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| **Governor Services: Education Quality and Performance Service**  **CHADWICK high school (01149)**  **Finance, Staffing and Resources sub-committee MEETING**  **AUTUMN TERM** |

Minutes of the meeting of the Finance, Staffing and Resources sub-committee held on Tuesday 18 October 2022 at 4:00pm.

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| **Present:** | |  | **Mrs M Chambers (Chair)** | |
|  | |  | **Professor A Gatrell** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **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 (Business Manager)** | |
|  | |  | **Miss S Prince (Governing Body Adviser)** | |
|  |  | | | **ACTION** | |
|  | Several reports were circulated prior to the meeting, referenced in italics where applicable. Members were invited to make comments and **ask questions.** | | |  | |
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|  | **Apologies** | | |  | |
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|  | Apologies were received and accepted from **Mr R Gittins.** | | |  | |
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|  | **Declaration of Interest** | | |  | |
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|  | There were no declarations of interest in respect of this agenda. | | |  | |
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|  | **Election of Committee Chair.** | | |  | |
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|  | Mrs Chambers was reappointed as chair of this committee. | | |  | |
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|  | **Review and agree terms of reference and committee membership** | | |  | |
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|  | The committee confirmed both membership and terms of reference should be adopted without amendment. | | |  | |
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|  | **Minutes of the Last Meeting** | | |  | |
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|  | The minutes of the meeting held on 24 May 2022 were confirmed as a correct record and would be signed at a future meeting. | | |  | |
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|  | **Matters Arising** | | |  | |
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|  | The committee noted there were no matters arising. | | |  | |
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|  | **Review of Internal Financial Regulations** | | |  | |
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|  | Members noted there had been no changes to these regulations. | | |  | |
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|  | **Financial Monitoring Report** | | |  | |
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|  | *1 Chadwick Management Committee Report - Summer Term 2022-23.xlsx; 2 Chadwick - Notes to accompany Summer Term Budget Monitoring; 3 Summer Term Redetermination; Chadwick Funding; Further conversation on funding [permanent exclusions];*  Mrs A McChrystal highlighted aspects of the management committee report. Members noted the predicted underspend of £13,766 to 31 March 2023, had reduced to £8,982. This had resulted largely from higher teacher and support staff pay awards than anticipated and increased energy costs.  **Would the local authority fund the pay award?** This question had been asked and unfortunately, there was no additional grant expected. Mr Murray reported the school faced significant challenges in being able to afford such increases. Mr Jarman reflected that no school could afford this and would be a national concern. It was of no surprise that the local authority would not commit to this support and members noted that the current chancellor had intimated there would be cuts across the public sector.  All acknowledged this was not a good position, however, members felt it was a fluid situation and not possible to accurately predict finances going forward at this time.  Members also noted:   * The reduction in underspend reflected extra funding for the fuel budget. * Supplies were cash limited. Any further spending required would have to be drawn from reserves with virements approved. * A grants return had been submitted amounting to approximately £117,000 for full financial year, based on the most recent census. * Additional high needs grants of £39,929 for new pupils remained. £65,763 had been received for the summer term. * There were currently 70 students on roll. A further £4,500 would be received for every pupil above 70 on roll at the January census. * A balance of £19,223 was reported in the DFC fund.   **Was funding received for pupils who had been permanently excluded (PEx) from their original schools?** Members discussed the challenges of accommodating excluded pupils when requested by the local authority, as this would mean intervention placements would have to be ended early.  £17,000 was received for three placement pupils which would have to be returned if their placements were ended. Any PEx pupils on roll at 5 October census were funded. Any enrolled after that date were not. Mr Murray reported the school had reached the maximum number of 70 funded students before the census date.  The school, supported by Mrs Jarman in her capacity as Chair, continued to campaign for an increase in commissioned places, including a formal request to Sally Richardson, the school's Finance Adviser. In reply, Ms Richardson had indicated there was no evidence to support an increase and Mrs Jarman had asked for information regarding appeal. Members were concerned the local authority's position was contrary to member's ability to fulfil their financial responsibilities, had a negative financial impact on the authority and impacted on the school.  Mr Murray explained that further PEx student referrals were anticipated, some of whom could be accommodated within the existing structure and should funding be provided up front. If it was not made available, the school would not be able to take them. Mrs Jarman had formally contacted the local authority but had not received a response.  **What happened to students declined a place?** All recognised that The Chadwick had already fulfilled their commissioned responsibilities. It was the responsibility of the local authority to provide education for these children and they would have to be transported to schools with available commissioned places.  Mr Murray referred members to the *Chadwick High School Commissioning 22/23* report which explained the challenges in detail, including increases in the number of permanently excluded pupils. Although the school could accommodate more pupils, that is up to 90, funding did not necessary follow and would require an increase in class sizes. There were concerns this would result in overcrowding and an unsafe environment for both pupils and staff.  Members supported Mr Murray in turning down further requests from the local authority to place pupils that would not be funded at the time they were with the school, not retrospectively. Whilst there may be capacity in a physical sense, placing unfunded students was not viable from a financial or safeguarding perspective.  Further discussion regarding increasing the commissioned places found that this would mean having to take extra students irrespective of whether they were in the medical or behavioural groups, or the suitability of the accommodation. The need to create two new classrooms was, therefore, highlighted, as set out in the report. | | |  | |
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|  | **Pupil Premium** | | |  | |
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|  | *4 PPG-270122 (1); Chadwick PPG Strategy Statement 2022-23*  Mr Murray explained a new template had been required for the pupil premium statement, which now included a need to set out challenges, intended outcomes and how challenges would be met. | | |  | |
|  | Mr Murray would complete the cross referencing of the numbered challenges to the intended outcomes prior to it being published on the school's website.  Although optional, Mr Murray had included the significant concerns about food poverty and pupil's relationship with food within the statement. One strategy to address this challenge had been for catering staff to speak with every child to understand their likes and dislikes and develop a menu. There had already been an increase in the number of pupils eating, eating well and socialising, which had been lovely to see. Members wished to have on record thanks to Julie Ridgeway who was doing a fantastic job providing 150 covers at a very low cost. Ms Ridgeway took a zero-waste policy, had developed contacts with local suppliers, and planned meals in advance to enable stock to be purchased accordingly. Mr Murray stated his wish to ensure that all pupils ate, irrespective of whether they were eligible for PPG. He also wished to see staff eating lunch with pupils, and members agreed the importance of this, suggesting that costs were accommodated into future budgets.  Members noted:   * 67% pupils were eligible for free school meals (FSM), with funding of £21,228. * £19,000 was received in pupil premium (PPG) grant.   Mr Murray had questions about how and when the school should receive this funding and how it would be calculated. He explained there were 24 statutory places with funding, however, there were 51 other students eligible, the equivalent of £53,000. He believed, therefore, that the school was in receipt of £33,000 less than they ought to have. The local authority had stated monies would be received, although not in the current year. PPG and FSM grants were calculated over a period of time which was not compatible with a PRU setting due to the transient nature of many of the pupils. Despite this, the school still had to, and did, meet the needs of those pupils.  Mrs Jarman noted the need to follow up on how PPG was calculated with the School's Finance Adviser and highlight the mismatch with school's experience. | | | Mrs Jarman | |
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|  | **Financial Policies** | | |  | |
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|  | Members endorsed the updated Charging and Remissions policy which would be commended to the full committee. | | | Clerk | |
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|  | **Staffing** | | |  | |
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|  | *Staff Absence AUTUMN TERM 2022 Governors Report*  Members noted the report.  **Was the long-term absence coming to an end?** That person had now left the school.  Mr Murray added there had been medium-term absences this term, which would be reported in the spring, but staff had coped well. | | |  | |
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|  | **Health & Safety/Premises** | | |  | |
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|  | *H&S Statement AUTUMN TERM 2022 Governors Mtg; Health and Safety policy September 2022*  Details of the autumn safety report were noted by members, in particular:  The Old Building required roof replacement work, rather than the New Building as previously budgeted for. Contractors had suggested they removed roof and covered it with tarpaulin over winter, in preparation for the work to be completed in the spring. This was rejected by Mr Murray and the work would take place in the summer term, after pupils had sat exams.  Members were aware of the recent partial closures due to flooding:   * 20 September 2022, affecting 40 students * 22 September and 23 September, affecting 35 pupils.   New electrical and fire safety checks and certificates were required as was a new asbestos assessment as there had been damage to ceiling tiles. This had impacted on how quickly pupils could return. The local authority would cover some of the costs of replacement and Mrs McCullough had sought information from insurers.  Mr Murray referred to his concerns about the condition of the yard and the trip hazard. A quote of £20,000 to replace the surface had been received and had been forwarded to the local authority, along with a reiteration of the safety concerns. Mrs McCullough would contact the local authority. | | |  | |
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| **22.38** | **Future funding** | | |  | |
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|  | Reports discussed earlier in the meeting incorporated future funding and ongoing attempts to increase commissioned places.  Mr Murray added that this time last year, there were 40 intervention pupils. Due to the number of other pupils, there was, currently, only one, which all agreed was contrary to the ethos of the school and local authority.  It had been noted that the school could currently, accommodate 90-92 pupils. **If commissioned places were to increase to 90, what would the school's capacity become?** If the two extra classrooms were built, and with careful timetabling, capacity could reach 100-110. The extra classrooms would facilitate more appropriate accommodation and enable smaller classes more appropriate for the children on roll and their needs. The 20 extra commissioned places would support appointment of additional staff.  All agreed it was sensible to aim for 90 commissioned places. With the extra classrooms, this would allow flexibility to accommodate interventions, or alternative provision for example. | | |  | |
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|  | **Confidentiality** | | |  | |
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|  | There were no items deemed confidential. | | |  | |
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|  | **Date and Time of Next Meeting** | | |  | |
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|  | The next meetings of the Finance, Staffing and Resources Committee were scheduled for:  Tuesday, 28 February 2023 at 4pm  Tuesday, 23 May 2023 at 4pm  The chair thanked governors for their attendance and input and closed the meeting at 7:05pm. | | |  | |

