



MINUTES OF FINANCE, PREMISES AND RESOURCES AND PUPIL, CURRICULUM AND STANDARDS JOINT COMMITTEE MEETING
Tuesday 23rd February – 9:30am

VIRTUAL

IN ATTENDANCE/APOLOGIES

IN ATTENDANCE

Dorothy Jones (Chair)
Shaun Jukes
Maureen Rothwell
Simon Chester
Ian Fazarkerley
Gail Beaton
Rosemary Hurley
Paul Main

APOLOGIES

Jen Jukes (Finance update)
Laura Jolliffe
Sharon Hadley

1. **GOVERNING BODY** – SJ brought to the Governors’ attention that the review of Governance requires ratification and therefore was discussed with the following proposal – changes to be made to the Governing Body to number of Parents’ governors from three to two and Co-opted governors from five to six. Governors in agreement of this and that the new Head at Acorns, Paula Barlow be invited to join. Governors in agreement in principle and to be finalised at FGB Meeting on 23rd March 2021. With Mrs Barlow being invited to attend.
2. **MINUTES OF PREVIOUS MEETING AND MATTERS ARISING FOR FINANCE, PREMISES AND RESOURCES**
DJ confirmed that the minutes were correct and confirmed that all matters had been addressed, with the exception of the heater in the Sports Hall, quotes have been obtained and awaiting time and date for works to be completed to be agreed.
3. **COVID-19-19 – GENERAL UPDATE**
SJ gave an update on the current situation in school, new guidance received on 21st February 2021 to be assessed and acted upon.

4. FINANCE UPDATES

- 4.1 JJ had distributed the monitoring report before the meeting and sent her apologies, SJ went through the finance update in JJu absence.
- 4.2 SJ explained that original finance report had little relevancy to the year due to the impact of the pandemic. No clawback this year, so finances are in a good position to spend on premises and resources.
- 4.3 SJ asked Governors for approval to spend on the following:-
 - 4.3.1 Upgrade ICT equipment at a cost of £19,000.
 - 4.3.2 Fit fire door retainers to classrooms at a cost of under £10,000. DJ agreed due to HSE.
 - 4.3.3 LED upgrade work to be brought forward for high cost areas, i.e. pool area, at a cost of £18,000.
 - 4.3.4 Replacement of 'old' minibus with new bus with tail lift and wheelchair access, at a cost of £38,000-£40,000.
 - 4.3.5 DJ suggested that as there is a surplus of £430,000, Governors can commit to the above spending and would it be prudent to authorise another £20,000 for unforeseen spends. SJ agreed, but also is mindful that the project upstairs may mean additional spend in future. **All agreed by Governors.**
 - 4.3.6 DJ asked if Point 10 in report – High needs top-up funding implies there are more students with more complex needs, SJ explains that it is largely due to the top-up funding after band changes after the school censuses.
 - 4.3.7 DJ ran through other savings and deficits in cost codes which on the whole offset each other and were expected given pandemic e.g. hygiene, PPE. Governors expressed thanks to JJu and others involved for the completion and explanations within the monitoring report.

5. STAFFING/RESOURCES UPDATE

- 5.1 SJ informed that a new server has been installed and school wished to increase the service level for remote back-ups, it is a UK Cloud based back-up server, which increases our service level agreement at a cost of £3,500. Governors agreed.
- 5.2 SJ explained that the supply reimbursement cover insurance has not been used to capacity during this current year due to the restrictions of providing cover in the pandemic. Therefore, this has been the only year when the school has not used up the full level of cover provided. Going forward SJ proposed that we continue with the existing arrangements which covers support staff after a 10-day absence and teaching staff after a 3-day absence. This was agreed by all Governors.
- 5.3 SJ – A TA position has become vacant after existing member of staff left; this will be advertised during the Summer Term. All other posts have now been filled.
- 5.4 There have been three occupational reports and all those staff have returned to school. One staff member is still shielding and working from home.
- 5.5 All staff, except for 13, have had the Covid-19 vaccination. SJ to follow up why these staff members have not opted for the vaccination.
- 5.6 SJ – it is HR's view that its time it may become a contractual obligation to have the vaccination and mandatory for any new staff members.

6. PREMISES UPDATE

SJ updated Governors on hygiene procedures, a new surface cleaner, more expensive but more effective for Covid-19 is now being used.

7. SCHOOLS FINANCIAL VALUE STANDARD (SFVS)

SJ to organise date with the Chair and Vice-Chairs when all paperwork is completed for report to be signed off.

8. LETTINGS REVIEW

SJ stated that the lettings are in the same position due to the same restrictions still being in place. SJ asked to leave review until Summer Term. This was agreed by Governors.

9. ANY OTHER BUSINESS

No other business arising from Finance, Premises and Resources.

DJ mentioned that the school had a Freedom of Information request but the details that were requested were already in the public domain.

10. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING FOR PUPIL, CURRICULUM AND STANDARDS

DJ confirmed that the minutes were correct with the exception that Rosemary Hurley had attended the meeting and her name was missing off the attendees.

In matters arising 9.3, report regarding website views, DJ said that report by TW was very informative, and the information regarding Covid-19 is very useful.

