

## Thomas Alleyne's High School, Uttoxeter

Minutes of a meeting of the Managing and Resourcing committee, held remotely (via Microsoft Teams), on Wednesday, 30 March 2021 at 5.00pm.

### **Present:**

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

Mrs J Rudge (Headteacher)

### **Also in Attendance:**

Mr A Storer (Business Manager)

Mr R Sheldon (Clerk to the governing body)

### **Apologies:**

Apologies for absence were received from Mr P Hudson and Mr R Pye.

### **221. Declarations of Interest:**

There were no declarations of interests relevant to agenda items.

### **222. Report of Committee Chair's Action:**

The committee chair reported that it had not been necessary for him to take any actions on behalf of the committee between this and the last meeting.

### **223. Minutes:**

The minutes of the meeting of the Managing and Resourcing committee held on 27 January 2021 had been previously circulated.

It was resolved –

That the minutes of the meeting be received and approved.

### **224. Matters Arising:**

#### a) Back Lane (Minute 210(a) refers

The headteacher reported that there were no further updates regarding any possible changes to Back Lane. The matter would, however, remain under ongoing review

#### b) Climate Change (Minute 210(b) refers)

Mr Osborne-Town reported that a meeting of the committee had been held earlier that afternoon, during which reference was made to a questionnaire that had been circulated to schools in Uttoxeter town to seek information on actions being taken by schools to support environmental projects. Once received, responses would be collated and shared with all concerned. He also referred to the Globe Trust which had recently been established in Uttoxeter and actively promoting climate change measures. Mr Osborne-Town was pleased to further report that other schools were also being proactive and that it was important to ensure that current Y8 pupils in the middle schools supporting the various projects, were encouraged to join the Environmental committee when moving to Thomas Alleyne's in September.

c) School Trees (Minute 210(h) refers)

The business manager reported that work was to shortly commence on trimming various school trees around the school site. However, this did not include the tree near to the school entrance as further advice was being sought on appropriate action to take. The committee chair enquired if the work was to include the trimming of the trees overhanging Dove House and the business manager replied that this matter would be added to the review.

d) Sports Pavilion (Minute 210(i) refers)

The business manager reported that all snagging repairs had been completed and the pavilion had now been officially handed over to the school.

e) Dove House (Minute 210(j) refers)

The headteacher reported that there was nothing further to report regarding the future of Dove House and that it remained mothballed.

It was resolved –

That governors request the headteacher to explore the possibility of having all of the ivy removed from the front of the building to help prevent further deterioration of the condition of the building.

f) Well-Being Survey (Minute 210(l) refers)

The headteacher reported that the well-being survey had been revised to reflect previous discussions and that it would be circulated to staff at the start of the new term. Responses would be collated and a report prepared for governors to be considered at a future meeting.

## **225. Finance Report:**

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

a) 6 Month Financial Review (September 2020 to February 2021)

A financial report to show expenditure between September 2020 and February 2021 had been previously circulated and the business manager went through the detail of the report, highlighting in particular the impact of Covid-19 on school expenditure. Some emergency Covid funding (around £17K) had been received although this related to expenditure incurred during the previous financial year. Income had also increased to reflect the teacher pay grant available to the school and which had been extended to August 2021 (from 31 March 2021). Other income though remained as expected. The business manager further reported that, whilst much of the expenditure due to Covid-19 was included in the report, it did not include all additional expenditure. The headteacher also reported that much of the staffing overspend (around £95K) was in response to ensure that all Covid-19 guidance was being followed to ensure the safety and well-being of staff and students whilst in school. Some Government grant funding was available to support schools and, where possible, claims had been submitted. Governors were informed that some grants could not be claimed as the collective level of ULT school reserves were higher than the stated 4%. Funding to support the school in operating as a LAT testing centre was also being provided.

The business manager confirmed that the additional expenditure had impacted on the level of school reserves and that he would shortly prepare a full report to show the total

additional costs to the school as a result of the pandemic. Once finalised, the report would be circulated to governors for consideration at a future meeting.

During discussion of the financial review, governors also asked about arrangements for the re-opening of the school's swimming pool to Lane1 Swimming. The business manager was pleased to confirm that all work had been completed on the pool to ensure that it was ready to re-open on 12 April in line with Government advice. Governors were also informed that, due to the absence of Mr Mirams, senior site supervisor, for health reasons the pool checks had been undertaken by Kingfisher. The business manager was also pleased to confirm that, during his absence, the quality of work being undertaken to test the pool as required had been regarded as good and ongoing arrangements could therefore continue in his absence.

With reference to the absence of Mr Mirams, for health reasons, the headteacher reported that she had previously discussed cover arrangements with the committee chair and approval had been given to the appointment of a grade 3 site technician and a change in grade for two current members of staff.

