



MINUTES OF A MEETING OF THE RESOURCES COMMITTEE OF THE GOVERNING BODY OF HIGHAMS PARK SECONDARY SCHOOL HELD ON THURSDAY 9 MARCH 2023 FROM 10.00 A.M. VIRTUALLY

Present: Tracy Penfold (Chair)-Trustee
Nigel Armesby-Principal Trustee
Richard Palmer-Trustee
Dave Brown-Trustee

Also in Attendance: Tim Morrissey, Company Secretary
Jacob Adeshina, School Business Manager

Clerk to the Governors: Caroline Russell

Summary of agreements and actions:

| Minute reference | Formal agreements and/or actions identified | Named person(s) for action(s) identified | Completion date |
|-------------------------|---|---|------------------------|
| 3.2.1. | Fixed Asset Register: C/f to early April for next financial year. | TP/DB/JA | Ongoing |
| 3.2.4. | Self-Assessment Form: Complete in April | JA to draft for trustee review | Ongoing |
| 3.2.8. | Audit Fee Renegotiation: SBM. | SBM | Ongoing |
| 4.2 | EFSA Funding 2023/24: Details to be put on portal for info of trustees. | JA | As soon as possible |
| 4.3. | Budget Monitoring Reports: To next meeting. | JA | 04/05/2023 |
| 5 | School Rebuilding Programme-Summary Document: School to put on portal for info of trustees. | TM | As soon as possible |
| 7.1 | Staff Absence: Future termly reports requested. | TM | Ongoing |
| 7.2 | Contract Extension: JA to email T-S per contract and seek trustee approval for 3-year contract extension. | TM/JA | Ongoing |
| 8 | Charging and Remissions Policy: Amend as proposed and refer to full Board for ratification. | TM | Next board meeting |
| 10.1. | Date and Time of Next Meeting: Thursday 4 May 2023-10 for 10.15 a.m .Hybrid. | All to note. School to action | 04-05-2023 |

1. WELCOME AND APOLOGIES FOR ABSENCE

1.1 Welcome

All were welcomed to the meeting by the Chair.

Chair's Initials:



1.2. Quorum

The meeting was quorate with 4 trustees present.

1.3. Disqualification due to Non-Attendance

Notes, not applicable.

2. DECLARATIONS OF INTEREST

2.1 Declarations of Interest in the Current Agenda Items

There were none.

3. MINUTES

3.1. Minutes of the Last Meeting Held on 26th January 2023

These were received and accepted. The minutes were considered signed, e-copies to be retained by the School and Governor Services.

3.2. Matters Arising

3.2.1. Meeting re Fixed Asset Register

ACTION: Carry forward to early April 23

3.2.2. Sundry Debtors

A report has been produced and the School is chasing these.

3.2.3. Salary Costs Forecast

This has been completed and emailed to trustees with a transactions listing.

3.2.4. School Resource Management Self-Assessment Form

ACTION: To arrange meeting to discuss action plan

3.2.5. Health and Safety Software

ACTION: Defer to next meeting.

3.2.6. Risk Assessment Update Progress

These are completed on an ongoing basis as needed.

3.2.7. PE Block Door

Hinging has been repaired to this. A report is awaited re the condition of external doors and windows in the PE block.

3.2.8. Audit Fee Renegotiation

ACTION: Agreed based on additional work carried out by the External Auditor

3.2.9. Charities Commission Submission

Noted as not required.

4. FINANCE-2022/23-JA

4.1. JA noted an operating surplus in January 2023 of £74,000 with a year-end predicted deficit of £210,000 (a reduction on the earlier expected deficit of £400,000 due to reduction in payroll costs which are monitored monthly).

The difference between the December 2022 and January 2023 forecasts was noted to be due to update of payroll costs reflecting back pay. Basic salary costs in January 2023 have been used to predict salaries to the year-end noting that current support staff pay increase proposals have not been accepted by the unions.

Q. What is the full year deficit re pay? **A.** A 5% increase has been paid but not fully funded to schools by the government. NA noted the ACSL perspective re the pay

Chair's Initials:



offer with JA noting that salary costs are also escalating due to incremental progression and on costs (NI and superannuation)

Q. What is the percentage for Local Government Pension Scheme support staff? **A.** Varies with pay between 6-12%. Historically the government has contributed but in future may not do so in full leaving the School to fund the difference between actual costs and funded costs. Additional provision is needed for support staff.

Q. The January numbers include back pay? **A.** Yes, implemented in December.

Q. So why was there a surplus in January but deficit at the year end? **A.** Some staffing and other costs are variable on a monthly basis e.g. premises. There is monthly forecasting to reflect events in school e.g. the financial implications of pupil exclusions, overtime, agency costs, exam entry costs and peripatetic music. (Need to be monitored monthly to ensure within the budgetary provision agreed).

Q. Is there a contingency for the rest of the year which could reduce the predicted deficit? **A.** Yes, possibly from salaries due to unfilled vacancies e.g. site services, learning support assistants and overtime dependent on staff absence. Some cost items are variable e.g. credits due to cumulative costs from last year not accounted for. The next estate meeting will discuss site costs for the summer to try to contain the deficit.