11. ADMISSIONS/LEAVERS UPDATE

11.1 SJ explained that LCC has followed a different process in allocation Year 7 places for September 2021. All Year 7 places have been processed by LCC and advised schools of the students they would like to admit; input from schools was sought at the end of the process to deal with any anomalies.

11.2 21(22) Year 7 places have been allocated and 1 Year 9 place to a student who already has a sibling in school and is moving into the area.

11.3 SJ – Post 16 is an issue as all current Year 11 students want to move into FE. There is not enough commissioned places in FE to meet the demand and we are 9 places short to be able to fulfil this.

11.4 SJ explained that the barriers preventing this are :-

11.4.1 Funding – there is no funding in place for any extra places, a shortfall of £90,000, (£10,000 per student)

11.4.2 Staffing would be required equivalent of another class group, 1 teacher and 2 support staff.

11.4.3 Space implications until the extension project is completed.

11.4.4 LCC have been made aware of current problems and will respond at Year 11s Admissions meeting next week.

11.4.5 IF asked if this was a Lancashire problem or just Sir Tom Finney. It is understood to be a problem throughout Lancashire.

11.4.6 IF asked can we offer additional support to students whilst transition into college is completed if this was an agreed option suggested by LCC.

- 11.4.7 RH asked how the decision into who stays/goes is made? SJ replied that in principal using the EHCP/review would ascertain who would normally leave/stay.
- 11.4.8 MR asked can we meet parents and students' expectations. SJ replied that the Annual Review is the mechanism to pick this up.
- 11.5 FE placements have to be announced by 31st March 2021, DJ said that Governors will support any decisions school makes regarding this.
- 11.6 There will be 19 Year 14 leavers. Provisions, social care, and placements have mostly been made for these students, with a couple awaiting LCC outcomes re: funding placements.

12. REMOTE LEARNING AND HOME CONTACT AND ASSESSMENT REPORTING

SJ confirmed that he had previously sent information to the Governors regarding the school's Remote Education and Home Learning policy. It has also been published on the school's website and all statutory requirements are in place.

- 12.1 MR asked how we support parents to support children. SJ – the Blended Learning approach covers a range of life skills as well as practical activities alongside virtual lessons and live contact in remote learning. Remote or virtual learning is featured on Zoom, Teams, Dojo etc. Refer to the policy and parents information.
- 12.2 Staff have been remarkable and creative in delivering remote learning and statutory paperwork is in place to show this.
- 12.3 DJ wanted to point out that the report is in a readable style and very informative and wanted to lead the Governors in their thanks to DR for a clear and concise report.
- 12.4 DR to adjust report to read that Governors are informed and have discussed the policy document on 23rd February.
- 12.5 DJ also expressed thanks to MN for his Dojo statistics.
- 12.6 GB – asked could Governors be invited to attend a remote learning session and report on this under lesson observation. **SJ to organise.**
- 12.7 SJ informed that DR collated the assessment report and all accreditations had good results last summer.
- 12.8 DJ asked is Entry Level 1 lower than Entry Level 3? Entry Level 3 is higher. Level 1 lowest.
- 12.9 DJ asked RH if she would be interested in being part of the in house work for PSHE? RH would be happy to be involved with this. **SJ to add onto agenda for next update on PSHE.**
- 12.10 DJ updated Governors on details from The Chairs' Forum feature on Ofsted. Ofsted to assess schools on remote learning, how Covid-19 has been tackled and visit a remote lesson. **DJ has sent questions to SJ regarding this and to what extent Governors are meeting DFE expectations and asked that this be a future agenda item.**

13. POLICY UPDATES

No policy updates.

14. SHARING OF SENIOR LEADERSHIP TEAMS TASKS/ACTIONS (SPRING/SUMMER)

SJ shared a list with Governors itemising tasks and actions to be carried out by SLT before the end of Summer Term. These are jobs which SLT are obliged/have a statutory obligation to do.

15. ANY OTHER BUSINESS

- 15.1 SJ gave an update on the upstairs extension.
- 15.2 There has been a visit by the property group to look at costings' options and a virtual meeting with the Project Lead, QS, etc. At this meeting it was clear that the Project Lead seemed to have a different brief to that of school.
- 15.3 SJ suggested a face-to-face meeting, Sally Richardson, Head of SEND, in agreement to a sit-down meeting for all parties as figures were over budget. SJ still to hear back from her.
- 15.4 The report, with actual costings, must be submitted to Cabinet before the end of March to be able to commit monies before the new budget.
- 15.5 **SJ to contact SR for update.**
- 15.6 DJ asked SJ to pass on the Governors' appreciation to all staff and students for their remarkable actions over the last year.

SC/PM/SJ left the meeting due to confidential staffing matters being discussed.

16. SLT ACTING UP RENUMERATION

SLT - acting up remuneration: Governors agreed to follow LCC HR advice and remunerate according to that advice in line with the pay policy.

17. SCHOOL BUSINESS MANAGER – PAY GRADE REVIEW

SBM pay grade review: Governors have requested further information to be presented at the Full Governing Body meeting 23rd March 2021.

18. DATE OF NEXT FGB MEETING – Tuesday 23rd March 2021 @ 9:30am - virtual

19. DATE OF NEXT COMMITTEE MEETING – Tuesday 4th May 2021 @ 9.30am