**RESOURCES COMMITTEE MEETING**

**THURSDAY 27TH APRIL 2023 – 8.15AM (Board Room)**

## Present:

Mrs J Swettenham Chair of Governors

Mrs C Costello Headteacher

Mrs K Boulton Co-opted Governor – Chair of Resources

Mr C D’Silva Governor (via zoom)

Ms V Noonan Governor (via zoom)

Mr S Roberts Chief Finance & Operations Officer

Mrs D Matthews Finance Manager

Ms S Hatton Finance Manager wef 27.5.23

Mrs L Smith Clerk

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| 1. | APOLOGIESAndy WilliamsLynn Smith - resignedSandra Hatton (SH), new Finance Manager, introduced herself to the Committee. | **Action** |
| 2. | **MINUTES OF THE LAST RESOURCES COMMITTEE MEETING**JS – item 8 said Government instead of Governors. This will be amended.**Minutes from the Resources meeting held on 9th February 2023 had been distributed, were not contested, and were approved.** |  |
| 3. | **MATTERS ARISING FROM THE LAST MINUTES**SR sent the kreston Benchmarking report 2023 round to Governors. Local schools benchmarking is on agenda.Water meter-complaints procedure has been initialised. The meter has been taken away for testing. A temporary meter has been installed and estimated readings until meter is tested. There is a back log though of meter testing currently, complaint has been escalated though.CIF bids – SR confirmed no updates yet, application has been submitted for a CIF loan for the Science bids. CIF loan has been refused due to a school contribution as zero & a clause that states the school needs to be forecasting 3% of GAG income otherwise the school will not be eligible for a CIF loan. The ESFA has been written to in hope of pleading our case. SR is working on back up plans – further discussion followed on reports that have been done in order to bid successfully and other options that may be available. CC suggested a community construction effort.Alex Burghart is coming in on the 22nd May to take a look at the lab.JS asked VN is Fords was able to assist with this sort of thing – VN replied that Fords was permitted 2 days a year to assist with community work, bringing in teams etc.KB - Energy forecasting - SR has confirmed receipt of electricity and gas bills that were outstanding and has undertaken analysis of usage and spend against forecast to date. It was significantly under, narrative left as is, but left as uncertain about the remaining usage.Cleaning contract – Steve Adams has had two meetings with Litmus and putting together a bid analysis and a costing if we ran the contract ourselves. Committee agreed this would provide greater flexibility and control and able to direct the cleaning.Governor portal – Replacement for Weebly – SR passed on his apologies as this is an ongoing action.Cloud based email system – service is in, but the realistic time frame will now be delivered over the summer.JS - Equality & Diversity Employment Policy – Current review date is 2021 – can this be brought to next FGB Committee? SR to explore this.Business Continuity Plan – best reviewed by FGB and will be added to the next agenda.JS asked if we were going to put a Scheme of Delegation on the website – JS to do initial sketch out. Financial Regulations to be thoroughly reviewed additionally. Health & Safety link Governor to meet Steve Adams; meeting date to be scheduled – SR to organise.JS asked if the Fire Risk Assessment – this has not been undertaken yet, estimated for February 2023 but overrun – SR to check with SA. | **SR****SR****SR** |
| 4. | **BUSINESS INTEREST UPDATES**None declared. |  |
| 5. | **FINANCE REPORTS**A detailed narrative and back up information for Budget Position, Cashflow, and 3 Year Forecast, had been provided by SR to Governors prior to the meeting. A brief overview explanation was provided by SR in respect of what the Governor reports reflected. SR discussed the content of the narratives, highlighting:**CASHFLOW**SR explained only two months had been added since the last meeting, no big surprises – other expenditure actuals can be down to timing, when payments go out, particularly in March with the £400,000 expenditure going out. This relates to BACS runs – it’s entirely possible we ran an extra BACs run or had some very expensive bills within a BACs run. It’s nothing beyond the budget though, just timing. JS discussed our cashflow balance being higher than projected and suggested that for the sake of Governor scrutiny look at the expenditure – SR to email why BACs runs were so high to Committee in due course. Our cashflow balance is now £251k as opposed to what was projected at £70k, and has obviously dropped. This was the in month deficit. Our cashflow balance was more significant than forecast when we looked in February. Although still healthy at just over £1 million, it’s just noting the difference between what we were expecting. SR noted that this was not of huge concern as the bottom line is the cash balance is absolutely where we want but to obtain explanation of why that BACs run were so expensive and why that’s cause the in month deficit.JS noted that lettings were quite a bit higher – this could have been due to holiday whole day bookings. Other income was higher and could most likely to be down to trips and taking money in for these.**Cashflow report had been discussed and approved by the committee****BUDGET POSITION**Narratives were circulated before the meeting.SR reported the most significant changes have been staffing, £61K saving – Deputy Head has left and we’re not replacing until September, so a saving of about £50K this year. Additional SEN funding for very specific case and will all be spent but we’d already accounted for the expenditure so it’s good to have the income. £12K savings on licences and subscriptions have been achieved so far this year. Main expenditures, beyond what was reported last time was £83k out of contingency to cover year end adjustments and other increased expenditure which was discussed. We’ve also picked up an extra £116 expected expenditure, mainly on planned capital projects that we’re looking at, a meeting is scheduled to decide which are out priorities this year. SR reported higher exam costs we’re likely to incur is due to invigilation costs, some of which are being done in student homes.SR informed Committee that an energy audit that had been previously discussed, the report had arrived and would be reviewed in due course.JS discussed the in year deficit asking that the £83K contingency adjustment be explained in more detail – SR explained the end year carry forward forecast which was about £400K which included £50K in back pay for the support staff and various other things that were expected. The audit put the £50K expenditure in last year’s so it didn’t have to be carried forward, The Salix and adjustments in the previous year but funds that we thought were bringing forward that were either not available to bring forward or handled differently, like the Salix and the bursary – about £9K /£10K of bursary which we do carry forward but the accountants put it on the balance sheet. It’s the difference between the £405K and what we actually brought forward.**Budget position report had been discussed and approved by the committee**.**VIREMENTS**The ESFA income is basically all the additional stuff we talked about previously and main schools additional grant and all the extra funding we’ve got coming in there. The LEA income was the extra SEN income that we talked about at the last meeting and the other incomes were already discussed. The rest of the expenditure is literally cost centre report and then there were the overspent cost centres – the vast majority of these were included as adjustments in the report and detailed the ones that weren’t. The biggest ones being the capital expenditure and the estates management that has obviously gone up more than we had expected. SR explained that important large projects had been identified and had put the funds in and stated that if decisions change, then those funds will become available again. At the moment we’ve got more projects than funds. Estates maintenance cost centre is significantly higher as an estates manager had been brought in whose pointed out that certain issues were not optional. SR does not anticipate it being as high next year and reported it would be more maintenance in future years.**The Virements were discussed and approved by the committee**. | **SR** |
| 6. | **STAFFING UPDATES**CC reported on where we are currently:There were a number of appointments in process of being made, as is always at this time of year.JRI was appointed as the new Deputy Head Teacher for Behaviour & Inclusion from September.KSH has been appointed as Assistant Head Teacher for Teaching & Learning from September.A new TL has been appointed for English – in order to release BCL who was also Assistant Head Teacher which incurred conflict in roles.An advert is out for Assistant Head Teacher for Behaviour & Attendance which is to back fill JRI’s post which has been vacated.There is also an advert out to replace KSH as TL for MFL and for teaching of MFL.Adverts are also out for PE, Science, Social Science, Food teachers.CC reported that the allocations of teaching staff had been reviewed and their protected time and thus the allocation of all teaching staff at all levels had been reduced by one a fortnight.No applications had been received for Geography and Food.New attendance officer starting 6th June which add much needed capacity to the Attendance team. An SMCH had just been appointed, specialist TA and another TA starting on 9th May.KB asked if a Food Tech teacher cannot be found – CC explained that the issue would be current year 10’s for next year, but can be taught by a Science teacher.CC explained the theory behind investing in staff to reduce our absence rates and reduce our supply cover costs. C de S asked about the staffing strategy and how this can be monitored and measured, saying this has to be an evidence based strategy. CC explained that the timeline expected in which this can be seen and felt, staff voice and opinions. CC acknowledged the school needs to be better at monitoring across the school. C de S asked if benchmarking evidence is available between schools - CC said the DfE do produce national data. SR added that in the Accounts Return you do have to declare the amount of days lost to sickness. **SR to look at local schools sickness data for an indication**. | **SR** |
