

GOVERNOR SERVICES: EDUCATION QUALITY AND PERFORMANCE SERVICE

SIR TOM FINNEY COMMUNITY HIGH SCHOOL (06135)

Minutes of the meeting of the Finance, Premises and Resources Committee held via video conference on Tuesday 22 February 2022 at 9.30am.

Present: Mrs KD Jones (Chair)
Mrs G Barlow
Mr S Chester
Mr G Harper
Mrs R Hurley
Mrs L Joliffe
Mr S Jukes (Headteacher)

Also present: Miss R Alesbury (Clerk to Governors)
Mrs J Jukes (School Business Manager- Observer)

Apologies: There were no apologies for absence.

Mr Harper was welcomed to his first meeting of the committee.

ACTION

22.01 Declaration of Interest

There were no declarations of interest in relation to agenda items.

22.02 Election of chair

Mrs KD Jones was nominated and elected chair until the first meeting of the autumn term 2022.

22.03 Terms of Reference

The terms of reference were adopted without amendment.

22.04 Minutes of the Last Meeting

The minutes of the previous meeting held on Tuesday 12 October 2021, having been circulated, were approved, and would be signed by the chair.

22.05 Matters Arising

There were no matters arising from the minutes.

22.06 Budget Monitoring Report

The school business manager updated governors on the budget monitoring report for the autumn term 2021.

There was a significant estimated carry forward figure of £548,660. She highlighted that clawback had been removed for this year.

It was explained that things were in place that hadn't happened yet including sending payments for the building works which would be spent over the next financial year.

The school business manager went through the variances to budget contained in the monitoring report.

The school business manager explained the virement made into staff training and development. Training was easier to access with it being virtual.

The chair noted the high reserve was unusual, it was the impact of the pandemic and waiting for costings towards the building works.

A governor asked how they planned to spend the reserve. Mrs Jukes answered a lot of the carry forward was built in for furniture, upgrading ICT, upgrading Wi-Fi for downstairs once upstairs was completed.

From the school improvement plan it was arranged to put a seating area outdoors and update its provision which hadn't been able to go ahead whilst the building works were taking place.

A governor questioned if there was any danger it could roll forward into the following year meaning they could hit clawback. Mrs Jukes confirmed it would be spent over the next financial year. They had the LED lighting programme continuing. It had been put throughout KS3 over the half term which was better for energy savings and created a better learning environment. This would be rolled out across the school.

The school was trialling a replacement to the film on the windows to reduce the glare from the sun. They had chosen a higher UV protection, which if it was successful, they planned to roll it out across the whole school.

The school business manager pointed out they had received additional monies due to Covid-19, they had received another £1,000 to support the vaccination programme.

They had received a lot more income than was predicted when they originally set the budget.

A governor commented it was sensible to match downstairs with upstairs and asked if there was any nice to haves which would be

beneficial. The headteacher responded, they had asked in staff meetings if there was anything staff would like to let them know. Following this, lists had come in and saw £30,000 spent on new resources across school.

Mr Jukes added, the money for the building project would be invoiced in the summer, actions from the school improvement plan were being carried forward.

A governor echoed the comments, making sure they were using the money holistically for the students and staff.

The school business manager added, next year the income would be greater, as the school would have been extended.

A governor questioned if they had any estimates. Mrs Jukes explained they had an indicative forecast, but this would increase when the student numbers increase.

The headteacher added it would be monitored termly, their priority had been keeping teachers and students safe whilst keeping the building safe.

A governor asked for examples from the wish lists received by staff. Mr Jukes gave examples which included new sports equipment, sensory equipment, sensory mood tables, ukuleles in music and scooters.

Mr Jukes said subjects like English, reading and phonics had been significantly invested in over the 12 months.

A governor asked if one of the new teachers appointed in September led on the investment. The headteacher confirmed she did. Mr Jukes was to compliment the staff from the governors.

She had done an assessment on every student in KS3 and planned to train deliver training to staff.

A governor said the last two years had been isolating, and queried what plans were in place to give the students the experiences they had missed. Mrs Jukes answered they had had themed days in their bubbles. All bubbles had since been removed.

The headteacher added the minibuses were back in use to take children out and about linked to the curriculum. He added they were in effect back to normal and pointed out the guidance for special schools was difference to mainstream.

The chair noted the changes in the office and asked Mr Chester how it was. Mr Chester confirmed it felt better, Mrs Zinga Had been a

positive impact. Mrs Jukes added Mrs Zinga Had brought diversity to the office. She had a very calm nature, and she and Mr Chester complimented each other. Mr Chester had taken his new role in his stride. Having presence of staff in the office over the half term was beneficial.

The chair had met with the finance manager on 9 November 2021 who explained the reconciliation process. She said it was thorough, each step of the process was tracked. The finance manager reports regularly to the school business manager.

Mrs Jukes explained they had spent £40,000 on the supply reimbursement scheme, which they had recovered £27,000 mostly for support staff. They hadn't claimed as much back this year (Covid-19 related impact) but it was worth continuing with again this year.

Governors approved the supply reimbursement scheme to continue.

Mrs Jukes was thanked for her update.

22.07 Pupil Premium Grant Update

It was pointed out a third of students were included in the pupil premium grant.