It was resolved –

- i) That the 6-month financial review (September 2020 to February 2021) be received and noted with thanks to the business manager.
  - ii) That governors await the report to show the true financial cost to the school in taking all necessary actions in response to Covid-19.
  - iii) That the headteacher be requested to pass their best wishes to Mr Mirams for a full and speedy recovery and to also thank other members of the site team for the work they were doing in his absence.
  - iv) That governors support the chairs actions regarding staff appointments as outlined.
  - v) That the business manager be requested to include a comment in future financial reviews to make clear that staffing costs also accounted for what had previously been funded through the teacher pay grant.
- b) Update on 2021/22 Grant Income and 5-Year Budget Modeller (2021-2025)  
The 5-year budget modeller for the period 2021/2025 had been previously circulated and the headteacher and business manager also outlined the various grant income available to the school to support the 2021/22 budget.

The headteacher reported that staffing costs included payment to cover maternity leave and that these costs were higher than previous years. Governors were reminded that a decision had been previously taken not to purchase insurance cover for staff on maternity leave. Discussion followed and a suggestion made that this matter now be re-considered. It was also suggested that if insurance was not taken out, that an allowance for the anticipated cost of maternity leave should be built into the budget.

The business manager reported that GAG figures for 2021/22 had now been received and that the 5-year budget modeller had been updated in line with those figures. This included a change to the school's AWPU, with the teachers' pay grant and pensions grant in future being included within a school's allocated AWPU, rather than as a

separate grant. In forecasting the school's AWPU in future years, the business manager reported that figures had been calculated in line with advice from ASCL (teaching union). The headteacher reported that she would discuss further the implications of this advice with the business manager and would report back at the next meeting.

The headteacher then referred in particular to changes that had been made to the school's 2021/22 budget due to a decision of ULT trustees to require schools to contribute 10% towards the cost of successful CIF bids. The school's CIF bids, if successful, would therefore require around £147K to be met from the school budget to help fund the projects. The headteacher further reported that trustees were also considering the level of reserves held by schools and the need also to include a set level of reserves with an in-year balance. Discussion followed regarding the decision taken by trustees to require schools to fund the 10% and levels of school reserves and concern expressed given the financial implications not just for Thomas Alleyne's, but all other schools within the ULT. Concern was also expressed at the lack of communication regarding these decisions which also seriously impacted on governors maintaining control of the school's budget.

The headteacher further reported that the 5-year budget modeller remained under ongoing review and further changes would be made to reflect changes to the school's leadership team and any change in student numbers. The headteacher was disappointed to report that nine Y10 students had opted to attend JCB academy.

It was resolved –

- i) That the 5-year budget modeller, and the updates on 2021/22 grant income be received.
  - ii) That the business manager be requested to prepare a report to show the financial difference between the school's current arrangements for covering maternity leave and if an insurance premium had been taken out.
  - iii) That governors record their concerns around the lack of communication regarding Trust proposals to require the school to fund £10% of any successful CIF bids and expectations around the setting of in-year balances. These decisions made it difficult for governors to properly manage the school's budget.
  - iv) That the headteacher be requested to make clear to trustees that the previous governing body decisions were based around the level of school reserves and the specific purposes for which they were to be used.
- c) Update on Pupil Premium Funding and 6<sup>th</sup> Form Bursary  
Updated reports had been previously circulated to show the income and expenditure for pupil premium funding and governors noted the support packages in place to make use of the funding available. The business manager reported that there had been some initial overspend in the period to 28 February 2021 due to key worker staffing but that funding would be balanced over the year. The 6<sup>th</sup> form bursary report was also made available to show examples of support given to students and expenditure to 28 February 2021. The headteacher confirmed that there were no specific issues to raise from either report.

It was resolved –

That the pupil premium and sixth form bursary reports be received and noted.

d) Current Service Level Agreements

A report had been previously circulated to show the service level agreements currently in place. The headteacher reported that the agreement with Croppers for grounds maintenance was to cease at the end of the year and that trustees were considering an alternative contract on behalf of all Trust schools. Governors were also informed that the contract with Chartwells for catering purposes was nearing the end of the 3<sup>rd</sup> year of a 5-year contract (a review point) and would therefore be assessed shortly.

It was resolved –

That the details of current school service level agreements be received and noted.

**226. Premises:**

a) Sports Hall Refurbishment

The business manager reported that work to refurbish the sports hall changing rooms would shortly be undertaken at an estimated cost of £76K. Funds for this work would come from the remaining S106 monies and approval was sought for quotes to be obtained from 3 companies (RA Edwards; Novus; Fords of Blythe Bridge).

It was resolved –

That approval be given to obtain quotes as requested for the refurbishment of the sports hall changing rooms.

b) Fire Safety Inspection

As discussed at the recent meeting of the governing body, the business manager confirmed that the school's fire inspection report had highlighted a number of necessary improvements. The 2020/21 CIF bids included this work but the outcome was not yet known. The business manager further reported that, should the CIF bids be unsuccessful, approval was being sought to allocate the money set aside for the contribution to the bids (£147K) be put towards identified fire safety work, including in particular the replacement of fire doors.

Discussion followed and governors also questioned the efficiency of the school's fire alarm system. The business manager reported that the fire alarm system was dated although improvement work had been undertaken to ensure that, if triggered, the alarm would be audible in all school buildings. He also confirmed that in-house procedures in the event of a fire alarm were sufficient.