| 7. | **AUDIT COMMITTEE****Ice Report 2 of 3**SR ran through the items raised by Juniper.We’ve got a low priority risk – the Finance Regulations have not been reviewed in the last 12 months yet. SR acknowledged that these will be done.Medium priority – Juniper’s interpretation of the balance sheet to Governors – SR stated that the cost centre report is a balance sheet - KB reminded that this had previously been noted to add this to the title and how best to address this issue. Additionally, SR noted that the academies handbook does not define that a balance sheet should look like XYZ. This is Juniper’s interpretation of it. This has never come up in an audit. Further discussion followed, surrounding this point.KPI – SR to look at and what’s useful for Governors and School, for the next meeting. DM pointed out the importance of discussion of KPI and including in the minutes. KB suggests putting on agenda each time.Minor financial risk – ongoing review of catering overdraft. This is to be addressed by September and to be signed off by Governors in a policy.Benchmarking at local schools would be beneficial – SR reported on the tables of benchmarking and where SHS sits. Discussion followed on how our reserve position can provide a degree of flexibility. It was pointed out how many variables there are too. CC pointed out whether it’s a MAT or a standalone school. Also what the level of SEN is within a school. There were different expenditure within a school with many differing factors. JS noted that the many variables is something we need to be reflecting upon. Discussion followed on decisions made with the presenting factors in mind. KB thought this benchmarking was much more useful. SR pointed out that the grant funding was higher at AES – this was thought to be to do with the International Baccalaureate. SR pointed out the FTE teachers, we are sitting mid to low table at 76.3% - AES have more than 20 FTE teachers than SHS.C de S asked about outside funding e.g. Coopers have outside funding from the City. SR’s understanding of this funding was that this was DfE day to day pulled together, it would probably come from the annual return so it should include all funding, but as to how this could be evidenced could be difficult. C de S noted that Coopers had 30 more students than SHS but had an income of £1 million more. SR suggested perhaps a grant had been received to build a new block in this time – further discussion followed on the types of students who attended Coopers, together with SEN/PP students and what this entails. Expectations of students was also discussed from their teachers.C de S left the meeting at this point together with VN. **(Committee became non-quorate once VN and C de S left the meeting).** There were no decisions being made from this point though.VN also raise agenda points surrounding training which could be raised at the next FGB. JS concurred with this.JS asked about non classroom support staff – SR said it was Pastoral and wrap around care – TA’s in C8 and Admin teams and technicians. CC acknowledged the large number of department technicians with the Committee. The question was, are they being deployed effectively and obtaining value for money. Further discussion ensued regarding the different categorisation of staff within different schools. |  |
| 8. | **UPDATES****Paxton**SR reported on the whole it’s been positively received. A few teething problems had been experienced surrounding students exiting the building appropriately. SR has put information into the Newsletter and spoken to parents. An additional gate is being installed near the Astro/Science block and also on the gate by the corner of Science due to fixtures starting at 2.30pm – this alleviates congestion in the Reception area and helps PE with checking in parents/supporters. Future access is a long process and expensive but will be rolled out eventually – SR explained the cost of this is somewhere in the region of £1K for each door. Priorities are chosen carefully and would also impact staffing by reducing duty load.**Refectory Refit**SR reported on the easing of refectory service serving years 8, 9 and 10. Pabulum have committed funds to improve and invest £30K into the refit, adding a 3rd till and removing the wall.Theft is also being addressed. The above refit will push through the service much quicker. Chiller cabinets will be installed behind the tills, so students will have to ask for drinks.Flooring in the 6th form café is to be upgraded too. SR considers this to be an important point – timescale for the above is during the summer holidays. CC pointed out the importance of investing in the school environment.**Pool ventilation System**The school has been successful in funding for this. (£25K). SR reported on the plans for the Hoval filtering system and the investment in the other two filters and what is involved. SR can also apply for the 2nd part of the funding for £15K. Replacement for one unit is about £35K for one unit and about £15K for the fitting. SR discussed the financial merits of replacing two units at the same time, however it was not certain that this could be afforded. It was felt the earliest another filter could be replaced would be summer 2024. The subject of lettings during the summer was discussed – SR confirmed there are none during the summer holidays.JS asked about the pool being a community asset and would this help the funding – additionally this also reinforces primary school relationships. SR also promoted making disadvantaged coaching available at SHS.SR wished to point out that the pool area was painted at Christmas too, to enhance the re-opening after Christmas. |  |
| 9. | **POLICY REVIEWS**None. | **SR** |
| 10. | **A.O.B.**SR thanked DM for her hard work and also DM’s knowledge over the years and wished her a happy retirement. All the Committee concurred with these sentiments. |  |

**Date of next meeting: Thursday 29th June 2023 AT 8.15AM**

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**Signature of Chair of Resources Committee:………………………………………**

**Date: ……………………………………………..**