

**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 at 9.30am on Tuesday, 21 February 2023.

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

**Also present:** Mrs A Heywood (Clerk to Governors)  
Mrs J Jukes (School Business Manager (SBM) - Observer)

|   | <u><b>ACTION</b></u> |
|---|----------------------|
| <p><b>23.01 Apologies for absence</b></p> <p>Apologies for absence were received and accepted from Ms N Hudson.</p>   |                      |
| <p><b>23.02 Declaration of Interest</b></p> <p>There were no declarations of interest in relation to agenda items.</p>  |                      |
| <p><b>23.03 Terms of Reference</b></p> <p>The terms of reference were circulated at the meeting and were adopted without amendment.</p>   |                      |
| <p><b>23.04 Minutes of the Last Meeting</b></p> <p>The minutes of the previous meeting held on 11 October 2022, having been circulated, were approved, subject to amendments detailed below, and were signed by the chair.</p> <p>a) Staffing and Resources Update (Minute 22.36 refers)</p> <p>The minute for the second bullet point was amended, highlighted in bold, to read "there was a potential issue with the pay calculation of some support staff <b>in club and group posts</b> on short term contracts ...".</p> <p>b) Building and Premises Update (Minute 22.37 refers)</p> <p>The last sentence of the second paragraph referred to the relocation of the KS4 cohort when it should have referenced that "two groups had been moved". In the third paragraph it was reported that it had not been</p> |                      |

feasible to pad the girder, however using artwork had alleviated the issue.

c) Unofficial School Fund (Minute 22.38 refers)

The minute was amended, highlighted in bold, to read "...audited by Rebecca Fairhurst from **Ashton** Accountants...".

### **23.05 Matters Arising**

It was noted that all actions had been completed.

### **23.06 Budget Monitoring 2022-23**

a) The *Financial Monitoring Report Autumn Term 2022-23* was circulated. The report was to financial Period 9 (31 December 2022). The SBM apologised for the delay in distributing the report. Figures for December had only recently been released. She explained the delay was due to ongoing issues with the recent launch of Oracle Fusion. In response to **governor questions** Mr Jukes and the SBM confirmed that the matter had been raised respectively at school business manager and headteacher group meetings. Consequently the issue had been raised at Schools' Forum. Apologies had been received and it was recognised that without accurate timely figures it was difficult to plan. It was acknowledged that the issue was a whole Lancashire County Council one and not isolated to the education department.

The SBM confirmed, in **response to a question**, that the school had had two late payment charges. The school business manager and the headteacher provided other anecdotal evidence of issues experienced at other schools in the locality. SBM advised that as usual the school would close the order book for further spending at the end of February. She also anticipated that when closing the books for the end of the financial year the school would utilise the accruals and prepayment tools to avoid clawback. Finally, in response to a **prompt from governors**, Mr Jukes agreed to respond to a letter received from Kirsty Lister, Schools' Finance Principal Accountant. The reply letter would record the governor's concerns about the impact on the school's finance and administrative staff in managing the difficulties caused by the launch of Oracle Fusion. It would also stress that the problems encountered had complicated the proper monitoring of the budget, especially given the school's special school status.

**Mr Jukes**

The SBM returned to the report and highlighted the following:

- that compared to the previous reporting period the in-year forecast deficit (217,982) had reduced to a deficit of (£118,224). With reserves brought forward of £614,030, this would result in an

estimated balance carried forward in the sum of £495,806. The SBM was concerned that the sum was close to Clawback Guideline Balance (12% of estimated CFR Income - minimum of £75,000) being £541,901.

- the main reasons for the end year variance were savings in staff costs due to long term absences and vacant posts; an increase in Higher Needs Block (HNB) funding and an additional government grant due to an increase in Weighted Pupil Number (WPN).

Governors noted reviewed spending against budget headings and the SBM highlighted those with numerical reference and provided further elaboration as necessary.

