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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 Monday 17 May 2021 at 4pm.

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| **Present:** | |  | **Mrs M Chambers (Chair)** | |
|  | |  | **Professor A Gatrell** | |
|  | |  | **Mr A Jarman** | |
|  | |  | **Doctor A Magee** | |
|  | |  | **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)** | |
|  | |  | **Mrs M Cullen (Committee Adviser/Clerk)** | |
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|  |  | | | **Action** |
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| **21.13** | **Apologies for Absence** | | |  |
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|  | Apologies for absence were received and accepted from Mr R Gittins, Mrs K Jarman and Mr D Grist | | |  |
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| **21.14** | **Declaration of Interest** | | |  |
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|  | There were no declarations of interest in relation to agenda items. | | |  |
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| **21.15** | **Minutes of the Previous Meeting** | | |  |
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|  | The minutes of the previous meeting held on 8 February 2021, having been circulated, were approved as a correct record | | |  |
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| **21.16** | **Matters Arising** | | |  |
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|  | There were no matters arising. All actions had been completed. | | |  |
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| **21.17** | **Final Out-turn Report Spring 20/21** | | |  |
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|  | Copies of the Out-turn report and supporting notes had been circulated prior to the meeting.  Mrs McChrystal drew attention to the detailed notes accompanying the Final Out-turn monitoring report and spoke further on the reasons for overspends and underspends.  The final underspend within Staffing at 31st March 2021 was £8,172.  The effect of all the adjustments had resulted in an underspend of £187,398 at 31st March 2021 plus £12,590 of Devolved Capital Expenditure.  This figure would be carried forward in reserves to the 2021- 2022 financial year  Mrs McChrystal was thanked for her detailed reported and members were invited to ask her questions.  **Members asked what was covered by 'other grants' and 'bought in professional services curriculum'**  Mrs McChrystal explained that 'other grants' was the income from mainstream schools and 'bought in professional services curriculum' was the services from the Local Authority, Oak Education and alternative provision from outside of the school.  **Members asked if there were any areas that had not been spent that would be spent in 21/22**  Mrs McChrystal explained that in 20/21 the services of the Educational Psychologist had hardly been used so this was one budget area that would be used in 2021/2022. Others were the minibus and catering. | | |  |
|  | A member expressed concern regarding the three year financial forecast which predicted a cumulative deficit figure of £99,848. Mrs McChrystal explained that the projections were based on the October 2020 census and many factors were likely to change before 2024. | | |  |
| **21.18** | **Budget 2021/2022** | | |  |
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|  | Copies of the draft budget, staffing budget, Pupil Premium indicative budget and High Needs Block Funding Alternative Provision Formula Funding had been circulated prior to the meeting.  Mrs McChrystal highlighted that the budget had been based on 75 places from April to August with a reduction to 70 places from September to March however there were already 100 students on roll at the moment so the re-determination was already expected to be £130-£165K. There were no financial concerns. Schools were continuing to buy-in and referring students to Chadwick High in high numbers.  **Members asked if staffing would increase**  The headteacher explained that the cost of extra staff would only be £4,000 but the additional students would generate £150K. Two new TA's had been employed and others had been re-deployed so were being used effectively.  **Members asked if the medical department was full and what was the reason for the increase in student numbers**  The headteacher explained that there were 24 students in the medical group but some year 11 students were due to leave. The reputation of Chadwick High had improved and parents were now contacting the school directly.  **Members asked how would year 11 leaving impact on the group**  The headteacher explained that there were some younger students in the unit so there would still be 55 on roll in the Medical group.  There had been no significant changes in the staffing budget.  Members approved the budget 2021/2022 | | |  |
| **21.19** | **Pupil Premium (PP)** | | |  |
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|  | Members had previously received a copy of the Pupil Premium Statement and noted that £19,100 had been allocated for 20 students. | | |  |
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| **21.20** | **Staff Update and Staff Wellbeing** | | |  |
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|  | Members had previously received a written report covering staff absences, staff wellbeing and staff changes. The following points were noted:   * Absences continued to be very low * A Long-term absence had resulted in a successful ill health retirement application. * A cleaner was now employed for a full day to ensure that the buildings were clean and safe. * Staff had access to confidential counselling * A flexible and sympathetic approach had been taken around child care needs * Two male TA's had been appointed to support the increase in student numbers * An additional TA was required due to the expansion of the medical group. A HLTA had moved to Medical to manage the floor and provide the emotional support for students. | | |  |
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| **21.21** | **Support for Pupils and their families** | | |  |
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|  | The headteacher explained that staff continued to contact families every day, building relationships with them and working together for the benefit of the students.  **Members asked if the school had managed to provide laptops for all students during lockdown so they could continue their education from home**  The headteacher reported that the school had ensured that every student was provided with a laptop and had access to wi-fi, and all students had received food regardless of their status. | | |  |
| **21.22** | **Premises/Health & Safety Report** | | |  |
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|  | Ms McCullough reported that there was an on-going issue regarding the boundary wall, which may be subject to a preservation order. LCC were currently investigating the options available and obtaining costings.   * The Health & Safety Adviser had met with the Site Supervisor * Roof repairs would be completed during the Summer break * Radon vents would be installed during the half term break * Additional cleaning of the premises would continue until the end of the Summer term. | | |  |
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| **21.23** | **Confidentiality** | | |  |
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|  | Members confirmed that all matters discussed were confidential. It was agreed that no items needed to be recorded as confidential. | | |  |
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| **21.24** | **Dates and Times of the meetings 2021/22** | | |  |
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|  | Monday 18 October 2021  Monday 7 February 2022  Monday 16 May 2022  At 4pm. | | |  |

The chair thanked members for their attendance and participation and closed the meeting at 5pm