

The Minutes of the Finance & General Purposes (F&GP) Committee Meeting  
Held on Thursday, 16<sup>th</sup> May 2018 at 5.30 pm

**Present**

Tahir Darr (TD);  
Steven Mackay (SMK) (Headteacher);  
Joanna Symons (JS);  
Kevin Ward (KW) (Chair of F&GP Committee);  
Stuart Weatherall (SWe).

**In Attendance**

Patrick Heuff (PH) (Deputy Headteacher);  
Marya Marriott (Clerk);  
Siobhan Randall (SR), (Finance & Facilities Manager; Chief Financial Officer; Company Secretary).

**1. Procedural Matters**

- 1.1 KW welcomed everyone to the meeting.
- 1.2 Apologies were received and accepted from: Tom Davies (TPD).
- 1.3 The meeting was quorate.
- 1.4 There were no declarations of interest.

**2. Notification of Any Other Urgent Business**

There were no additions to the published agenda.

**3. Resignation**

It was noted that Simon Morris (SM), Associate Member, had resigned from the Committee due to competing pressures on his time. On behalf of the Governing Board, SWe had written to thank SM for his valuable contribution.

KW advised that he would write to SM on behalf of the Committee. **Action: KW.**

**4. The Minutes of the last meeting (22<sup>nd</sup> March 2018) and Matters Arising**

- 4.1 The minutes were agreed to be an accurate record of the meeting. They were signed by the Chair.

**4.2 Matters Arising from the previous minutes**

Please see pages 7-8.

**5. EFA (Education Funding Agency) Revenue Funding**

The funding had been confirmed as £4.883 million for next academic year. Funding for the 6<sup>th</sup> Form was confirmed to be £156k, which was £10k more than anticipated.

The only area of uncertainty related to funding for Pupil Premium, which would not be calculated until the students eligible to be supported by the funding were on roll.

## 6. Budget Forecast 2017-2018 & Cash Flow Forecast

- i. The following documents had been circulated in advance of the meeting:
- ii. Five Year Budget Forecast, and commentary, from September 2017
- iii. Cashflow Statement, as at 30 April 2018
- iv. Bank Reconciliation Spreadsheet, as at April 2018
- v. Deposit Account Statement – 04.04.2018-30.04.2018
- vi. Balance & Transaction Report, as at 09 May 2018

SR highlighted the following:

### a. Staffing

Costs were in line with forecasts. There were some budget-coding issues but the figures were secure. There were still funds available for CPD (continuing professional development) – Lucy James would be asked to check all costs were included. There were also funds for DBS checks. Supply was overspent due to long term cover required in PE and vacancies.

### b. Premises

The budget was under pressure due to a series of breakages; however, Health & Safety was likely to underspend. The school would consider absorbing grounds maintenance activity in the coming year. The cleaning contract costs were currently shown as low but would increase. Furniture and fittings budget were fully spent.

### c. Occupancy costs

Gas costs were low. Electricity was in line with forecasting.

### d. Departmental costs

Some departments' subject capitation budgets were overspent however anticipated PGCE income would bring the overall budget back into line.

### e. Admin. Supplies and Services:

Invoices for licensing and network support were awaited.

There were some variances and rationalisation of historic costs centres was being undertaken; Oldfield had signed up to the Schools' Buying Club.

Pupil Premium spend was 40% of budget, SR would undertake analysis with Sarah Mills. There had been some up-front costs for the school inventory. Professional services were expected to increase. Savings of £6k had been achieved by changing the school's insurance provider.

It was agreed that the school fund (trip income and expenditure) skewed the true picture (£36k) ; it was agreed that this balance would move out of the main budget. **Action: SMK/SR;**

### f. Agency Costs:

This largely related to HES (Hospital Education Service).

#### **Governors asked: Are costs charged by the day?**

A: No – c. £40 per hour. We will look at this provision carefully; the school could provide support earlier – children often wait a very long time.

#### **Governors asked: Given the H&S looks likely to underspend, will the overall repair and maintenance budget come in on budget?**

A: It will probably be overspent. We have also had a spate of vandalism. All expenditure is being approved by me.

It was agreed that leasing of mini buses would be added to the 2020-21 budget; a revised budget would be circulated. **Action: SR.**

**Governors asked: Is it correct to say that the forecast end of year figures are skewed by £237k which related to work undertaken in 2016-17 but was paid in the 2017-18 academic year?**

A: Yes. It was forecast to be £114k. Therefore, the budget difference is £337k. The skewing is due to the legacy of previous practice. It won't recur; £309k is the true end of year reserves figure. It was noted that forecast budget variance had widened by £24k since the last meeting. LAG fund was not part of the calculation. The school had a real deficit of £67k.

**Governors asked: What does that mean for reserves?**

A: They will decrease for a several reasons, including:

- Support staff pay has increased by up to 10% for those at the lowest end of the pay scale. (Teaching costs had not varied.)
- Examination fees had increased, in line with the cohort sizes – the budget would be increased by £13k.

The school had received refunds of c£15k (from Judicium and from LA (local authority)). This meant that the balance at the bank would be higher than currently shown. Bulge funding from the LA would have a positive impact on the 2018-19 balance.

It was likely that some cost centres would underspend, including teacher pay because not all teachers had joined the pension fund but forecasts were made based on 100% take up. The committee agreed that cash figure, at £195k, was too low. It was therefore agreed that capital spending would be slowed. **Action: SMK**

**Governors asked: Will we know the size of teachers' pay increase and whether the increase will be funded by the next meeting?**

A: We should do; 2% has been allocated in the budget. At that meeting we will also know what the actual costs of our CIF bids are.

**Governors asked: Why is ICT so far above forecast?**

A: That was due to the unplanned costs of buying the school out of the MFD (multi-functioning device) lease. It was due to expire in June.

## Reserves

**Governors asked: Has this budget been updated to take account of likely income?**

A: Yes. It is quite a mixed picture. We have taken out the £40k income for the bulge class because we are not sure it will happen; it would have paid for the staff put in place to accommodate those students.

**Governors asked: How is the support staff pay increase decided?**

A: Union recommendations and school policy to pay at least Living Wage. The increase took effect from April 2018. The net impact is c£40K this year, which is a big jump; going forward it will be less. The committee agreed that the changes had material impact and changes to plans would need to be considered.

**Governors asked: How long will the school be over-staffed for the bulge class?**

A: It may still happen. The school would be affected financially for 1 year. There are 21 children on the school waiting list. £40k was put into the budget to offset the effects of LAG funding.

**Governors asked: Our key consideration is what to do in relation to reserves ie is £195k too low? We also need to consider short-term tactics and impact on capital spending?**

A: Yes. We may still underspend in some areas of teaching.

It was noted that the Annual Budget would be scheduled for the next F&GP meeting. Some assumptions about pupil numbers and the size of the national funding formula uplift would need to be made. The committee agreed that an agreement about the size of the reserve figure was needed. It was recognised that 2018-19 was the most challenging year for the school financially. As a result, some planned capital expenditure might need to be deferred ie the school might receive £40K less income but have increased costs to the same value. Adjustments would need to balance the £80k shortfall.

At this point SMK demonstrated the impact on school income and reserves, based on 224 intake at Year 7 and 80 in the 6<sup>th</sup> Form. It was noted that in 2020-21 there would no longer be a transition process for NFF and by that point the school's reserves were forecast to be c£500k.

**Governors asked: Will the £237k figure for invoices still skew the picture?**

A: Everything is in the budget – we won't be caught out. However, pay increases will have a continued effect.

**7. Curriculum Structure & Staffing – long term implications**

This item had been dealt with at Item 6.

**8. CIF Bids 2018/2019: Outcomes**

The EFSA had advised that the school's bids had been unsuccessful. However, the bids had achieved scores extremely close to EFSA requirements. For that reason, appeals would be submitted. It was noted that if the bids were successful on appeal there would be some associated costs to the school.

**9. Expansion Bid: Update**

SMK reported that 3 members of the LA (local authority) had visited the school earlier in the day. The LA had £500,000 of school improvement funding and £2.6 million of basic needs funding available for the coming academic year. In addition, underspent SEND (special educational needs and disability) funds were available. The school's expansion plan had been discussed; the LA's representatives had indicated that the LA would be very supportive. It had been agreed that the LA would share its strategic plan to provide additional places in Bath before the school submitted its expansion bid.

