

**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, 11 October 2022 at 11.30am.

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

**Also present:** Mrs A Heywood (Clerk to Governors) – via virtual meeting facility  
Mrs J Jukes (School Business Manager - Observer)

	<u><b>ACTION</b></u>
<p><b>22.29 Apologies for absence</b></p> <p>Apologies for absence were received and accepted from Mr S Chester.</p>	
<p><b>22.30 Declaration of Interest</b></p> <p>There were no declarations of interest in relation to agenda items.</p>	
<p><b>22.31 Election of Chair</b></p> <p>Mrs Dorothy Jones was proposed and re-elected as chair of the committee until the autumn term 2023.</p>	
<p><b>22.32 Minutes of the Last Meeting</b></p> <p>The minutes of the previous meeting held on 3 May 2022, having been circulated, were approved, and would be signed by the chair at the next opportunity.</p>	<b>Clerk</b>
<p><b>22.33 Matters Arising</b></p> <p>The following matters arising from the minutes were noted:</p> <p>a) Building and Premises Update (Minute 22.22 refers)</p> <p>The small holes around wiring, identified in the fire report, had been filled.</p> <p>b) Health and Safety Matters (Minute 22.23 refers)</p> <p>A new cover mechanism had been fitted to the swimming pool area.</p>	

c) Staff Training and Development (Minute 22.25 refers)

Mrs Jones confirmed that the matter of governor training and the necessary availability of money had been mentioned at the meeting of the full board of governors.

**22.34 Budget Monitoring 2022-23 and any other financial updates**

The *Autumn Term - Monitoring 2022-23* had been circulated previously. The report was to financial P5 31 August 2022. Mrs Jukes highlighted the following:

- the in-year budget surplus of £4,924, was now forecast to be a deficit of £217,982.
- the main reason for the end year variance was an increase in Higher Needs Block (HNB) funding £42,207 and a favourable revision to the energy budget £35,152, offset by the capital expenditure on the upper floor refurbishment and development project (£207,217) and increases in support staff salary costs.

Governors noted that the budget had been set with the assumption of a 3% pay award for E03 Education Support staff, however due to government recommendations this award was being reconsidered and the school business manager advised that the forecast position on this expenditure line had accounted for a lump sum of £1,925 to all scale points 1 and above, as the current recommended increase.

**A governor queried** the in-year variance on E01 Teaching Staff (£36,379) and Mrs Jukes explained that the school would manage by the end of the financial year to reduce the variance to £4,613. This was due to the revised pay increase being offset by a reduction in new starter salaries compared to those colleagues that had now left employment. Recommendations from government for teachers' pay from September 2022 were 5% for teachers on leadership, at the top of main scale and those on main scale 1-5 would be between 5.5% and 8.9%.

**A governor questioned** how the budget for energy had been calculated. It was confirmed the school had anticipated significant increases to account for the expansion project and general rising fuel costs. Governors noted a new energy contract to supply gas and electric had commenced at the beginning of October. Additionally, the government had made provision through the "Energy Bill Relief Scheme" to ensure compensation.

There was just one virements, or adjustment to budget heading allocation being transfer of £207,217 from E99 Reserves to E12 Building Maintenance and Improvement. It was approved by governors. Total revenue allocation to capital for 2022/23 was £13,062 and governors noted the balance was £89,100.

**A governor asked** if there were any capital spending plans for which the money might be allocated, Mrs Jukes replied that the replacement of LED lighting throughout the school was partially complete and added that a further £20k was needed to finish the whole project. With a potential saving on electricity costs of £3k per year, governors agreed an amount of £25k, to allow for any contingencies, should be transferred to Delegated Property Maintenance.

Governors were advised that due to the increased student numbers on roll (NOR) and subsequent staffing, the calculation for group size of school had changed to become a Group 7 school. The headteacher appraisal committee would need to discuss implementing a change to the headteacher pay range. The subsequent change would be submitted to the local authority.

The school business manager was thanked for her report.

