

**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 at the school on Tuesday, 3 May 2022 at 11.30am.

**Present:** Mrs KD Jones (Chair)  
Mr S Chester  
Mr S Jukes (Headteacher)

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

**22.16 Apologies for absence**

Apologies for absence were received and accepted from Mrs L Jolliffe.

Mrs Jolliffe had sent an email confirming having read the documentation and agreed with the budget information.

The absence of Mr G Harper was noted.

**22.17 Declaration of Interest**

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

**22.18 Minutes of the Last Meeting**

The minutes of the previous meeting held on 22 February 2022, having been circulated, were approved, and signed by the chair as a correct record.

**22.19 Matters Arising**

The following matters arising from the minutes were noted:

- a) Budget Monitoring Report (Minute 22.06 refers)

**A governor queried** if the school had chosen film for the windows. The school business manager confirmed they had chosen the darker tint for both downstairs and upstairs.

- b) Schools Financial Value Standard (SFVS) (Minute 22.08 refers)

The SFVS had been submitted by the deadline.

**ACTION**

**ACTION**

- c) Staffing and Resources Update (Minute 22.09 refers)

**Headteacher**

Staff training was on-going. A whole school training session was planned in for September.

- d) School Improvement Plan Evaluation (Minute 22.12 refers)

The headteacher circulated the school improvement plan.

- c) AOB (Minute 22.13 refers)

The headteacher planned to circulate dates for governor visits this term.

**22.20 Budget Monitoring and Forecasting**

The school business manager highlighted elements from the end of March 2022 monitoring report.

The carry forward balance had increased to £614,000. This would normally be within clawback range.

The reasons for this included the school were unable to pay for the building works upstairs as LCC had made the request in time prior to year end balances. This would show as committed balances on the new budget.

Support staff pay award had been agreed and back dated.

The chair acknowledged variances within the report.

**A governor queried** the adverse figure for educational support staff. The school business manager confirmed this was related to the staff pay award, and the savings shown within that cost centre were from two posts covered by supply.

**A considerable reduction was pointed out** for water and sewerage. It was confirmed the school had previously been billed for something that they now don't get charged for.

The school business manager explained the high needs top of funding had been revised. This was adjusted termly.

**A governor questioned** the pupil premium adverse. The school business manager explained when it came through, it wasn't as predicted. This was based on the October census.

She added, the school received additional funding for free school meals from when they provided these through Covid-19 and claimed it back.

**A governor asked** about holiday clubs. It was confirmed school had none planned but had budgeted for some if they can hold them off site whilst the school was a live construction site.

The school business manager was thanked for her report.

## **22.21 2021-22 Budget recommendation for agreement**

**A governor commented** the budget was very explicit and linked to the school improvement plan and had £217,000 committed expenditure agreed.

**A governor added**, if you looked back three years ago, you would not see the figures forecasted as they showed then.

The school business manager explained this was version six of the budget, with revised figures for pupil premium and bursary funding coming in so late.

The school's carry forward will be adjusted once committed spending has been allocated and when the school admits more students in September.

**A governor queried** inflation costs. The school business manager explained this was unknown, 4% had been built into the budget across the board as requested by Lancashire County Council.

**A governor questioned** the DFC. The school business manager confirmed this was not separate but built into the report this time. they had not spent anything on capital as it had been postponed due to the building works.

It was pointed out it could be spent on ICT; however the school had already built this into the upgrades across school. There would be additional equipment needed once the project was completed. It gave the school a substantial balance to support ICT going forward.

**A governor assumed** the spending for future years took into account additional students. The school business manager answered, it was based on spending this year, and adjusted going forward to their current knowledge.

**A governor asked** if the three-year predictions had ever been close. The headteacher confirmed they had not. The local authority followed a formula nationally, to give them an 'informed' view of what the budget might look like, but it is just forecasting based upon current known information.

**A governor queried** energy prices. The school business manager confirmed they had built in increases to both gas and electric.

They were locked into a contract with Gazprom, advice is see this through until end of contract and then change supplier.

After considering any budget sustainability issues, the governing body approved the school budget plan for 2022/23 as follows:

Revenue income of £4,430,121 and proposed revenue expenditure of £4,425,197 resulting in a net in year surplus of £4,923.

The governing body considered the effect on school balances and noted the estimated balance of £614,030 brought forward from the previous year which would result in a forecast carry forward balance of £618,953 into 2023/24. Financial forecasts for 2023/24 and 2024/25 were noted. (Although Governors had already noted the committed figure of £217,000 to go toward the project expansion – note this has subsequently been transferred to LCC)

**The chair commended** the school and finance team on preparing the budget.

## **22.22 Buildings and Premises Update**

**A governor queried** if the school was still on track with the building works. It was confirmed they were.

**A governor questioned** the rise in numbers and whether contingency plans were in place should the upper floor not be ready. Mr Jukes confirmed they did not need one. They would not be taking additional students to fill capacity from the start, it would be a manageable number that they could manage downstairs if required.

The headteacher added, the contractors had a penalty clause if it was not completed on time. It was due to be completed in July, then the ICT works can be implemented.

Mr Jukes pointed out the school had found issues with flooring in some rooms downstairs, but this was not related to the building works, advice suggests it was due to old pipework prior to moving to the site.

The fire report for upstairs had identified small holes to fill around wiring downstairs, this would be addressed.

## **22.23 Health and Safety Matters**

The school business manager confirmed compliance had continued. On the back of the building works, they would receive a spreadsheet for servicing regime.

Costs for warranty and servicing was unknown at the moment.

The swimming pool needed a new cover mechanism.

Maintenance and painting were on-going.

**A governor asked** if anything was coming up that required governor agreement for funding. The school business manager explained if something breaks down, it is the best interest to fix asap, and this is in set limits. School has contingency funding in place if required.

**22.24 Staffing**

The headteacher explained, on the back of the expansion, adverts were out for recruitment. Including Head of Department role, teacher positions, TA3's, TA2's, site, cleaning, welfare and consideration to office and IT requirements.

The school business manager confirmed this had been included in the budget.

**22.25 Staff Training and Development**

The main focus for training was phonics and Read, Write Inc.

It was pointed out there was £500 in the budget for governor training and suggested mentioning this at the full governing body meeting.

**Chair**

**22.26 Any Other Business**

**A governor asked** if the flexible working policy had been updated in the handbook. The headteacher confirmed it was put into the staff handbook ready to be published for September. Staff were aware of the changes which were shared at a staff meeting.

**22.27 Confidentiality**

There were no items deemed confidential.

**22.28 Date and Time of Next Meeting**

Future meeting dates and times would be agreed at the full governing body meeting.

The chair thanked governors for their attendance and input and closed the meeting at 12.13pm.