Tim Fenton, from Kendall Scott Architects, had confirmed that initial costs were for the project were likely to be £10k, which was judged to be very good value by members of the committee who had relevant experience. It was noted that the money would cover start-up costs, including an initial space assessment, but not a feasibility study. The outputs would come to the next F&GP meeting.

Action: SMK

**10. Refurbishment/Capital Programme Update**

All planned classroom refurbishment had been completed – the rooms were greatly improved. The remaining planned item for the current year was the fire alarm upgrade.

The ceiling in the staff room in the Penn Building had collapsed and the pre-existing bowing of the wooden floor had increased significantly. A survey had been carried out; the school had been advised not to use the staffroom and other areas of the Penn Building. Repair costs were being investigated, it was possible that they would amount to less than £10K but there was no allocation in the current budget.

SMK planned to submit a bid an emergency CIF for the fire alarm; EFSA guidance appeared to indicate that the school met the criteria. It was possible, however, that the EFSA would judge that the school could afford the work without financial support.

#### 11. Staffing Update: Finance & Facilities Teams

The Assistant Site Supervisor had left the school. His successor had been recruited.

#### 12. Policy Review

##### 12.1 Health & Safety

SR was scheduled to undertake a 4-day Health & Safety Course; after the course had been completed the policy would be updated and the Annual Health & Safety Report to Governors scheduled.

Action: SR

SR confirmed that the Site Supervisor's training needed to updated. It was noted that the Site Supervisor managed staff Health & Safety training needs, including those of the Science Department, via the local authority's training portal.

The committee was advised that Ishbel Tovey kept a log of all staff training undertaken. Line Managers were expected to ensure that their team members' training was updated in a timely fashion.

**Governors asked: Is there a central database of training so that governors can be confident that statutory requirements were met?**

A: An audit would need to be carried out to ensure that what was in place was robust.

Action: SR to provide update at the next meeting.

##### 12.2 Accessibility

This item was deferred until the next F&GP meeting. Action: SR

#### 13. GDPR - General Data Protection Regulation

PH summarised progress:

- a. A school policy had been agreed with the senior leader team.
- b. Privacy notices for contractors, parents and staff had been prepared.
- c. Training for staff would be provided prior to 25<sup>th</sup> May 2018, when GDPR came into force.
- d. A challenging area was the privacy notices, especially those needed for parents.
- e. Action in the event of a data breach and the management of CCTV had been addressed in the policy.

The Committee thanked PH for leading this essential compliance work.

#### 14. Audit

##### 14.1 Outcomes of 11<sup>th</sup> April 2018.

The final, more positive, report, dated May 2018, had been produced after further discussion and clarification of the school's actual practice. The report had been circulated in advance of the meeting.

Four areas of strength had been identified, including the revised Financial Regulation Policy.

There were no red areas in the rag-rated report. There were 4 amber areas; all recommendations were being implemented.

**Governors asked: How do we track progress with the amber risks identified in the report?**

A: Updates on progress will be brought to this committee. Action: SR

It was noted that one of the amber areas was the contract for catering provision. The initial 1-year contract had been signed by a member of staff but had not been reviewed since by the Governing Board. The committee agreed that the contract should be renewed for a further 1-year period and include a notice period. **Action SR**

It was agreed that that development plans for the café, including staffing and the potential introduction of a cashless system would be discussed at the next F&GP meeting. **Action: SMK/SR.**

The audit for payroll systems had been carried out, the report would come to the next F&GP meeting. **Action: SR.**

The next planned audit would focus on contracts and leases, date to be confirmed. **Action: SR.**

#### 14.2 Options for Audit Provision

The committee could elect to arrange peer-to-peer audit services with another similar school.

**Governors asked: How much does the existing provision cost?**

A: £1400 per annum, which includes fulfilling the role of Responsible Officer for the Governing Board.

The regular reports were judged to have been useful. It was agreed that the existing service ensured the work was on a professional footing. and should be retained. **Action: SR.**

#### 15. Risk Register Review and oversight on behalf of FGB

The register had been circulated in advance of the meeting via GovernorHub.

**R14: GDPR.** There were some minor non-compliance issues for this new area of risk, which were in the process of being addressed. The impact was judged to be low.

