

Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee which, due to the Coronavirus lockdown, was held remotely (via Zoom) on Tuesday, 23 June 2020 at 5.00pm.

Present:

Mr P Taylor (chair), Mrs P Curtis, Mr B Egerton, Mr P Hudson, Mr M Osborne-Town, Mr M Prescott.

Mrs J Rudge (Headteacher)

Also in Attendance:

Mr A Storer (Business Manager)

Mrs A Maingay (Deputy Headteacher) minutes

Mrs Carole Dodd (Senior Assistant Headteacher)

Mrs Peers (Assistant Headteacher)

173. Apologies:

Mr R Sheldon (Clerk to the Governing Body)

174. Declarations of Interest:

There were no declarations of interest relevant to the agenda items.

175. Minutes:

The minutes of the meeting of the Managing and Resourcing committee held on 5 May 2020 had been previously made available to governors in Office 365.

It was resolved –

That the minutes of the meeting be received and approved as presented.

176. Matters Arising:

- a) Apprenticeship levy – has this gone to the Trust meeting – Mr Storer stated this has not been raised at the Trust level yet. This levy has been lost. The headteacher explained that no apprentices have been employed and courses have been funded. The governors challenged the effective use of the apprenticeship levy.

It was resolved –

- i) Mr Storer would raise this at the Trust and share the information with governors re the cost lost.
- ii) That the headteacher be requested to explore how the apprenticeship levy could be used for the school in the future.
- b) Back Lane (Minute 161a) refers
Councillor Brookes has put forward things re Back Lane that have not then been put forward to the Town council. Back Lane is not mentioned. Mr Hudson is reviewing all county council proposals. Mr Hudson undertook to keep governors updated.

It was resolved –

That the situation around Back Lane continues to be kept under review.

c) Transport (Minute 161(h) refers)

Mrs Maingay reported that the vacant seats scheme has been affected by COVID and the LA were sending letters to pupils affected who live outside catchments and will no longer be able to access this scheme. So far one family has contacted the school. Mrs Maingay has spoke to Catherine at school transport who stated that on this occasion there would be nothing they could do to accommodate students who were no longer able to access the vacant seats scheme due to the need for social distancing.

d) SEND Link Governor (Minute 170(b) refers)

The link governor to SEND introduction as part of succession planning was discussed and this has not yet happened as Mr Godwin has had a bereavement and only returned to work today.

It was resolved-

Mrs Maingay will liaise with SEN to contact the new link governor and arrange a virtual meeting.

e) Climate change

The headteacher had met with Okii (student) and updated him on the steering committee taking place virtually in future years and the appointment of Mr Osborne-Town as link governor.

177. Financial Report:

The business manager reported on a number of financial matters with details of all having been previously made available in Office 365.

a) 9 Month Financial Review September 2019 to May 2020

A copy of the 9-month financial review had been made available and the business manager went through the detail of it, with particular reference to income and expenditure.

Changes to income

The business manager reported a reduction in income from the swimming pool – some of this was due to a large over estimation in income. This income over estimation was challenged by governors and the headteacher also reported that she had challenged this at the time. There is no take-up for summer holidays. This has been reduced in future budgets and the estimate for next year is a more realistic £40,000.

The business manager reported that the school was still awaiting AEN funding. Other incomes are in line with expectations.

COVID raised funds have been entered with a separate budget line.

The business manager also referred to areas of expenditure and outlined in particular the following matters:

- Staffing costs – although there would be an increase in the cost of supply teachers employed through agencies there would be an overall saving in teaching staff costs and the reasons for this were outlined. A saving of around £12K was anticipated by the end of August 2020. An overspend on line 66 is apparent due to agency staff costs due to long term absences and also maternity contract in D&T as not employed on a teaching contract, rather as agency. 2 SLT have had extended periods of time off. This is not a risk for the next 3 months so will not escalate in the final 3 months. By year end this is over what was expected by will be offset by savings.
- The headteacher reported that there was nothing to draw attention to re loans. Apprenticeship levy has been discussed.
- Training is on track.
- Building maintenance general up keep monies have been used on compliance work (fire alarms, heating and compliance testing etc). The gas line on 86 – there will be a saving in the gas bill due to current pool use.
- The school contribution to CIF – line 89. This has been added as this is the sum lined up to pay and there has not been a need for this school contribution as yet. It will come out of this year's budget.
- Exam costs and capitation expenditure – £150,000 in the budget next year for this and this is not identified as a risk

The headteacher reported that additional resources were about £30,000 expenditure and funding raised so far £18,000.

Expenditure is very close to forecasts. £13,560 over on expenditure and £13,414 under on income.

There is an expected in year deficit of £72,617. Currently this is tracking above this at £113,262 compared to a predicted 9 months shortfall of £86,288

The figure of £488,000 - £72,000 (Line 133) was challenged by governors as to whether this was a carry forward.

