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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, 24 May 2022 at 4pm.

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| **Present:** | |  | **Mrs M Chambers (Chair)** | |
|  | |  | **Professor A Gatrell** | |
|  | |  | **Mr R Gittins** | |
|  | |  | **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)** | |
|  | |  | **Mrs V M Morris (Clerk to the Committee)** | |
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|  |  | | | **Action** |
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| 1. **2** | **Apologies for Absence** | | |  |
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|  | There were no apologies for absence. | | |  |
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|  | **Declaration of Interest** | | |  |
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|  | There were no declarations of interest in relation to agenda items. | | |  |
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|  | **Minutes of the Previous Meeting** | | |  |
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|  | The minutes of the previous meeting held on 22 February 2022, having been circulated, were approved as a correct record and would be signed at a future meeting. | | | **Clerk** |
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|  | **Matters Arising from the Minutes** | | |  |
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|  | There were no matters arising. All actions had been completed. | | |  |
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|  | **Final Out-turn Report Spring 2021/22** | | |  |
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|  | Mrs McChrystal drew attention to the Final Outturn Statement and her detailed report which had been circulated to members in advance of the meeting. An in-year deficit of £120,067 was noted, reducing reserves to £67,331 on 31 March 2022. Mrs McChrystal reported that the overspend was due to additional staffing costs which members had been alerted to throughout the year.  **A member asked** about the census redetermination. It was explained that the school was commissioned for 70 places (£10k per place), with a redetermination each term for statutory top ups (permanent exclusions and medical students). The headteacher explained that the school had worked with 85-90 students over the last few years, yet the LA continued to base fund for 70. There was an urgent need for the LA to fund more realistically. The school was required to take 28 permanently excluded students and 19 medical students making a total of 47; the remaining places could be filled with intervention. **A member probed** if the school was allowed to take more than 28 excluded and 19 medical students and this was confirmed. At redetermination, £4,567 was paid for each additional permanently excluded/medical student with additional top-ups taking the sum to £7,300.  **A member enquired** if the pay rise for the support staff had been actioned and Mrs McChrystal confirmed it had been paid in the March payroll, backdated to 1 April 2021. **In response to a further query** members were informed the pay increment had been included in the original budget.  Devolved Formula Capital (DFC) of £19,223 had been carried forward on 31 March 2022. | | |  |
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|  | **Budget 2022/23** | | |  |
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|  | Copies of the draft budget and High Needs Block Alternative Provision Formula Funding had been circulated prior to the meeting.  It was noted the school would receive Income Revenue of £1,376,428 and proposed to spend £1,443,759, resulting in an in-year deficit of £67,331. This would leave no reserves to carry forward at the end of the year.  Mrs McChrystal explained that the budget had been prepared using the HCSF budget software. Allocations had been discussed in a meeting with Mr Murray, Mr and Mrs Jarman and Mrs McCullough. **A member asked** if the assumptions used were based on advice from LCC; Mrs McChrystal responded that they were based on their own assessment of expected costs from suppliers. A 3% pay award for staff had been included and it was expected the Government would provide extra money to cover this.  Members were informed the school had bought in to the School Advisory Service Insurance this year as it was felt to provide good wellbeing support for staff. Allocations for fuel had doubled. **A member queried** if the repairs to the heating system and new fire doors had been included. Mrs McChrystal replied that it was hoped to secure some funding towards this. Mr Murray added that the heating was totally ineffective. The external door may be changed from a 'green button' to a fob key and this work could be funded from DFC. **A member enquired** if DFC could also be used for building repairs and this was confirmed.  A member stated there would need to be a high level of prudence this year to ensure spending did not exceed available funds. Scrutiny would continue through the termly updates to the sub-committee.  Members approved the budget for 2022/23 and a recommendation would be made to the management committee. | | |  |
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|  | **Five Year Financial Plan** | | |  |
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|  | Financial projections for the following four years were reported as follows:   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **2023/24** | **2024/25** | **2025/26** | **2026/27** | | Income | 1,391,948 | 1,407,738 | 1,414,178 | 1,420,746 | | Expenditure | 1,460,984 | 1,500,970 | 1,538,051 | 1,573,903 | | In year deficit | -69,037 | -93,232 | -123,873 | -153,157 | | Reserves | 0 | -69,037 | -162,268 | -186,142 | | Deficit C/F | -69,037 | -162,268 | -286,142 | -439,299 |   Members agreed this was unsustainable.  The headteacher reported that schools were required to pay the full cost for students. The basic charge had increased by £1k pa – up to £6k pa – in line with the basic funding high schools received. The full cost was recoverable for additional support eg CLA, complex needs etc. | | |  |
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|  | **Additional Funding** | | |  |
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|  | Members had previously received a copy of the Pupil Premium Strategy Statement and noted that £18,362 had been allocated for 18.5 students, plus a further £9,985 for four CLA PPG students. It was noted that 53% of all students were eligible for PPG.  Members noted that, in line with the recommendations of the Education Endowment Foundation, PPG was used effectively to support students. The consistent focus was to:   * Assess – gain a full understanding of the student's needs from historic and current evidence * Repair – personal learning and support based on evidence * Prepare – high quality accreditation, support with next steps, building ambition and aspiration.   The tutoring funding of £3,392 had not been spent and would be reclaimed. The reasons for not using the 1:1 tutoring were:   * The system was time consuming and complicated to setup ie finding tutors, selecting students * The school would have had to supplement the funding with at least a comparable amount of money to ensure equity for all students eligible. * School had remained open throughout Covid therefore students had been able to access school or the remote learning platform.   Covid Catchup Funding - £8,500   * This had been targeted to support the wellbeing of students through additional resources for safeguarding and therapeutic interventions.   Recovery Premium Funding - £3,000 for Sep 21 – 31 Dec 21   * This funding had been used to support the quality of teaching and to provide targeted academic and non-academic support. | | |  |
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|  | **Staffing Update** | | |  |
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|  | In advance of the meeting, members had received a written report covering staff absences, changes to contracts and new appointments. The following points were noted:   * 109.44 days had been lost due to absence during the period 1 January to 31 March 2022. * Covid remained a significant factor for much of the absence. * There were no long-term absentees.   **A member enquired** if the SENCo was a full-time post, and this was confirmed. It was explained that most pupils were on the SEN register. The SENCo would no longer have a teaching commitment and there would be a net saving of around £15k. The SENCo was a trained DSL (Designated Safeguarding Lead) and would continue to do PEPs (personal education Plans).  Members supported the appointment of three supply staff who had been employed at the school on a long-term basis. | | |  |
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|  | **Premises/Health & Safety Report** | | |  |
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|  | Attention was drawn to the written report included in the meeting papers. There had been no reportable incidents or accidents. Regular disinfecting of touch points continued and CO2 monitors were used to check air quality levels. School continued to monitor Radon levels in all rooms. | | |  |
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|  | **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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|  | **Dates and Times of Future Meetings** | | |  |
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|  | A calendar of meeting dates would be prepared for consideration at the management committee meeting.  The chair thanked members for their attendance and participation and closed the meeting at 5pm. | | |  |