**R07: Maintenance.**

**Governors asked: Given the issues that have arisen, do we need to raise the Likelihood score?**

A: Yes. The fire alarm is part of this area. A maintenance plan is needed. Kendall Scott can provide a 10-year plan, with examples.

It was agreed that the 'Likelihood' risk would be raised to '3'. **Action: SMK**

**R11. Health & Safety.** Governors noted that this item related to earlier discussions regarding staff training [at Item 12.1]. It was agreed that the commentary be amended to reference IOSH and systems to prompt staff to undertake or refresh training.

**R12. Terrorism.** This risk included the introduction of a lock down procedure; on target.

It was agreed that a session on risk should be planned for a full Board meeting. **Action: SWe**

It was agreed that the Risk Register should be in the main block of files on GovernorHub.

**Action: Clerk.** [Folder 3A.]

#### 16. Items noted for next agenda:

- Annual Budget
- School Café Contract
- Health & Safety Policy
- Accessibility Policy

#### 17. Change to date of the next F&GP meeting:

It was agreed that the next meeting would move to Thursday, 4<sup>th</sup> July 2018 at 5.30 pm. (From 28<sup>th</sup> June 2018.) **The meeting finished at 8.10 pm.**

## 5i Matters Arising (Record of Decisions) from Previous Minutes

### Item 3. Expansion Bid

SR to check Auditors' view of how costs of preparation work for Bid would be treated in accounts ie asset.  
**Action completed.** [It had been confirmed that the work would be considered an asset.]

SMK to discuss financial support for the building and SEND with the LA. **Action completed.**

Tim Fenton to confirm initial costs [estimated £20k at meeting] and confirm to SMK. **Action completed.**

Subject to significantly increased costs, the proposal was accepted. **Action: TF/SMK. [Underway]**

SR to investigate alternative funding opportunities (Bradbury Trust and Wolfson Foundation).

**Action ongoing** [SR was awaiting a response to email enquiries.]

SR to ask (building) companies what percentage they charge. **Action completed.** [Kendall Kingscott would be working within the recognised framework and competitive environment.]

SR to check if Site Supervisor COSHH (Control of Substances Hazardous to Health) trained.

**Action completed.**

### Item 4. GDPR (General Data Protection Regulation)

An update would be provided at the next F&GP meeting. **Action: SMK/PH**

**Item 6.1(j)** ...deficit of £30k was currently forecast; spending would be tightly controlled to the year end.

**Action superseded: SMK.** [The situation had moved on.]

**Item 7. EFA (Education Funding Agency) Revenue Funding** **Action: SMK.**

### Item 9. Curriculum Structure and Staffing – Long Term Implication

...would be considered at the next F&GP Committee meeting. **Action: SMK**

### Item 10.2 Appoint Link Governors for Sixth Form and Capital Development

TPD was appointed Capital Development Governor. **Action: Clerk** – update GovernorHub.

...Link Governor for the 6<sup>th</sup> Form would be on the next full governing board agenda; TD would lead.

**Action: TD/Clerk**

### Item 12.1 Health & Safety

TPD had been appointed Health & Safety Governor and would undertake the LA's on-line training.

**Action ongoing: TPD**

**Item 13.1 Utilities:** SR to confirm income from the school's solar panels, estimated to be c£4-5k.

**Action ongoing.** [The contract had been located, the detail was being analysed but it was clear that, rather than income coming into school, the panels ensured the school's electricity costs were lower than if they were not in place.]

### Item 15.1 Focus of Audit West visits

...the audit scheduled for 11<sup>th</sup> April 2018 would focus on payroll; **Action: SR**

**Item 15.2 Options for Audit Provision:** **Action: SR**

**Item 16. Risk Register Review and oversight on behalf of FGB:** **Action: SMK/KW**

From 25<sup>th</sup> January 2018

8.1 GDPR (General Data Protection Regulation);  
Governors asked: Do we need a Data Protection Controller?

A: PH will establish the requirements.

Action carried forward: PH to report at the next F&GP meeting. [Agenda – 16<sup>th</sup> May 2018]

13. Update on Stopping up of Footpath

Action ongoing: SWe to ask Kelly Ogden (Governor for Student Voice) to advise students of the outcome.

APPROVED