

PATCHAM HIGH SCHOOL  
GOVERNING BODY  
**MINUTES**

<b>Meeting of:</b>	<b>Finance Health and Safety Committee</b>
<b>Date/Time:</b>	24 <sup>th</sup> February 2021 5pm
<b>Location:</b>	Virtual -MS Teams – Host JJ
<b>Distribution:</b>	Governing Body, Website, Di Bonner, R Strong
<b>Quorum:</b>	3 governors excluding the headteacher required to be present for decisions to be binding. The meeting was quorate throughout.
<b>Present:</b>	<p>Governors (voting)            Marc Ducroquet-Lavin (MDL)            Richard Evea (RE) Chair of Committee and Chair of this meeting            Sarah Fitzjohn-Scott (SFS) Chair of Governors (from 17.27)            Kate Jordan (KJ)            John McKee (JM) Headteacher            Rebecca Ouassa (RO) (from 17.15)            Andrew Saunders (ASD)</p> <p>Other (non-voting)            Di Bonner (DB) School Business Manager            Janet Johnson (JJ) Clerk to Governors            Rachel Strong (RS) Observer</p>

	<b>DISCUSSION AND DECISION</b>	<b>ACTION</b>
1	<p><b>WELCOME</b>, apologies for absence and declaration of interest in items on agenda and of privacy            RE opened the meeting and thanked everyone for attending. RO and SFS were expected to join by 17.30.            No new declarations of interest were made.</p>	
2	<p><b>MINUTES</b>            Paper: Draft Minutes 10.11.20            The minutes were agreed to be an accurate record and signature authorised accordingly.</p>	
3	<p><b>MATTERS ARISING</b> not referred to elsewhere on agenda            Paper: Pay Policy 2020/21            No items were put forward for discussion when invited.</p>	RE
4	<p><b>COMMITTEE CHAIR'S REPORT</b>            Paper: FHS Committee Chair's update</p> <p>The report, which included recommendations for sharing some of the work amongst the committee members, was accepted. It was reiterated that the monthly updating meeting with the School Business Manager would focus on budget monitoring (MDL) and SFVS items (RO). Benchmarking (ASD) would be reviewed in due course. It was not intended that the whole committee would</p>	

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	attend. Feedback from the meeting would be to the committee.	
5	<p><b>PUPIL PREMIUM</b> Paper: Pupil premium strategy and impact report 2020/21 <i>[NB interim update paper provided for January FGB]</i></p> <p>Governors were very impressed with the reports, compiled by Ruth Astley and these were accepted. JM informed further funding from the government was expected. Expenditure was linked to a clear strategy to improve outcomes for the disadvantaged. Governors commented that it was not clear on the budget summary where the High needs and the various premium fundings were allocated and DB explained this was shown on the budget monitoring outturn papers.</p> <p><b>Is the Covid funding going to be used across all pupils or just pupil premium pupils?</b> JM it is not for targeted disadvantaged pupils. It is up to us how it is spent.</p>	
6	<p><b>BUDGET MONITORING 2020/21.</b> Papers: Budget monitoring report, outturn (showing surplus of £5,749), notes of anomalies and Chart of accounts as at 10.2.21</p> <p>6.1 DB was invited to comment and took questions.</p> <ul style="list-style-type: none"> <li>• The papers showed the position at the end of January.</li> <li>• Some of the staffing costs were covered came from the pupil premium budget.</li> <li>• Savings had been made in some areas but overspent elsewhere. Overall they were expected to even out.</li> <li>• Agency costs were needed to cover long term sickness.</li> <li>• Supply costs had been saved in lockdown 1 but contracts were retained with supply teachers at a certain level even though they were not in school. This lockdown they have been used in school.</li> <li>• The pool is currently empty and is in need of repair.</li> <li>• Other costs had increased. Cleaning costs had increased (overspent by £23k) and were expected to continue at this level for at least another year.</li> <li>• Maternity costs were expected next year.</li> <li>• The payments budgeted for to cover the local authority term time only payment error had now been delayed a year.</li> <li>• A new telephone system had been installed.</li> <li>• The Covid claim had been made for the maximum allowed and the outcome was awaited.</li> <li>• Credits for the Covid tests processed were awaited.</li> <li>• A surplus of between £5k and £20k was now expected.</li> </ul> <p>6.2 <b>Will lessons from Covid expenditure needs be included in the draft budget?</b> Yes. <b>What is included in the Covid budget head?</b> It was used from lockdown 1 for anything. A spreadsheet for all expenditure is kept and this is scrutinised when</p>	RE

