|  |
| --- |
| **GOVERNOR SERVICES: EDUCATION QUALITY AND PERFORMANCE SERVICE**  **CHADWICK high school (01149)** |

Minutes of the Finance, Staffing and Resources sub-committee meeting held by video conference on Monday, 12 October 2020 at 3pm.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Present:** | |  | **Mrs M Chambers (Chair)** | |
|  | |  | **Professor A Gatrell** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Mrs K Jarman** | |
|  | |  | **Doctor A Magee** | |
|  | |  | **Mr A Murray (Headteacher)** | |
|  | |  |  | |
| **Also Present:** | |  | **Mrs A McChrystal (Business Manager – McKee College House)** | |
|  | |  | **Mrs V M Morris (Committee Adviser/Clerk)** | |
|  | |  |  | |
|  |  | | | **Action** |
|  |  | | |  |
|  | **Apologies for Absence** | | |  |
|  |  | | |  |
|  | Apologies for absence were received and accepted from Mr R Gittins. | | |  |
|  |  | | |  |
|  | **Election of Chair** | | |  |
|  |  | | |  |
|  | Mrs Chambers was proposed and elected as chair of the sub-committee until the autumn term meeting 2021. | | |  |
|  |  | | |  |
|  | **Declaration of Interest** | | |  |
|  |  | | |  |
|  | There were no declarations of interest in relation to agenda items. | | |  |
|  |  | | |  |
|  | **Terms of Reference** | | |  |
|  |  | | |  |
|  | The committee terms of reference were reviewed and approved without amendment. | | |  |
|  |  | | |  |
|  | **Minutes of the Previous Meeting** | | |  |
|  |  | | |  |
|  | The minutes of the previous meeting held on 10 February 2020, having been circulated, were approved as a correct record and would be signed by the chair at a later date. | | | **Clerk** |
|  |  | | |  |
|  | **Matters Arising** | | |  |
|  |  | | |  |
|  | 1. Funding (Minute 20.11 refers)   Mrs Jarman informed members that following the meeting, she had written to Edwina Grant and Geoff Driver, but had received no reply. In September, she had contacted both Edwina Grant and Phillippa Williamson (Cabinet Member for Children, Young People and Schools), but once again there had been no response. Members expressed their disappointment and frustration at the lack of communication.     1. Fire Alarm (Minute 20.14 refers)   Mrs Jarman would speak to Mr Slaughter regarding ways to link the fire alarms in both buildings. | | | **Mrs Jarman** |
|  |  | | |  |
|  | **Internal Financial Regulations** | | |  |
|  |  | | |  |
|  | The Internal Financial Regulations were reviewed and adopted. | | |  |
|  |  | | |  |
|  | **Financial Monitoring Report** | | |  |
|  |  | | |  |
|  | Mrs McChrystal drew attention to the detailed notes accompanying the summer term monitoring report. The reasons for budget variances had been clearly documented in the report and the impact was summarised as follows:   * an underspend of approximately £9k across the staffing budget; * the premises budget was expected to be underspent by c12k; * Alternative Provision was predicted to be underspent by £10,100; * predicted income for intervention students was £138,727 (rather than £80k set in the budget) which would result in a positive variance of £58,727.   Mrs McChrystal explained that the approved budget was based on a summer term redetermination of £126k whereas the actual redetermination received was £102,360 – a shortfall of £23,640. This would result in a revised projected reserves figure of £66,736 at 31 March 2021.  Members were reminded that the projections were based on the current cohort of students and the assumption they would remain on roll until 31 March 2021, with the same level of support.  It was noted that the Devolved Formula Capital Reserve stood at £17,600. | | |  |
|  | The school would also receive an allocation of £240 per place for the COVID-19 Catch Up Premium; 7/12ths of the allocation would be received this financial year. **In response to a question**, members were informed this was a grant to be used for specific activities to support pupils to catch up on lost teaching. It was based on student numbers although the funding split for dual-roll pupils was not known.  **A member asked** if external staff would be engaged for this small group and 1:1 teaching. Mr Murray responded that he would prefer to use existing staff. He added that he was aware that additional funding had been provided for Y11 students but was unsure how to engage with them as they had left the school (now Y12). | | |  |
|  | A member expressed concern regarding the three year financial forecast which predicted an in-year deficit of £232k by 31 March 2023 and a cumulative deficit figure of £368k. The headteacher offered reassurance, noting that referrals were increasing following the Covid lockdown. Mrs McChrystal explained that the projections were based on the October 2019 census. The difficulty in predicting future numbers on roll was readily accepted.  Mr Murray added that there was a statutory requirement for members to consider the 3 year forecast but he did not feel there was a need for action. | | |  |
