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| **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 Tuesday 12 October 2021 at 4pm.

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| **Present:** | |  | **Mr A Jarman (Chair)** | |
|  | |  | **Professor A Gatrell** | |
|  | |  | **Mrs K Jarman** | |
|  | |  | **Mr R Slaughter** | |
|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs A McChrystal (Business Manager – McKee College House)** | |
|  | |  | **Mrs M McCullough** | |
|  | |  | **Mrs M Cullen (Committee Adviser/Clerk)** | |
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|  |  | | | **Action** |
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| **21.24** | **Apologies for Absence** | | |  |
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|  | Apologies for absence were received and accepted from Mrs M Chambers and Mr R Gittins. | | |  |
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| **21.25** | **Election of Chair** | | |  |
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|  | Mrs Chambers was proposed and re-elected as chair of the sub-committee until the autumn term meeting 2022.  In her absence, the meeting was chaired by Mr A Jarman. | | |  |
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| **21.26** | **Declaration of Interest** | | |  |
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|  | There were no declarations of interest in relation to agenda items. | | |  |
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| **21.27** | **Terms of Reference** | | |  |
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|  | The committee Terms of Reference were reviewed and approved without amendment. | | |  |
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| **21.28** | **Minutes of the Previous Meeting** | | |  |
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|  | The minutes of the previous meeting held on 17 May 2021, having been circulated, were approved as a correct record. | | |  |
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| **21.29** | **Matters Arising** | | |  |
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|  | 1. Roof Repairs and Radon Gas (min 21.22 refers)   **Members asked if the roof repairs had been completed and the Radon gas problem resolved**  The headteacher reported that the Radon gas issues had been resolved and now radon gas levels in the building were extremely low. Levels would be continued to be monitored.  The roof on the new building had been patched up at cost of £15,000 as a new roof was estimated to cost over £100,000. The committee noted that the roof on the old building had since started to leak and due to financial constraints, would also only be patched-up.  **Members asked if the leaks were manageable**  The headteacher replied that the gutters had been full of leaves and debris, and this had caused pooling on the roof and leaks to occur. The gutters had since been cleared and there were currently no leaks. | | |  |
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| **21.30** | **Review of Internal Financial Regulations** | | |  |
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|  | The latest version of the Internal Financial Regulations was reviewed and adopted. | | |  |
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| **21.31** | **Financial Monitoring Report** | | |  |
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|  | Mrs McChrystal drew attention to the detailed notes accompanying the summer term monitoring report and highlighted the reasons for overspending and other significant variances  The reasons for budget variances had been clearly documented in the report and the impact was summarised as follows:  **Staffing - a total overspend of £12,611**   * due to the movement of an Unqualified Teacher onto the Qualified Teacher Scale * due to the appointment of TA and Site supervisor, * Due to the appointment of a catering assistant, 16 hours per week, on a temporary contract * Due to the employment of two TA3's, one TA2 and a Teacher through the Supply Budget.   **Premises**  Approximately £8,000 additional monies were transferred to PROP to cover   * Radon Mitigations, Pointing, 1 x hydroboil, 1 x Water Geiser. * Replacement flooring in Old Building Room 4 & 6, canteen and entrance corridor. * Huws Gray and Hammond Electrical supplies for constructing external teaching space for Construction.   **Supplies and Services**  Within Offsite provision there was currently no intention to commit to any 4Tech (motor Vehicle Maintenance training) places. Potentially this budget allocation of £20,000 may be surplus at 31st March 2022.  **Income**  intervention income of £150,000 had been used to set the budget and £70,574 had been received. There were 29 Alternative Provision students on roll. if this trend continued to 31st March 2022 then potentially the school would have a positive variance to budget of approximately £19,987.  The school had received allocations of £25,050 for the COVID Schools mass testing, and £8,500 for the COVID 19 Schools catch up.  **Members asked if testing was still taking place**  The headteacher reported that students were now doing Lateral Flow Testing at home. The funding had been granted retrospectively based on the number of tests on students and staff that had been completed and results reported to the Government.  **Census Redetermination**  The school had assumed a redetermination figure of £75,000, for the financial year, to set the budget. For the Summer Term Census Chadwick received £40,842. On the summer term Census date Chadwick were supporting 93 students, however due to the intervention cap on funding at 4 places, the school did not receive any base funding for 14 students.  