## **22.35 Policies**

The committee approved the following without amendment:

- i. Internal Financial Regulations
- ii. Lettings and Charging and Remissions Policy

All policies were confirmed to be available on the school website.

Governors were informed that the statutory guidance Keeping Children Safe in Education (KCSIE) had been updated and subsequently the Safeguarding and Child Protection Policy had also been updated and would be made available to governors at the meeting of the full governing body.

## **22.36 Staffing and Resources Update**

Governors were advised that as at the time of the meeting there were vacancies for five Teaching Assistant roles (4 x TA2b and 1 TA3) with closing date at the end of term. The roles were being covered by supply staff.

The headteacher had received the following requests and notifications:

- one person had requested to change to a flexible working arrangement from January, however Mr Jukes had returned the form and requested more detail be included to outline how the school might accommodate the change;
- there was a potential issue with the pay calculation of some support staff on term time contracts, due to the recent recommendation that the weeks payable should be more than 42.8 weeks. A salary

correction in the form of back pay may need to be implemented. Governors noted the potential impact would affect 7 or 8 employees;

- advance notice of early retirement by end of academic year 2024 had been received from one member of teaching staff. No planning was necessary at this stage, but the notice of intention was appreciated;
- governors noted there was one member of staff classified as being on long term absence, however a staged return was being planned for after the half term break.

### **22.37 Buildings and Premises Update**

The headteacher confirmed that the contractors had just completed work on time. The following day was INSET and then the pupils returned on the next day, so handover had been fraught with difficulties.

**In response to a governor question**, Mr Jukes confirmed there had been challenges encountered in the move to the newly refurbished upper floor, and following a review of group size and physical needs, the decision had been taken to amend the timetable after the half term and relocate the KS4 cohort to the upper floor and move the FE department downstairs.

The recording of, and subsequent addressing of, snags was still ongoing, and a few remained outstanding. One significant issue identified was an exposed steel girder that required padding to ensure safety from bumped heads.

Overall, Mr Jukes and all the school were very pleased with the finished project. He stated the rooms were light and bright and had a fabulous modern look, adding young people could aspire to learn and work within it.

The compliance and monitoring list including the Portable Appliance Testing (PAT) and water monitoring for legionnaires etc. with respective Service Level Agreements (SLAs) were explained for the benefit Mr Harper.

The annual cycle of re-decoration programme continued.

### **22.38 Unofficial School fund**

The accounts for the unofficial school fund to 31 August 2022 had been audited by Rebecca Fairhurst from Julie Eccleston Accountants and would be signed by Mrs Jones once they had been circulated to the full governing body.

A closing balance of £31,141.97 was noted. **Governors recalled** a one-off donation had been received from MJH Accountants. It was **agreed** the school should utilise the money to purchase something

special to be situated on the newly refurbished upper floor and it was imperative the item(s) should benefit the children

**22.39 SEN Report**

The *SEN Information Report 2022 Autumn Update* had been circulated previously. The headteacher confirmed the structure and format were standard and he advised that the document was available on the school website - which was a regulatory requirement.

**22.40 School Improvement Plan – Reminder**

The headteacher advised that the School Improvement Plan would be available for the full governing body meeting.

**Headteacher**

**22.41 School Term and Holiday Pattern 2023-24**

The headteacher confirmed the schedule was available on the school website.

**22.42 Any Other Business**

The *Self Evaluation Form (SEF) Document inc. Future Plans September 2022* was circulated. The headteacher advised that the initial pro-forma had been sent by Mr David Bird, school adviser. This first version had been quite a lengthy process, but it had been a useful exercise as it captured the essence of the school in one document. He confirmed it would be more easily maintained and updated in future.

**22.43 Confidentiality**

There were no items deemed confidential.

**22.44 Date and Time of Next Meeting**

The next meeting had been arranged at 11:30am on Tuesday 21 February 2023

The chair thanked governors for their attendance and input and closed the meeting at 12.15pm