|  | Members were informed there were currently 55 students on roll, with a further six pending. KS4 was full although there was capacity in KS3. **A member enquired** if consideration had been given to opening another KS4 class. The headteacher agreed this was an option, but explained that the extra class would be in the KS3 area and he would prefer to keep the units separate.The school could take 16 medical students and currently had 14. Members were pleased to learn this provision was working well.    Both the Morecambe Bay Academy and Bay Leadership Academy had formed inclusion units to support their students. It was possible that some of these pupils would be referred to Chadwick High School in the future. Mr Murray expressed concern that some schools may exclude pupils for refusing to follow the Covid risk assessment.  The headteacher added that he had received 10 enquiries for places for looked after children and had already admitted five. **In response to a question** members were informed that £7,500 had been spent to make the school Covid compliant. | | |  |
|  |  | | |  |
|  | **Pupil Premium (PP)** | | |  |
|  |  | | |  |
|  | Mr Murray referred to his written report circulated in advance of the meeting. It was noted that the PP funding was based on numbers at the January census and was re-determined in December. Numbers fluctuated in between times. **When asked,** the headteacher explained that PP students could access the free breakfast club and rewards trips and received free revision guides and additional study opportunities. This was in addition to the universal offer of full needs testing, free uniform, key worker time and counselling which were provided for all students.  A member commented that they felt the funding was spent wisely.  Mr Murray made reference to the data, noting that there was negligible difference between outcomes for PP and non-PP students.  NEET (not in education, employment or training) figures were much better than the national average for pupil referral units. | | |  |
|  |  | | |  |
|  | **Financial Policies** | | |  |
|  |  | | |  |
|  | The following policies were reviewed and approved without amendment:   1. Charging and Remissions 2. Lettings 3. Members' Expenses. | | |  |
|  |  | | |  |
|  | **Staffing** | | |  |
|  |  | | |  |
|  | The headteacher reported that improvements had been made over time. The number of leave requests had reduced and absence procedures were being consistently applied, including return to work interviews. One member of staff was on long-term sickness absence and was being supported by Occupational Health. Most of the absence during lockdown was due to Covid.    **In response to a question** Mr Murray advised that an extra 15 hours pw cleaning was required to keep the school environment as clean as possible. One cleaner was wiping work surfaces and handles between lesson changes. Teachers had disinfectant wipes and students were required to hand sanitise frequently.  **When asked** abouthome support the headteacher explained that the school day had been temporarily shortened. Students went home for lunch and lesson 5 was used for key worker sessions and calls. Students received their full teaching quota of English, maths and science; whilst other subjects were reduced, all lessons were available on line and could be accessed from home. Every child had their own laptop for use in school. The majority of lessons were electronic with English being the only subject using books. Staff were required to provide lessons one week in advance, so anyone could step-in to cover if need be.  Arrangements had been made to cover the site supervisor role, including 1 hour per day to open up and do the basic tests and two afternoons per week for maintenance tasks. | | |  |
|  |  | | |  |
|  | **Staff Consultations** | | |  |
|  |  | | |  |
|  | The headteacher provided reassurance that the appropriate staff consultations would take place as required in relation to the school Pay Policy 2020/21. | | |  |
|  |  | | |  |
|  | **Premises** | | |  |
|  |  | | |  |
|  | Ms McCullough would provide an update at the next meeting. | | |  |
|  |  | | |  |
|  | **Health and Safety** | | |  |
|  |  | | |  |
|  | Mr Murray advised that the main issue at this time was Covid-19. The school had several risk assessments in place and these were updated in line with Government guidance.   1. School Opening Arrangements 2. Contractors on Site 3. Transport Arrangements. | | |  |
|  |  | | |  |
|  | **Confidentiality** | | |  |
|  |  | | |  |
|  | Members confirmed that all matters discussed were confidential.  The sub-committee considered whether any items discussed were required to be recorded in the minutes as confidential; that is, that should not be made available to the general public should a request be received to view meeting papers. It was agreed that no items needed to be recorded as confidential. | | |  |
|  |  | | |  |
|  | **Date and Time of Future Meetings** | | |  |
|  |  | | |  |
|  | Meetings would take place at 3pm on Monday, 8 February 2021 and Monday 17 May 2021.  The chair thanked members for their attendance and closed the meeting at 4pm. | | |  |