Decisions re COVID and cover for Mrs Catterall have been expensive.

It was resolved –

- i) Mr Storer is commended on the budget report
- ii) Chartwells costs need exploring further to look at what we are being charged for.
- iii) Brought forward be amended to carry forward on line 133

Covid expenditure

The headteacher reported it is becoming less and less likely that DFE will refund this as schools will be expected to make savings elsewhere and use any reserves.

March was modelled by the headteacher.

Covid lost income is the swimming pool = £ 1,977.50

Spending due to COVID is included (e.g. science goggles) = £1,325

Catering = £2,514
Sub total £ = £3,839
Net deficit = £5,816.50

In April we used ASDA vouchers and Chartwells
PPE materials have been fully funded through fundraising.

In May, the families were dependent on food boxes and despite government vouchers that there was a benefit of contact with vulnerable families and so we decided to continue.

Chartwells now make up the food parcels in our kitchen. School pays materials costs for these which has reduced from the Chartwells costs.
The numbers of families accessing these are 60

There are 50 laptops that can be loaned. 3 have been issued to children with social workers. These will be returned and then be used to support the 6th form supply.

We are awaiting 11 from the government and 2 dongles.

Mobile phones is an underspend. 85-90% of staff are using personal devices.

Mrs Curtis stated that staff can claim for working at home - £6 per day if they approach HMRC.

Donations received are included on the ASCL sheet – big donors are Trent and Dove, the Masons.

Governors challenged re vouchers and that we will not be able to claim these. The headteacher explained these were issued prior to government vouchers.

It was resolved –

- i) Mrs Curtis will contact her office and report back to governors
- ii) Governors congratulated the headteacher on fund raising and support for our vulnerable families

b) 2020/21 Budget Proposals and review of 5 Year Projections

The draft 5-year budget had been previously made available in Office 365 and the business manager went through the detail of it and the various assumptions that had been made when projecting finances.

The headteacher went through decisions to purchase revision guides for the summer for GCSE and A level - cost £7,800.

The headteacher also wants to put exercise books in the packs for students so that students are ready to go when they return and to mitigate any risks of not being able to share books. This is a cost of £5 per child. This is also a psychological strategy that what ever happens we are ready to go. This brings the expenditure forward and will come from central budget not departmental.

The business manager referred in particular to the following:

- Tab 2 income and expenditure. £415,000 is estimated brought forward from Sept 2020. This is based on predicted student income figures. There is no increase in pupil funding within these figures.
- Previously figures included a built in increase in pupil funding.
- There is an increased cost to the Trust. Top Slice – the trust board had recently approved an increase of the top slice to 3% from April 2021 and this has been factored into the budget.
- Previously a projected 2020-21 budget has been managed. The staffing for 2023 is 99% and student numbers are low. The headteacher is not anticipating redundancies.
- Lag pupil numbers line 47 and 48 was explained by Mr Storer. The forecasting is based on students attending in 2022-23. These are based on the numbers of students in the feeder schools. The CEO is planning marketing to mitigate this. These numbers do not have numbers built in for increased housing as this is hard to speculate.
- The headteacher stated that there are effectively 70 periods over for September (equivalent to 2 staff). There is the possibility to take some of the deficit out of staffing looking at the hours over and planning for removing some of these hours.
- Trustees have asked the Employers Pension Grant & Teachers Pay Grant to be built back into all schools and is in line 24 and 25
- There will be income from Chartwells (cumulative income)
- Post 16 funding for combinations of subjects (listed on the budget sheet) could provide another £50,000 if they do these that can be added to income.
- Pay rises and cost of inflation has been included, including the teachers' pay scales rises.
- Line 81 expenditure building maintenance - CIF bids have all been successful and there needs to be some investment in the building on a cycle. Line 90-91 have a contribution built in in case CIF are not successful in the future so this can be added to line 81. Dove House is not safe and not habitable. If CIF is not successful £40,000 will be needed to make it habitable and a decision will need to be made. The base can be relocated to Ross House temporarily for academic year 2020-21.
- Governors stated that they felt deferring this until there was funding to do this properly to provide a high-quality provision.
- The headteacher highlighted that a risk is the mini bus will be out of action in the next 5 years and that fund raising will be needed for this
- Governors questioned the exam fees despite there being no exams. These has already been paid and no refunds were available. The headteacher explained that school invigilators have been furloughed.
- Mr Storer stated that the school only need submit figures to the ESFA for 2020- due to corona virus with the expectation for 3 year internal budgets.
- As a governor, Mrs Rudge stated that the vast majority of Trust monies come from TAHS and there needs to be evidence of cost savings. There is a Trust desire to centralise finance. If Mr Storer applied for a trust wide job, there would only be a vacancy for 2 days for TAHS finance officer. This would impact significantly on TAHS.