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	<p>I am able to claim. Expenditure has exceeded the £75k that was the cap on the claim.</p> <p><b>Has the term time only payment agreement been finalised?</b> Yes. It is spread over 10 years and ours works out about £14k per year. Governors considered that was a lot of money for something not of the school's responsibility. JM informed that the local authority was paying 50%.</p> <p><b>Please talk us through the income.</b> We have had no income from lettings. For catering income, there is a balance but we still need to pay catering staff. We have had hardly any income and it has been hard. We have had £64k from the Covid costs and £10k is awaited. The year 7 catch up premium was withdrawn by the government. From September we were hoping for an increase in income but next year we would be fortunate to achieve £50k as we may have to be restricted re the numbers of companies that can come into school. The local authority will get the funding for the testing.</p> <p>6.3 Governors accepted the papers and commented that the school had done very well to have kept to the planned budget despite the circumstances.</p> <p><b>Is there anything you need more money for?</b> JM it is always useful to have more money for teaching but what we have is good and sufficient.</p> <p><b>What is not happening that you wanted? What has suffered?</b> JM responded that as there had not been a huge drop in finance and pupil numbers had risen, we have not had to cut anything. There have been some savings on some bills and some additional costs, e.g. on cleaning but not enough to have really damaged our plans. We have to spend as much as we have as it is there for the children.</p> <p><b>What were there not enough funds for today?</b> JM: having an extra English teacher.</p> <p>A governor commented that they completely supported the current spending priorities.</p> <p>RS added that existing staff were doing all the extra staffing themselves. Staff have had to change roles e.g. the test centre has been run by current staff, learning mentors etc. The impact of that is that some of the other jobs were not being done. JM noted that staff were all pulling together doing work that elsewhere agency staff were being used for. It has saved us money. DB added that we have all had to ask staff to do different jobs. Everyone has agreed. The building work was in course and all was on track.</p> <p>A governor recalled that at the recent Challenge Partner review it had been clear there was massive loyalty amongst staff and a drive to do all they could for the pupils of the school. In discussion governors were full of praise for all staff and would write with their thanks.</p>	<p>RE</p> <p>RE SFS</p>
7	<p><b>STAFFING STRUCTURE</b> Paper: Staff reporting structure diagram</p> <p>Governors agreed the diagram was very useful and it was suggested it could</p>	

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	<p>be enhanced for their purposes by including the full time equivalents and possibly TLRs/UPS numbers for the posts. JJ reminded governors that they needed to approve the staffing structure/ any changes and be on top of the use and impact of the various premiums. RE would continue to scrutinise.</p> <p><b>With the new assistant headteacher position, did you have to advertise externally?</b> No, it was internal and 2 governors were involved.</p>	
8	<p><b>DRAFT BUDGET 2021/22 Presentation</b> Papers: LA formula budget statement; High Needs estimate; Pupil premium income allocation (see 5 re expenditure); Services to Schools Contract; SFVS Dashboard [full report provided for Jan FGB]; [late paper] draft budget 2021/22.</p> <p>The draft budget for the following year currently showed a projected outturn of a deficit greater than <b>£72k dr</b>. DB reassured that it included all of the items JM wanted re school improvement but she fully expected that by the time of the budget needed formal approval this would be balanced. Governors recalled this was not out of line from previous years.</p> <p><b>Where will the main shifts be? Staffing?</b> DB replied yes, by natural movement. It would continue to be a topic for the monthly meetings and she had no concerns.</p> <p><b>Is there any leeway because of what is happening if we didn't achieve a balanced budget - would there be any sanctions?</b> DB: No other figures would need to be adjusted, probably income, to show a balanced budget.</p> <p><b>Re pupil numbers/ published admission numbers in the longer term, have there been any developments?</b> JM informed the local authority had confirmed they would be looking again at reducing them across the city in the next 8 years but had not yet got a plan.</p> <p>DB was thanked for all her work. The papers were received.</p>	<p>RE</p> <p>RE</p>
9	<p><b>SCHOOLS FINANCIAL VALUE STANDARD</b> Paper: Write off items Feb 21 The paper was approved.</p>	
10	<p><b>POLICIES and other documents/contracts for approval or review</b> Paper: Capability policy The policy was the local authority model, approved by the unions, and unchanged.</p> <p style="padding-left: 40px;">❖ The capability policy was approved as presented for a further year.</p> <p>The effectiveness report would be made at the next meeting.</p>	#
11	<p><b>HEALTH and SAFETY</b> Papers: Risk assessment; Health and Safety policy Feb 21</p> <p>RE would provide further monitoring reports for Health and Safety in due course but informed he had attended two zoom lessons and could confirm screen time and fatigue as well as breaking off between lessons had been</p>	