The headteacher explained they had to publish the pupil premium grant online using the new DfE format. This had been shared with pupil premium nominated governor Mr Fazackerley who was happy with the evaluation. He did highlight providing impact statements to governors to ensure governors were ready in the event of an inspection. Examples would be provided at the full governing body meeting. **A governor** requested examples to be given to governors in hard copy to refer to if asked about them.

**Headteacher
FGB**

He confirmed the pupil premium grant was able to be spent across the whole school to ensure all students benefit even if they weren't eligible.

School business manager added the recovery premium was linked with pupil premium which covered the whole school.

Governors were reminded it was only to be used for pre-16. Post 16 received bursary funding.

The chair pointed out it had always been a steady number. The school business manager confirmed it had, but this would increase when the number increase in September.

22.08 Schools Financial Value Standard (SFVS)

The SFVS was delegated to a sub-committee which included the chair, Mrs Joliffe and the school business manager. A detailed report would be sent to the full governing body.

FGB

22.09 Staffing and Resources Update

The headteacher confirmed they had vacant posts which were being covered by supply. It was planned to include the recruitment upstairs with the September planning.

The new assistant headteacher John Cockerill had started a qualification for headship.

Two more teaching staff had started a senior leadership qualification.

Interim appraisal meetings were planned to begin next week.

Mr Jukes added there had been lots of support around professional development which has been virtual. It was assumed there would be a blended approach going forward.

A governor asked for more information on NPQ's. The headteacher explained more about the suite of qualifications offered and stated a teacher was also undertaking a NPQ as a leading practitioner.

A governor mentioned they had previously discussed investing in someone for additional capacity to support HR functions. The head confirmed this would be part of the strategic discussions around planning for September and future structures as required.

The chair queried if the quality of applications for teaching assistants had improved and what the quality of supply was. Mr Jukes confirmed it had not improved. The quality of supply varied, if they did not work, they did not stay. The advice given was, if they were good, do all you could to keep them.

A governor asked if there was a lack in availability because it was a special school. The headteacher confirmed it was across the board, other industries were offering better packages including term time contracts.

A governor said this was a challenge for the Lancashire County Council. Mr Jukes added it was a challenge for the DfE, the unions were trying to get government to listen.

A governor asked if they were in danger of losing any teaching assistants. The school business manager explained most TAs were top of scale and would be unlikely to move for another similar TA role elsewhere.

The headteacher added, if people were looking elsewhere, he would normally be aware as they would ask him for a reference and confirmed he did not have any requests.

A governor commented they should celebrate their staff; they keep staff as it was a good place to work. Mr Jukes added they had supply ask about vacancies because they wanted to stay.

Mrs Jukes said it was evident from newly appointed staff how different and refreshing we were compared to where they had come from.

The school business manager confirmed they use the wellbeing statements in their adverts.

A governor questioned if there was an opportunity for students to work here when they leave. Mrs Jukes confirmed they had one student who wants to work in ICT and had been given work experience and an unofficial apprentice. They were implementing safeguarding for that student to undertake this.

The chair commented it was nice to support talent.

22.10 Premises Update

The headteacher gave governors an update on the premises.

- The upper floor- the electrical supply was switched over in half term.
- A fire safety report was completed by Lancashire County Council in the holidays and would feedback to the project lead.
- External drainage was to be discussed further.
- The school were investigating if they needed an energy certificate.
- The school were awaiting additional costs for the CCTV and vehicle charging unit for the car park.
- It was hoped to improve the Wi-Fi downstairs to match upstairs.
- The school would need to invest in drain maintenance.
- Decisions were to be made about hinges for the doors.

Mr Jukes confirmed the building project was going well.

The chair asked if the problem with the drainage was the same as when they first moved in. The headteacher confirmed it was the quality from what was there previously.

The chair and Mr Chester had completed a health and safety walk on 9 November 2021. They were impressed with the tidiness of the environment, the students were engaged and interested. Minor issues were passed on to the site manager who was already aware.

ACTION

22.11 Natasha's Law 1/10/2021

The chair pointed out Natasha's Law, a list of ingredients had to be on packaging which had been produced on site.

This was something to bear in mind if they were to have catering on site in the future.

The headteacher confirmed it did not apply to food technology. If something was prepacked for direct sale on site it would need it. This did not apply to the school.

22.12 School Improvement Plan Evaluation

The headteacher planned to circulate a summary to the full governing body.

Headteacher

A governor asked if there had been any slippage. The headteacher confirmed anything impacted by Covid-10 had been carried forward.

22.13 AOB

- The school advisor had been in and sent a report. It was planned to have training with governors and senior staff around Ofsted inspections. The headteacher would circulate a date.
- There had been a flexible working request. The headteacher was waiting for a response from the head of department to see what the impact would be.
- Governors were invited to a whole school assembly planned on 11 March. This was the first whole school assembly since the pandemic began. A presentation was planned from the fund raisers MJH Accountants for over £16,000 which would support the equipment for ICT.
- The headteacher planned to circulate dates for governor visits for the summer term.
- Governors would be give the opportunity to look at the new vinyl artwork and wording on the corridor walls and library and life skills areas in school.

Headteacher

22.14 Confidentiality

There were no items deemed confidential.

22.15 Date and Time of Next Meeting

ACTION

The next meeting of the Finance, Premises and Resources Committee would be held at 9.30am on 3 May 2022.

The chair thanked governors for their attendance and input and closed the meeting at 11.05am.