It was resolved –

- i) Mr Storer will update governors with the outcomes of CIF bids
- ii) That governors look forward to receiving reports from the headteacher to outline projected student numbers.

- iii) That the draft 5-year budget be received and would be kept under review, although it was recognised that no immediate actions were necessary.
- iv) The headteacher report to the Trust that the TAHS governing body would support the headteacher in requesting where Trust savings for economies of scale and or staffing costs will impact on TAHS be presented to governors and requested Trust marketing plans for increasing uptake in pupil numbers. Governors support the headteachers discussions regarding Trust staffing impacts and changes to structure.
- v) The budget was received and accepted.
- vi) Governors thanked the head teacher and Mr Storer for the budget congratulated them on financial planning.

c) Update on Pupil Premium Funding and 6th Form Bursary

Updated reports had been previously made available in Office 365 to show the income and expenditure for pupil premium funding and the 6th form bursary for the period September 2019 to June 2020.

It was resolved –

- i) Date errors be amended by the business manager.
- ii) That the updates on pupil premium funding and 6th form bursary be received and noted.

178. Premises:

The business manager reported on a number of premises matters with details of all having been previously made available in Office 365.

- The headteacher reported the roofing is delayed by 2 weeks due to weather.
- There is some leaking being explored to see if it can be charged to the builders

a) Condition Improvement Fund Bids NC

Has been previously discussed.

b) Compliance with SCC Landlord Requirements as Leaseholders Return

This document had been previously made available in Office 365

It was resolved –

This is read and accepted

179. Health and Safety:

a) Risk assessment adapted for website

- The risk assessment is up to date and on the school website
- There are 2 meetings a week to update staff. The headteacher and the business manager attended LA H&S briefings today. There are 3 high risk BAME staff (cleaners) and it is proposed these staff come back to school cleaning in a part of site where there is no other staff and at a time when other staff are not on site. Ian Mirams is back on site cleaning the pool. The headteacher monitors the whole school risk assessment.

- Do we bring back BAME staff and clinically vulnerable staff if we can provide an appropriate risk assessment?
- Site team (see confidential appendix - attached).

It was resolved –

Governors support bringing back BAME staff.

b) Revised fire evacuation in light of coronavirus

This has been revised as more of the school is now open. Changes to the routes have been made due to new buildings.

It was resolved –

Governors accepted this revised evacuation plan.

180. Climate Change:

Has been discussed and governors are keen to let the eco team know that they have the governors support

It was resolved –

Mr Osborne-Town be invited to school to discuss where the climate strategy is moving with respect to school council and the curriculum – Mrs Peers will raise this at senior team and that an invite to the eco team meeting be extended to the headteacher and Mr Osborne Town.

181. Risk Register:

Covid does appear on the Risk Register

It was resolved –

That the clerk be requested to arrange for the risk register to be included as a governor training exercise at the next meeting of the governing body to be held in school rather than remotely.

182. Policies:

The following two policies had been previously made available in Office 365 and the headteacher confirmed that both continued to meet requirements without the need for further revision.

- Behaviour policy with corona virus addendum
- Charges and remissions

It was resolved –

That both policies be received and approved as presented.

183. Safeguarding

A major incident has occurred over the last 2 weeks. Police reported an abducted child and this led to community unrest. The police will not issue a press release. The LA issued a press release. The case is ongoing.

Another incident has been a concern raised by a parent and this is being looked at by the LADO Roz Randall and the police re a concern in the community.

184. Chair's Power to Act:

The chair raised that any changes that are issued from the government may need the chairs power to act.

At steering the headteacher proposed that the school goes to 3 main headings for the SIP

- a) Curriculum recovery
- b) Mental health
- c) Accuracy of data

Mrs Rudge will be discussing these with the MAT re the MAT improvement plan.

It was resolved –

The 3 SIP headings were supported by governors.

185. Consideration Given to KPIs:

KPI 6 – Governors ensure solvency and probity, and that financial resources are made available to the school and are managed effectively

Evidenced through the financial review and challenge to headteacher and business manager to ensure value for money. Challenge also to ULT trustees to ensure best use of central support staff and to lessen the impact on TAHS. (Minutes 176 and 177)

KPI7 – Governors operate in such a way that statutory duties are met and priorities are approved

Evidenced through ongoing discussions during the meeting to ensure compliance with financial regulations.

KPI 9 – Governors use pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics

Evidenced through discussion around the Pupil Premium report and to ensure the effective allocation of funding to support students.

186. Any Other Business:

None raised.

187. Confidentiality:

The role of site support staff to be included in a confidential appendix.

188. Date of Next Meeting:

Governors were reminded that the next meeting of the Managing and Resourcing committee would again likely be held remotely on Tuesday, 29th September 2020 at 5.00pm.

P Taylor
Signed.....

29 September 2020
Date.....