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	<p>emphasised.</p> <p>How is health and safety regarding the building work? JM informed that some parts of the school were sealed off but the works were on schedule. He went on to explain how movement around the school had been adapted.</p> <ul style="list-style-type: none"> <li>❖ The risk assessment was approved as presented.</li> <li>❖ The Health and Safety policy was approved as presented.</li> </ul>	
12	<p><b>GOVERNOR REPORTS VISIT/TRAINING</b></p> <p>12.1 Challenge partners visit report. This would be circulated to governors. The governing body were all well informed about the school and staff.</p> <p><b>What is the position regarding self-evaluation?</b> JM reported that they had spoken about keeping documentation to the minimum. They had discussed the reading programme and its impact. It is a challenge to show progress and I will discuss with the senior leadership team how to do that and how to monitor the teaching and learning. The tracking systems probably need to be a bit tighter and linked to appraisal. There were some useful discussions.</p> <p>12.2 RS informed that she was really interested in looking at performance management; not just about tracking teachers and picking up underperformers but intervention, coaching and moving them on and building teams - and including some current research.</p> <p>12.3 <b>The extent to which the masters programme will continue – is it starting to have an impact on other staff?</b> JM informed a member of staff was doing an MBA but we haven't entered anyone this year. We have the links with the universities and we will pursue when appropriate.</p>	RE ASD
13	<p><b>ANY OTHER BUSINESS</b></p> <p>There was time for a brief reflection on the meeting. It was agreed that it had been ascertained that morale and health and safety were good. In addition the school's finances for the current year were good and the next year was on track. The meeting had been well attended and all governors knew their next steps for monitoring.</p> <p>RE thanked everyone for attending and there being no further business, the meeting closed 18.17.</p>	

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ACTION PLAN SUMMARY

Item	OWNER	ACTION	DUE BY
<b>FHS 10.11.20</b>			
4	RE	Allot governor links to SDP, plan work for year liaise JJ re agenda and papers needed	EOT
5	RE	Check COA/Budget information agrees. Report back.	24.11.20
5.1	DB	Forward monthly budgeting information to JJ for governor consideration.	
5.4	RE SFS	Interest review, liaise JJ	24.11.20
6.2	RE	Consider gaining clarity re entitlement.	
7	All	Review training needs	ASAP
9	RE	Follow up item not taken.	
12.2	JM RE	Liaise re information required for staffing structure and staffing policies review	FGB January
<b>FHS 24.2.21</b>			
3	RE	Take action re pay policy, + the papers not circulated - charging policy, inventory, cctv and DP policy – liaise JJ + update action summary	
6.1	RE	Check re telephone contract re scheme of delegation – put forward for ratification if required	
6.2	RE	Follow up re lettings policy and scale of charges for approval when appropriate	
6.3	SFS	Write letter of appreciation to staff/post on website	
8	RE	Follow up re services to schools contract – recommend for approval?	
8	RE	Follow up re any unaddressed items for draft budget/papers needed	Next meeting
12	Chairs	Review SEF process with JM	

Signature authorised at full governing body meeting 13<sup>th</sup> May 2021