

PATCHAM HIGH SCHOOL
GOVERNING BODY
MINUTES

Meeting of:	Finance Health and Safety Committee
Date/Time:	26 th February 2020 5pm
Location:	Patcham High School Meeting Room
Distribution:	Governing Body Website Di Bonner
Present:	Governors (voting) Richard Evea (RE) Chair of Committee John McKee (JM) Headteacher Rebecca Ouassa (RO) Andrew Saunders (ASD) Other (non-voting) Di Bonner (DB) School Business Manager, in attendance Janet Johnson (JJ) Clerk to Governors
Quorum:	Three governors in addition to the Headteacher were required for decisions to be binding. The meeting was quorate throughout.

	DECISION AND DISCUSSION	ACTION
1	WELCOME, APOLOGIES AND INTERESTS RE opened the meeting. No apologies had been received and no new interests were declared. No requirement for withdrawal from discussion was anticipated and all governors could take full part.	
2	MINUTES Paper: Minutes of meeting 19 th November 2019 The minutes were agreed to be an accurate record and signed by RE accordingly.	
3	MATTERS ARISING not referred to elsewhere on agenda The action items were updated <ul style="list-style-type: none"> • RE was liaising with DB to draw up an annual work plan • The school was allocating a member of staff to each policy. There would be a governor/committee link for statutory policies for the school to liaise to confirm the information needed to assess effectiveness. Other items had either been completed or no longer required.	
4	PUPIL PREMIUM RE had met with 7 members of staff and reported the school spent more on this group of pupils than received from the premium funding. In discussion it was agreed that RE would review the up-to-date pupil premium report and Ruth Astley would attend the next meeting to present it and take any further questions. RE gave his apologies for the meeting on the 12 th May.	RE JM/RA

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5	<p>FINANCE</p> <p>Papers: Projected outturn and Chart of Accounts 18.2.20; draft budget summary and 'in house' budget 20/21; LA formula budget; high needs funding estimate; overall funding summary; pupil premium comparison estimate; SLSS 20/21; School fund 4/9/18 to 3/9/19 certificate (Tabled). Papers were signed by RE.</p> <p>DB gave further information and took questions.</p> <p>5.1 Budget monitoring</p> <p>The outturn and chart of accounts were accepted. There had been an error by the local authority relating to pay and whilst waiting for reimbursement of the £8k a deficit of £5k dr was anticipated. The term time only reimbursement funding previously discussed was still ongoing with the local authority.</p> <p>5.2 Draft budget 2020/21</p> <ul style="list-style-type: none"> • The first draft indicated a deficit of £70k dr. • It was likely to change before May due to staffing changes and was not causing concern. • It accommodated the school development plan. • The 3 year budget would not be drafted until further development had taken place on year 1. <p>What are the cost items on the list? JM informed this would be overstaffing. It was for extra teaching in MFL, an IT teacher/head of IT, a computer teacher and one day a week support in the Bridge. An application to the Fonthill foundation for £12.5k the Bridge had been successful. It was part ring-fenced. In addition the school had rejoined the Challenge partners scheme.</p> <p>What is the cost of rejoining Challenge Partners? Less than £15k. There may be capacity for governors to attend a high performing school as part of this.</p> <p>5.3 Benchmarking senior leadership team This item was not taken.</p> <p>5.4 3 year indicative budget. This item had been withdrawn.</p> <p>5.5 School Fund The school fund certificate was tabled. DB explained that if VAT on invoices could be reclaimed, it went through the school fund. The school fund was used for trips and donations. The certificate was accepted. DB would forward electronic copy to JJ.</p> <p>5.6 Asset Management Plan DB informed the asset management plan was due for review.</p> <p>5.7 Asset register and write-offs This item was not taken.</p>	<p>JM/RE</p> <p>RE</p> <p>DB</p> <p>RE</p>
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	<p>5.8 Variations and virements for approval The committee had been delegated the authority to agree a variation to the PFI contract relating to the gates, providing it was less than £60k. There had been difficulty getting quotes and governors now enquired what quotes had been received. DB informed the specification had been reworked and quotes had been received. It would be discussed by email amongst the committee. Another, small variation for the prayer room would be considered in line with the financial scheme of delegation.</p> <p>5.9 Contracts for approval.</p> <ul style="list-style-type: none"> • DB informed a 3 year contract had been entered into for multifunction devices. There was no cost to the school. • Services to Schools contract with the local authority (SLSS). DB informed schools were protesting at the local authority unexpectedly giving very late notice of withdrawing the antivirus protection contract. <p>Governors enquired as to the feasibility of withdrawing from the local authority offer with regards to HR, payroll, Health and Safety and Occupational Health. The risks of withdrawing from HR remained considerable and the costs of obtaining information from the local authority for payroll made it more difficult to ascertain possible benefits. The existing occupational health service was good and alternatives involved higher costs in use.</p> <p>Is Health and Safety benchmarked? It is not great.</p> <p>All acknowledged that withdrawal from local authority services would move it even closer to an unsustainable position.</p> <p>❖ The SLSS was agreed as presented.</p>	DB/ Committee
6	<p>SCHOOL DEVELOPMENT PLAN</p> <p>In discussion it was acknowledged there was not a separate section directly for this committee to review. Its contribution lay in ensuring its financing at best value for money. The pupil premium expenditure was monitored by way of discrete report.</p>	RE
7	<p>SCHOOLS FINANCIAL VALUE STANDARD</p> <p>7.1 Review of Staff Interests DB displayed the staff interest register and gave an open invitation for governors to view it. Governors enquired generally about the types of interest disclosed and their management, including re educational work outside of school.</p> <p>There were no recommended actions.</p> <p>7.2 Scheme of Delegation The scheme had not yet been updated.</p> <p>7.3 School Fund This item was taken at item 5.5</p>	DB

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	7.4 Business Continuity Plan This item was not taken.	RE
8	POLICIES and other documents for approval or review No documents had been submitted.	
9	CHARGING POLICY The report and policy had not been provided. The policy would be provided for May.	DB RE
10	WEBSITE CHECK RO and DB had met with the website co-ordinator and confirmed compliance with the statutory requirements.	
11	<p>HEALTH and SAFETY Paper: Health and Safety buildings walkaround 13.12.19 report.</p> <p>11.1 A governor reported on the premises walkaround on 13th December and the list of repairs needed. It was considered the school was in the main, on top of the list. DB added that the fire risk assessment had been received and anything that had been noted by the PFI had been done. She alerted governors to the <i>legionella</i> readings (low) that were now being received since the change to a different company and that there appeared to be a difference in the frequency of some readings to one company's recommendation.</p> <p>11.2 COVID-19 JM gave a verbal update</p> <ul style="list-style-type: none"> • Attendance dropped to 80% week before half-term. • The school continued to follow guidance from the local authority, who were in contact with Public Health England. • Advice had been sensible and the school took all their advice, following up directly with Public Health England if clarification was required. • There was no imminent risk of the school closing. • The school promoted the health guidelines and sending advice. <p>Is absence unauthorised? Yes, unless the pupil is physically vulnerable.</p> <p>A governor who was a parent confirmed the advice had been very useful.</p> <p>In discussion, governors agreed that it would be important to know under what circumstances the school would reopen before proceeding with any closure.</p>	ALL
12	<p>ANY OTHER BUSINESS</p> <p>In discussion it was agreed the financing of the equipment for the canteen would be an agenda item for the next meeting.</p> <p>There being no further business, RE thanked everyone for attending and the meeting closed 18.36</p>	RE

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ACTION PLAN SUMMARY

Item	Owner	Action	Due by
19.11.19			
2.3	DB RE	Send SBM annual work plan Draw up plan, liaise DB JJ	29.11.19 EOT
9	DB	Provide Charging and remissions policy for FGB	28.11.19
10	DB	Biometric information statutory policy/document requirements – include with Data protection policy – update committee	19.12.19
10	RO	Continue to move forward on general policy review/process. Liaise JM RP Chairs JJ / as required. Update for	Next meeting
11	SFS	Review wellbeing system with Jm	March 20
26.2.20			
4	RE JM/RA	Liaise with Ruth Astley for pupil premium report/presentation at FGB	Info 5.5.20 FGB 12.5.20
5.2	RE JM?	Revised Staffing structure for FGB approval	5.5.20
5.3 7.4 5.6 5.7	RE	Follow up re benchmarking, asset management plan, asset register, BCP and write offs items not taken	
5.5	DB	Forward electronic copy of school fund certificate to JJ	
5.8	DB Committee	Discuss by email and consider variation, bearing in mind approval limits.	
6	RE	Decide how to include in annual agenda	
7.2	DB	Up date Scheme of Delegation (action FGB 5.12.19) for review by committee prior to FGB	ASAP for FGB circulation 12.3.20
9	DB	Provide Charging policy and annual report	5.5.20
11	ALL	Note	

Signature was authorised at the full governing body meeting on 19th May 2020