The effect of all these adjustments had resulted in an underspend of £63,608 at 31st August 2021 plus £19,222 Devolved Capital Expenditure.  The effect of the projected changes from 1st September 2021 would result in a projected underspend of £33,484 at 31st March 2022 plus £19,222 Devolved Capital Expenditure.  Members noted that the projected underspend at 31st March 2022 could change significantly to reflect changes in the student cohort which may affect the funding which the school received, either through redetermination or recharges to mainstream schools. Close budget monitoring would be required to ensurethe school was able to address any shortfall in funding anticipated. | | |  |
| **21.32** | **Pupil Premium (PP)** | | |  |
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|  | This report was circulated at the last meeting to coincide with end of financial year. | | |  |
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| **21.33** | **Financial Policies** | | |  |
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|  | The following policies had been reviewed and no amendments had been made. They were recommended for approval, without any further amendment:   1. Charging and Remissions 2. Lettings 3. Members' Expenses. | | |  |
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| **21.34** | **Staffing** | | |  |
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|  | Members had previously received a report on staff absences. There were no trends in absences or concerns raised. Advice had been sought from HR Manager's when appropriate. | | |  |
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| **21.35** | **Health and Safety/Premises** | | |  |
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|  | Members had previously received a copy of the Health and Safety Statement which highlighted that there were some outstanding works to be undertaken on the school grounds which presented a potential health and safety risk.  A leaning stone wall had been buttressed to make it safe. The cost of taking the wall down and replacing with a fence was estimated to be £10k  **Members asked if reserves could be used for the repairs.**  The headteacher reported that as there was currently no danger of it collapsing and re-assured members that it was safe, it would not be repaired at this time.  The headteacher also reported that there were holes in the rubber matting and some crumbled concrete in the soft play area. The cost of repairs was estimated to be £5,000-£9,000.00 so this area would also only be patched up as there wasn't the reserves to pay for these repairs to be permanent at this time. | | |  |
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| **21.36** | **Future Funding**  Mrs McCullough reported that reserves of £75,000 would be needed to set the budget for 2022/2023.  There were currently 93 students on roll however due to the funding formulae, the school was only receiving funding for 75 students.  Members commented that it was extraordinary that the funding didn't match the Local Authority's Alternative Provision Strategy to support vulnerable pupils and the school was suffering financially by trying to help students.  **Members asked if there were any developments with communications with officers of the Local Authority**  The headteacher reported that he had spoken with the Regional Commissioner and the school was now above the number of commissioned places set by the Local Authority, but it was still expected to take students, and without any additional funding.  Other Pupil Referral Units were also in the same situation and staffing levels would need to be reviewed for the academic year 2023/2024, in order to make savings. This would mean a reduction in provision.  **Members asked what courses of action could be taken.**  Mrs Jarman informed members that she had previously written to senior leaders of Lancashire County Council including Edwina Grant, Geoff Driver (leader of Lancashire County Council at that time) and Phillippa Williamson ( new Leader of Lancashire County Council) but there had been no response. Members expressed their disappointment and frustration at the lack of communication by Lancashire County Council and no-one taking responsibility for PRU's.  The school was facing a funding issue which could not be resolved through growth, but only through a review of the current funding mechanism employed by the LA. The school was in danger of having to make redundancies.  Following discussion, it was agreed that the chair, on behalf of members, would now write to request a meeting with County Councillor Jayne Rear (LCC Cabinet Member for Education & Skills), and the local MP's David Morris and Cat Smith.  The Headteacher was thanked for a report he had prepared on how PRU's were currently funded and future sustainability. Members were invited to ask questions. | | | **Chair** |
| **21.37** | **Confidentiality** | | |  |
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|  | Members confirmed that all matters discussed were confidential.  The sub-committee agreed that no items needed to be recorded in the minutes as confidential. | | |  |
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| **21.38** | **Date and Time of next meeting** | | |  |
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|  | Tuesday 22 February 2022 at 4pm. The chair thanked members for their attendance and closed the meeting at 5pm. | | |  |