Governors agreed a full IT assessment is carried out where needed. Governors suggested it may be useful that additional staff are trained in relation to GDPR.

**11. DATE OF NEXT MEETING – Tuesday 23<sup>rd</sup> February @ 9:30am**