- b) Virements between budget headings were detailed on the final page of the monitoring report. Three had been reported at the meeting in October. The fourth, detailed below, that exceeded the sum detailed in the Internal Financial Regulations was approved.

| From                 | To                     | Amount  | Reason                       |
|----------------------|------------------------|---------|------------------------------|
| E99 Revenue Reserves | E27 – Central Services | £ 6,000 | Student College Link courses |

Mr Jukes stated the virement was for additional off-site provision including Creative Works and Myerscough College.

- c) Total revenue allocation to capital for 2022/23 was £13,062. Governors noted that additional capital funding had been allocated and the school would receive an extra £26,158. In response to a **governor question**, the SBM explained there were specific stipulations on how the money could be spent. The installation of the additional LED was almost complete. She proposed that the boiler in the annex building needed replacing. The balance was £115,258. **Governors agreed** monies should be utilised to replace the boiler.

**Another governor** asked if there were any other areas requiring update or maintenance. The SBM responded in the affirmative. She advised a health and safety issue had arisen in the kitchen since the installation of the steamer. Condensation from the steamer now formed over the deep fat fryer causing a hazard. She had also reviewed other catering equipment with the cook and agreed the oven also needed replacing. The school business manager had met with catering equipment suppliers but was awaiting a quotation. Following discussions **governors agreed** a sum of £50k should be transferred to planned property maintenance.

Further discussions and consideration of other potential areas to allocate capital funding took place; there was particular focus on sustainability and areas discussed included:

- the state of the minibus fleet
- any work on the annex required
- learning resources
- to erect canopies in accordance with the School Development Plan (SDP)
- solar panels
- wall and ceiling insulation.

For each aspect the school business manager advised there was no requirement to focus any funding. Expanding upon the solar panels and insulation, she acknowledged that erecting solar panels would be a good sustainable project on which to focus. However, the SBM expressed concern about the potential of attracting local youths who regularly accessed the roof. She felt vandalism to the units was a strong possibility. It was agreed that insulation in a relatively new building would comply with building regulation standards. All agreed the only site where there was potential to erect solar panels at some point in the future was on the roof of the sports hall.

As a semi-related topic, the governors noted that from the continued CO<sub>2</sub> monitoring, the school could report good levels of ventilation throughout the school buildings. The Display Energy Certificate (DEC) rating was D. It had been C during the pandemic.

**Replying to another concern**, the headteacher assured governors that the rolling programme to replace IT equipment and general building maintenance would continue.

In response to a **governor question**, the SBM confirmed that the CCTV upgrade had been completed

**Governors agreed** an amount of £45k should be allocated to the Eric Wright Consultancy project fund to erect canopies.

The Unofficial School Fund balance was £27,988.25. Governors agreed that given the current nature of reserves in the school, the money in this fund should be saved and not allocated.

The school business manager was thanked for her report.

### **23.07 Monitor the Income and Expenditure of Additional Funding**

- i. Mr Jukes advised that he awaited final figures prior to completing the draft Pupil Premium Strategy Statement. He would liaise with Mr Fazackerley and he confirmed the document would be circulated at the next meeting of the full governing body. Replying

**Mr Jukes**  
**Spring**  
**Agenda**

to a question, Mr Jukes confirmed the focus of spending was on those students who attracted the funding, but wider groups of students would also benefit too.

- ii. The school had received monies under the School Led-Tutoring and Recovery Premium. However, the School Led-Tutoring money had not been accessed therefore would be recovered by the DfE following year-end submission statement.

### **23.08 Budget Setting 2023-24**

The SBM advised that once she had a draft budget prepared, she would invite Mrs Jones and Mr Harper to a meeting to finalise the details prior to submission to the full governing body.

### **23.09 Three-year Financial Forecast**

Governors noted the forecast presented in the monitoring report and acknowledged the draft budget would also include projections for the following three years. Governors acknowledged forecasts were an indication of the state of future finances but that factors affecting the calculation of them were very fluid.

### **23.10 Schools Financial Value Standard**

- i. The SBM advised that the school had carried out benchmarking and completed the dashboard on the DfE website. She was pleased that for all areas measured a "green" result had been returned.

Arrangements were made for Mrs Jones and Mr Harper to visit the school to complete the standard report. It was confirmed it would be submitted by 31 March 2023.