It was resolved –

i) That should the CIF bids be unsuccessful then approval be given for funds to be allocated fire safety work as outlined by the business manager.

ii) That the condition of the school's fire alarm be kept under review.

c) Removal of Marquees

The business manager reported that the contract for the marquees ceased on 31 March and recommended that approval be given for them to now be removed.

It was resolved –

That approval be given for the removal of the marquees.

**227. Health and Safety (Coronavirus):**

An update on the impact of the coronavirus, including LAT tests, the risk assessment and associated costs was given by the headteacher and business manager, with details having been previously circulated. The headteacher confirmed that the risk assessment was constantly reviewed and changes made as necessary. Governors noted that LAT tests were now being undertaken at home rather than at school. Also, three staff who were currently working from home were to return to school after Easter. The headteacher reported that there had been two positive Covid-19 tests (Y9 and Y11 students) but that all guidance was being followed regarding any need for self-isolation. Both staff and students continued to be challenged if agreed procedures as identified in the risk assessment weren't being followed within school. The headteacher further reported that a recommendation had been given by the local authority for the purchase of a particular brand of cleaning product and the business manager confirmed that, although more expensive than previously used brands, this had now been ordered.

It was resolved –

That the Coronavirus update be noted with thanks to the headteacher and senior leadership team for everything being done to ensure the safety and well-being of staff and students.

**228. Financial Risk Register:**

A copy of the financial risk register had been previously circulated and the headteacher reported that there had been no significant changes made to it.

It was resolved –

- i) That the risk register update be received and noted.
- ii) That the headteacher be requested to update the register to include as a possible risk any decision taken by ULT trustees with regard to the level of reserves to be held by the school.

**229. ULT Update (IT and Finance Review):**

The headteacher reported that IT support across schools in the ULT remained under review and discussions continued with the CEO. Once the review had been completed a report would be prepared for governors to make clear any implications for Thomas Alleyne's. The headteacher further reported that a review of finance support for schools was still to commence.

It was resolved –

That the ULT update be received and noted.

**230. Policies:**

Copies of the following ULT approved policies had been previously circulated:

- ULT Investments policy
- ULT Reserves and Charging policy
- ULT Business Continuity Plan
- ULT Risk Management policy
- ULT Whistleblowing policy

The headteacher reported that all policies were for governors to note and that all would shortly be reviewed by trustees.

A copy of the school's Fire Evacuation plan had also been previously circulated.

It was resolved –

- That all ULT approved policies be received and noted.
- That the school's Fire Evacuation plan be received and approved as presented.

### **231. Disposal of Equipment:**

The business manager reported that there were no items of equipment to be recommended for disposal.

### **232. Safeguarding:**

The headteacher reported that there had been a recent incident regarding a student but was pleased to confirm that all safeguarding procedures had been followed and the matter resolved in the best interests of all concerned.

It was resolved –

That the headteacher be thanked for bringing this matter to the attention of governors and that the actions of the safeguarding team in resolving this matter be noted with thanks to all concerned.

### **233. Consideration Given to KPIs:**

KPI 4 – Governors provide challenge and hold the headteacher and other senior leaders to account for the improving quality of teaching and the behaviour and safety of pupils.

Evidenced through ongoing discussions around the impact of covid-19 and challenge to the headteacher to ensure that all necessary measures were in place to ensure the safety and well-being of students whilst in school. Continued recognition of the work undertaken by the headteacher and leadership team to achieve this was noted by governors. (Minutes 225 and 227).

Discussions around the fire safety report and decision taken by governors to keep under review the condition of the school's fire alarm system. (Minute 225).

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 of income and expenditure and request for a cost analysis of taking out maternity cover insurance against the cost of current school arrangements. (Minute 225).

Evidenced also through holding trustees to account regarding financial decisions being taken and which impacted on the ability of governors to carry out their responsibilities for managing school resources effectively. (Minute 225).

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

Evidenced through usual consideration of a report to show the allocation of pupil premium funding. (Minute 225).

**234. Any Other Business:**

a) Steering Committee

The chair of governors reminded those governors on the Steering committee that a special meeting was to be held on Wednesday, 7 April at 2.00pm.

b) School Website

The committee chair had identified a need for areas of the school's website to be updated. The headteacher agreed to discuss this matter with him before arranging for any necessary update.

c) Committee Meeting Papers

For the first time, all papers for the meeting had been forwarded as one document to committee members in advance of the meeting and the headteacher asked for views on this. All agreed that this had been beneficial and that it should continue, if possible, but for a copy of the agenda as a single item also be sent in future. The committee chair also asked that copies of the financial reports be sent to him as Excel documents so that he could undertake further analysis of the figures when appropriate.

**235. Confidentiality:**

Governors were reminded of the need for confidentiality with regard to a number of issues discussed, and documents received during the meeting, but it was agreed that there was no need for any of the issues to be recorded in a confidential appendix of the minutes.

**236. Date of Next Meeting:**

Governors were reminded that the next meeting of the Managing and Resourcing committee was to be held on Tuesday, 11 May 2021 at 5.00pm. (The meeting would again likely be held through Microsoft Teams).

Signed.....  
P. Taylor

Date.....  
11 May 2021