Q. At what point was the additional budget authorised by the trustees? **A.** Accounts go to the trustees with forecast figures to be agreed. **C.** Explicit reasons are needed and at what level is trustee authorisation needed? We need to see details of works proposed and costings in order to avoid unauthorised expenditure, to see forecasts and what has been authorised by the year end. **A.** We are confident that we can justify it. The profile of expenditure is uneven over the year.

4.2. Education Funding and Skills Agency Funding 2023/24

ACTION: Details to be put on portal for info of trustees.

- 4.2.1. JA noted that funding is expected to be lower than in the 3-year budget forecast for main school and 6th form. The notional SEN funding is £745,000 and the notional figure of £358,000 is for pupils not attaining as predicted in Key Stage 2 tests.

4.3. Budget Monitoring August 2022 Including Final Against Budget

TP indicated the need to see individual budget lines in order to be able to assess the accuracy of these for future budgeting and for completion of the SFVS return. JA noted that the School is working on this.

ACTION: Monitoring reports to next meeting (04/05/2023).

5. **ESTATES MANAGEMENT**

- 5.1. School Rebuilding Programme: It was noted that a recent public exhibition was well attended by 136 people with generally positive questions to representatives from the DFE and contractors. No significant concerns were raised.

ACTION: Summary documentation to be put on portal for trustee information.

- 5.2. Estate Group Feedback: This had discussed caretaking, site walk, self-assessment, need to consider repair of remaining buildings after rebuild, cleaning and outstanding insurance claims. A contractor has been on site re a collapsed drain with significant work needed to repair and quotes expected to exceed insurance reimbursement. Re roof repairs it is proving difficult to find a suitable contractor. Re site walk cleaning is to be carried out by the next meeting, health and safety is to be a key aspect for the new SSO role including a helpdesk.

6. **HEALTH AND SAFETY ITEMS**

- 6.1. Site Services Officer Vacancy: JA noted that this is creating gaps in provision.

Chair's Initials:



- 6.2. Accidents in School: JA noted that a member of staff fell and was absent for a week. Not investigated yet or reported as not hospitalised. Recovered at home. Need to consider footwear, weather, hazards as high traffic area, CCTV, condition of pathway, any photos.

7. SCHOOL ISSUES

- 7.1. Report on Staff Absence-Screenshared by TM: Short term absences are considered high, line managers to conduct return to work meetings and address any issues if possible. Reasons include stress, operations, COVID and checked re legitimacy. External cover invoices were noted for £23,625 but there is also internal cover so accurate costing is difficult. The purpose of monitoring was considered e.g. staff wellbeing, impact on teaching and learning and finance with priority considered to be staff wellbeing. Permanent cover teachers may not be cost effective if frequently absent noting that this role can be stressful in itself re relationships. So need to understand root of problem. Information is not sufficient for insurance cover or whether absences are age related. Occupational Health referrals are made if needed.

Q. Has there been training re conduct of staff return to work interviews? **A.** Met with union reps, considered guidance, questions agreed.

ACTION: Future termly reports requested including re concerns, reasons and patterns.

7.2. Update on Catering Contract-TP/RP/JA

- 7.2.1. A recent meeting with contractors Taylor Shaw was noted with TP notes confirmed. Re profit share it was **AGREED** to accept the contractor's offer of £16,478 for 2021/2022. For 2022/2023 it will be proposed that profit be passed in full to the School but dependent on prices and sales. £1750 is allowed monthly with a full year forecast of £21,000. The School needs to check invoices and have monthly meetings to check sales figures and deduct salary and other overhead costs. It was noted that fixed and variable costs may differ.

- 7.2.2. Contract Extension: This was discussed noting that the adequacy of an extension will depend on when rebuilding works start, with a 3-year extension recommended for approval.

ACTION: JA to confirm situation with T-S re inflation expectations re profit share and email trustees re proposed extension for their agreement.

- 7.3. Purchase of Compactor/Composter: It was noted that quotes have been obtained for replacement but there is difficulty fitting it into the space available and the collection by the School's contractor due to site and access constraints. Can be relocated in the new building.

ACTION: Item for next meeting to agree replacement or delay pending new build.

8. POLICIES

- 8.1. Charging and Remissions Policy

This was reviewed with the following amends proposed:

1.13. Public Examinations: May charge for resits and re-marks but the School may cover if a School priority. If a resit the school would cover if the School has provided teaching.

1.2 Cost of School Meals Variation: Refer back to board for approval

1.4. Refer to Pupil Premium statement.

1.9. Free School Meals: Clarified as relating to current numbers. So if not currently FSM Parents will pay for music tuition but FSM pupils could be assisted.

2.7. Residential Places: Delete as inapplicable.

ACTION: Amend and refer to full Board for ratification.

Chair's Initials:



9. ANY OTHER BUSINESS

- 9.1. School Resource Management Self –Assessment Form: It was noted and endorsed that TP has completed and submitted this

10 DATE AND AGENDA ITEMS FOR THE NEXT MEETING

- 10.1. Date and Time of Next Meeting
-Thursday 4 May 2023-10 for 10.15 a.m.-Hybrid.
- 10.2. Draft Agenda Items for Next Meeting
-Health and Safety software
-Purchase of compactor/composter

The meeting closed at 12.15 p.m.

Chair: (print)

..... (sign)

Date:

Chair's Initials: