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| **Governor Services: Education, Quality and Performance Services**  **CHADWICK HIGH SCHOOL (01149)** |

Minutes of the Finance, Staffing and Resources sub-committee meeting held via Zoom on Tuesday 22 February 2022 at 4pm.

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| **Present:** | |  | **Mrs M Chambers (Chair)** | |
|  | |  | **Professor A C Gatrell** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Mrs K Jarman** | |
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|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs M Cullen (Committee Adviser)** | |
|  | |  | **Ms M Maxwell-Scott (Observer)** | |
|  | |  | **Mrs A McChrystal (Business Manager – McKee College House)** | |
|  | |  | **Mrs M McCullough (School Business Manager)** | |
|  |  | | | **Action** |
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| **22.01** | **Apologies for Absence & Welcome** | | |  |
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|  | Apologies for absence were received and accepted from Mr R Gittins.  Members welcomed Ms Maxwell-Scott to the meeting, prior to her appointment as a co-opted member at the Spring Term Full Committee meeting | | |  |
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| **22.02** | **Declaration of interests** | | |  |
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|  | There were no declarations of interest in relation to agenda items. | | |  |
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| **22.03** | **Minutes of the last meeting** | | |  |
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|  | It was agreed that the minutes of the meeting held on 12 October 2021, having been circulated, be approved as a correct record. They would be signed electronically at a later date. | | |  |
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| **22.04** | **Matters arising from the minutes** | | |  |
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|  | Future Funding (Min 21.36 refers)  Mrs Jarman informed members that she had written to County Councillor Jayne Rear and outlined the funding problems.  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.  There had been no reply to any correspondence to date.  Mrs Jarman had also discussed the issues, virtually, with MP Cat Smith who had then written to Edwina Grant (LCC Executive Director of Education and Children's Services). There had been no further update.  MP David Morris had also written on behalf of the school to County Councillor Jayne Rear (LCC Cabinet Member for Education & Skills), and he had not received a reply to date either.  Members expressed their disappointment and frustration at the lack of communication by Lancashire County Council and hoped that now local MP's were involved, action would be taken. | | |  |
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| **22.05** | **Schools Financial Value Standard** | | |  |
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|  | The School Business Manager, Mrs Chambers, and Mrs Jarman would complete the SFVS checklist on behalf of the full committee. The documents would be signed and submitted to the authority before the 31 March 2022 deadline. | | | **Chair, Vice Chair and SBM** |
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| **22.06** | **Budget Monitoring Report 2021/22** | | |  |
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|  | Mrs McChrystal presented the Autumn term financial monitoring report, and anticipated income and expenditure up to the end of the current financial year.  The committee noted the explanations for any variances. Members were invited to ask questions and challenge senior leaders.  Staffing - Overspend of £74,571 by end of March 2022  Premises no further variances were anticipated.  Supplies and Services. - there were no 4Tech places, however the expenditure on Oak Education was considerably greater than anticipated and would be offset by the underspend within 4Tech.  BTLS – projected underspend of £2,500  Bought in Services – Overspend £3,054.  Intervention Income - a positive variance at 31st March 2022 of £44,018 . Due to the higher than anticipated Alternative Provision students which the school had supported.  The school had received £42,090 for the COVID Schools mass testing, and COVID 19 Schools catch up. In addition, the school had received further grants for both Recovery Premium Funding (£1,500) and School Led Tutoring (£1,850). However, It was probable that both the Recovery Funding and the Tutoring Funding would be claimed back in line with the criteria for these grants.  **Members asked why the recovery funding and tutor funding had not been used and would be returned to DfE**  Mrs McCrystal explained that the funding was received in three tranches across the academic year and for Pupil Premium Funded students. The funding was insufficient to be able to employ a tutor and the school would have to subsidise the cost, therefore external tutors had not been employed.  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 school received a further £16,595 for the Autumn Term Census.  The projected expenditure for the Spring Term would result in a projected underspend of £47,357 at 31st March 2022 plus £19,222 Devolved Capital Expenditure.  Members noted that the projected underspend at 31st March 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. The budget would be closely monitored to ensure the school was able to address any shortfall in funding anticipated.  **Members asked why there had been an overspend on Teaching Assistants**  The Headteacher explained that staff were needed to cover lessons and the school did not have enough Teaching Assistant's, only the bare minimum required for the number of students. The school had been staffed based on the commissioned number of students from the census 2 years ago which was 70, however there were 80.6 students on the last census. The number of students in the Medical Unit had increased and the contracts for supply teachers had been ceased when COVID-19 started, however as the pandemic was easing more Teaching Assistant were now needed.  **Members asked if the funding for other PRU's was based on the same census data**  Mr Murray confirmed that the funding for all PRU's was the same. The circumstances 2 years ago were unusual and the data did not reflect any changes in students since then or current circumstances.  Members expressed concern that the low level of staffing was now a safeguarding concern. Mr Murray confirmed that the challenging behaviours of some students posed a real threat to the safety of staff and other students.  **Members asked about the consequences of closing a class if there was insufficient staffing**  Mr Murray reported that students who were receiving intervention support would have to return to their mainstream Secondary school or be integrated with students from other year groups.  Virements during the autumn term were noted and approved. | | |  |
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| **22.07** | **Budget 2022/23 and Budget Sustainability** | | |  |
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|  | A budget for 2022/23 would be presented at the next management committee meeting.  Members noted that the indicative budget had highlighted a shortfall of £100,000. The committee discussed budget sustainability and agreed that Mrs Chambers and Mrs Jarman be involved in setting the budget 2022/23. | | |  |
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| **22.08** | **Pupil Premium Funding** | | |  |
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|  | Report on Pupil Premium funding and the impact on teaching and learning would be presented at the Summer Term meeting, when the Pupil Premium Funding for 2022/23 was available and the data had been analysed. | | |  |
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| **22.09** | **Staffing Update including Staff Absences** | | |  |
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|  | Members had previously received a copy of the current staffing structure and the report on staff absences. The headteacher explained the changes to the structure and devolved responsibilities. Members were invited to ask questions and challenge senior leaders.  **Members asked if supply staff were recruited via an agency**  Mr Murray explained that the school used the Lancashire Teaching Agency (LTA)  The Management committee had been added to highlight to staff that they report to the management committee, not just the Headteacher, their scrutiny of the Senior Leaders and also their direct oversight of safeguarding**.**  There had been changes to grades from 7 to 8 for Lead DSL and from grade 8 to 9 for the Behaviour Manager. This was to reflect the change in responsibilities  **Absences**  Members noted the reasons for absence. There has been a significant drop in covid related absence in the last term and none were related to the behaviour of students. Absences were due to sickness. | | |  |
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| **22.10** | **Premises, Health and Safety** | | |  |
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|  | Members had previously received a copy of the Health & Safety report and noted the following:  COVID  The Whole School Risk Assessment had been updated in-line with government changes.  ‘Lateral Testing’ continued to be undertaken at home, not in school.  Regular disinfecting of touched surfaces in all rooms and use of hand sanitiser was continuing.  CO2 monitors from the DfE regularly used to check air quality levels  RADON -  Levels in all rooms were being monitored. Two radon testers had been received from PHE to re-check radon levels in room 2 and 6 (where mini sump systems had been installed)  SCHOOL SITE  There had been no update with regard to the Boundary walls remains with structural supports. Confirmation of responsibility was still pending (LCC or School) as there would be significant cost to demolish it and replace it with fencing.  LCC had sourced funding to replace the roof on the Old Building and work would be undertaken during the summer. Both buildings would then have new roofs.  LCC were aware of problems with the Heating system in New Building and were trying to find a solution with the heating contractors. | | |  |
| **22.11** | **Policies** | | |  |
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|  | There were no policies to review this term. | | |  |
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| **22.12** | **Declaration of Confidentiality** | | |  |
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|  | Members confirmed that matters discussed were confidential to the meeting.  The 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. There were no items deemed confidential. | | |  |
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| **22.13** | **Date and Time of Next Meeting** | | |  |
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|  | The next meeting of the committee would take place on Tuesday 24 May 2022 at 4pm. | | |  |

The chair thanked members for their attendance and closed the meeting at 5:15pm.