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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 Monday 8 February 2021 at 3pm.

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| **Present:** | |  | **Mrs M Chambers (Chair)** | |
|  | |  | **Professor A C Gatrell** | |
|  | |  | **Mr R Gittins** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Mrs K Jarman** | |
|  | |  | **Mr R Slaughter** | |
|  | |  | **Mr A Murray (Headteacher)** | |
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| **Also Present:** | |  | **Mrs M Cullen (Committee Adviser)** | |
|  | |  | **Mrs A McChrystal (Business Manager – McKee College House)** | |
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| **21.01** | **Apologies for Absence** | | |  |
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|  | Apologies for absence were received and accepted from Dr McGhee. | | |  |
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| **21.02** | **Declaration of interests** | | |  |
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|  | There were no declarations of interest in relation to agenda items. | | |  |
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| **21.03** | **Minutes of the last meeting** | | |  |
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|  | It was agreed that the minutes of the meeting held on 12 October 2020, having been circulated, be approved as a correct record, subject to the agreed amendment to minute 20.22:  Mr Murray would speak to Mr Slaughter regarding ways to link the fire alarms in both buildings. | | |  |
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| **21.04** | **Matters arising from the minutes** | | |  |
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|  | There were no matters arising from the minutes. | | |  |
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| **21.05** | **Schools Financial Value Standard** | | |  |
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|  | Mrs Chambers and Mrs Jarman had completed the SFVS checklist on behalf of the full committee. The documents would be signed and submitted to the authority. | | |  |
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| **21.06** | **Budget Monitoring Report 2020/21** | | |  |
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|  | Mrs McChrystal presented the Autumn term financial monitoring report, including an update on the financial situation up to the end of the current financial year.  The committee noted the explanations for any variances.  It was predicted that across the Staffing budget there would be a projected underspend of approximately £17,606 at 31st March 2021.  It was predicted that within the Premises budget there would be a projected underspend of approximately £8,234 at 31st March 2021.  Further savings were expected across the utilities due to the school having a reduced capacity of students and staff due to the Coronavirus.  Other variances:   * Transport - a predicted underspend of £5,852 * Catering – a predicted underspend of £3,074 * Educational Psychologist – a predicted underspend of £8,987 * Teachers Pay and Pensions Grant. The actual allocation received was £56,095, resulting in a positive variance of £16,095. * Charges to mainstream schools - it was predicted that the income at end of March 2021 would be £181,812 which would be a positive variance of £101,812. * The projected underspend at 31st December 2020 was £74,122 * The projected underspend at 31st March 2021 was £132,893. This was assuming that the current cohort of students would remain on roll, with the same level of support. * Devolved Formula Capital Reserves were currently £12,590.   **Members asked why there had been such an increase in income from mainstream schools.**  Mr Murray explained that the offer to mainstream schools had been adapted to suit their needs. There were now 30 Alternative Provision students in school on a full-time basis which mainstream schools paid for.  There were also 13 Children Looked After which also generated additional income, and there had also been an increase in the number of students with medical needs. Mainstream schools could buy medical spaces and get their students the specialist provision they needed. There were currently 19 students in the medical unit.  **Members asked about the CLA students and if they were attending school during the current lockdown period.**  Mr Murray explained that some were attending. The school had remained open to all students and they were encouraged to attend.  **Members asked if students were still able to get help from Educational Psychologist's remotely**  Mr Murray explained that the EP provision was currently under review. It was the responsibility for mainstream schools to organise and pay for EP provision/EHCP's etc. prior to referral to Chadwick High School, however if a student needed to be assessed, this was organised.  Mrs McChrystal explained that the budget was in a healthy financial position due to costs being low (due to the COVID-19 pandemic), and an increase in the number of students with EHCP's.    Virements during the autumn term were noted and approved. | | |  |
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| **21.07** | **COVID-19 Catch-up Funding**  Mr Murray explained that funding of £240 per pupil had been received from the DfE to support disadvantaged students, and ensure that their education did not suffer because of covid-19. The details of how the funding would be used would be published on the school website.  Funding would be received in three tranches throughout the 2020/2021 academic year. £5,638 had been received for the Autumn term and further funding was expected in the Spring and Summer terms. Based on 63 students, this was a total of £15,300 and would be spent on the following:  Teaching  Targeted Academic Approach  Developing Wider Strategies  CPD - Development of Remote Learning Platform£1,700  Resources - Provision of Laptops for Teachers £5,010  Additional costs had arisen in ensuring equality of provision and that all students had access to IT equipment. Mr Murray explained that digital poverty was the single biggest challenge and even though 27 laptops had been received from the Department for Education, almost every single student did not have access to a laptop at home.  **Members asked if every student now had a laptop and access to broadband/internet, so they could engage in home learning**  Mr Murray confirmed that some more laptops had been purchased and now all students could access home learning. Every family had also been asked about broadband and internet access. A portable wi-fi router had been provided for a few families but now all families had access to laptop and internet.  Members thanked the headteacher and staff for ensuring that all students had the equipment they needed to engage in home-learning. | | |  |
| **21.08** | **Budget 2021/22 and 3 year financial forecasts** | | |  |
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|  | It was understood the Local Authority would provide financial information after the February half-term break. A budget for 2021/22 and forecasts for the next three years would be presented at the next management committee meeting. | | |  |
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| **21.09** | **Staffing Update including Staff Absences**  Members had previously received a copy of the current staffing structure and the report on staff absences. Members noted that, in comparison to national data, staff absences were low.  **Members commented on the calm atmosphere in school and asked if consideration was still being given to having a deputy headteacher.**  Mr Murray explained the structure and his views for succession planning, when the Deputy Headteacher retired, and how the roles and responsibilities would be distributed to other senior leaders. | | |  |
| **21.10** | **Premises, Health and Safety** | | |  |
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|  | Members had previously received a copy of the Health & Safety report and noted the following:  There had been no incidents or accidents  COVID-19 - A Whole School Risk Assessment had been produced and updated in-line with government changes. A room had been assigned for Lateral Flow Testing which would be carried out twice weekly and waste was collected weekly for clinical disposal. Regular disinfecting of door handles etc. was done during school day.  Radon - This issue was on-going. Mr Murray explained that levels were being closely monitored but readings often exceeded the recommended maximum.  Members expressed concern that the Radon problem had not been solved and could pose a significant health and safety risk to staff and students. Following discussion, it was agreed that Mrs Jarman would write to LCC Property Services to request that a report be produced and the necessary action be taken.  Roof Repair - Repairs costing £16,000 had been completed in November 2020. This was only a temporary solution until LCC could secure funding for a full roof replacement, estimated cost of £100k    H&S Compliance – The Annual Statement of Compliance would be submitted to the authority before the deadline of 26/02/2021.    School Site - Management of the school grounds had improved, keeping school tidier and safer for all. | | | **Mrs Jarman** |
| **21.11** | **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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| **21.12** | **Date and Time of Next Meeting** | | |  |
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|  | The next meeting of the committee would take place on Monday 17 May 2021  Mrs Chambers requested that the committee meeting time be changed to 4pm. It was agreed that Mrs Jarman would consult absent members and a time would be confirmed at the full committee meeting. | | |  |

The chair thanked members for their attendance and closed the meeting at 4pm.