- ii. **Governors discussed** financial competency of members of the governing body and agreed key members on this committee had sufficient level of skills. New governors would develop skills and hence succession of a good level of financial competency would be achieved.

### **23.11 Premises Update**

The headteacher provided a verbal update which included the following:

- a major audit of all assets had been completed;
- stair tread nosing had been replaced throughout the school;
- all compliance and monitoring checks required since the last report had been completed;
- it had been established that the contractors that had completed the upper floor refurbishment project had omitted to install two radiators

**Mrs Jones  
and Mr  
Harper**

in the staircase area. They had agreed to carry out the work. One radiator would be fitted at the top of the stairs and would be connected through the IT store to the heating system pipework in the IT room. The other heat source would be a heat curtain located near the lift on the ground floor.

Mr Jukes completed his report and drew attention to the increased occurrence of the permanent artwork feature throughout the school which governors were pleased to agree thoroughly enhanced the school. Mrs Jones expressed a liking for the wording on the banners in the entrance area.

### **23.12 Staffing and Resources Update**

Governors were advised there were still vacancies in Teaching Assistant roles which were being covered by supply staff.

The headteacher had received the following requests and notifications:

- one teacher would resign after Easter;
- one teacher would retire at the end of December;
- two members of staff were pursuing applications to retire on the grounds of ill health;
- two members of staff would return on a phased return to work plan.

There had been the usual level of staff absences due to coughs, colds and some Covid related illness but nothing to indicate more longer-term issues.

In response to a **governor question**, he advised that the plan for strike action day on Tuesday 28 February 2023, was to open school for KS3 and the most vulnerable older students and all of the semi-formal department. The same plan would be in place for possible strike days in March.

Discussion moved to the issues developing to support families who did not meet the threshold for Early help, this impacted the Deputy Head workload in delivering the school based Early Help strategy of the local authority. **Governors expressed concern** and were reassured that the school would be exploring potential opportunities to create an in-house Early Help team to support these families.

Replying to a **question**, Mr Jukes assured governors that succession planning for the Senior Leadership Team and other key members of staff would be considered when planning the overall staff structure for the autumn term. He agreed forward planning for at least the next three years would be prudent. Draft options for Governors to discuss would be delivered in the Autumn term.

**Mr Jukes**

The SBM advised governors that in response to cost-of-living pressures being experienced by some employees, Lancashire County Council

had agreed to amend the Foundation Living Wage (FLW) from the current rate of £9.90 per hour to £10.50 per hour, with effect from 1 November 2022, rising to £10.90 per hour from April 2023.

Governors agreed, in line with Lancashire County Council, adjustments to salary would be shown as a scale 1 payment plus a supplement.

**23.13 School Improvement Plan 2022-23 evaluation**

The headteacher circulated a document summarising the evaluation of each of the targets on the plan. He advised that the full document would be available for the full governing body meeting.

**23.14 Review of Policies**

There were no policies to approve.

**23.15 Any Other Business**

- i. Supply Cover Arrangements for 2023/24 – governors were advised that the school had received £45k and could expect to receive a further £15k in respect of absences for the period November to March. The premium for the LA Supply Cover Insurance had been set at £49k. Governors agreed it was prudent to proceed with the cover for next year.
- ii. Schools' Portal Access – governors were reminded to check access to the portal and were asked to contact the SBM in the event of any issue gaining access.
- iii. Governors noted that the matter raised at the previous meeting about the change for the school to Group 7 had arisen from advice provided by Lancashire County Council because student numbers on roll (NOR) had increased. The change, back dated to September 2022 when the increase occurred, would be submitted for approval at the next meeting of the full governing body. Consequently, the appraisal committee for the headteacher would implement a change to the headteacher pay range effective September 2023.

**FGB**

**23.16 Confidentiality**

There were no items deemed confidential.

**23.17 Date and Time of Next Meeting**

**ACTION**

The next meeting had been arranged at 11:30am on Tuesday 9 May 2023

The chair thanked governors for their attendance and input and closed the meeting at 10.55pm

Signed: \_\_\_\_\_  
(Chair)

Date: \_\_\_\_\_