



**F&A Committee Meeting**  
**Thursday, 7 May 2020 at 5.30 pm**  
**Via VIDEOCONFERENCE**

**Chair: Kevin WARD**

**MINUTES**

**Present:**

Kevin Ward (*Chair*) - **KW**  
Steven Mackay (*Headteacher*) - **SMK**  
Tahir Darr – **TD**  
Tom Davies - **Tom**

**In attendance:**

Ishel Tovey  
Jeremy Kaye (*Clerk*)

|    | <b>Item</b>   |
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| 1. | <b>Welcome and Introductions</b><br>The chair welcomed everyone to the meeting and thanked them for their attendance.   |
| 2. | <b>Procedural items</b><br><br><b>2.1 Apologies</b><br>An apology was recorded from SWe<br><br><b>2.2 Confirmation of Quorum</b><br>It was agreed that the meeting was quorate<br><br><b>2.3 Declarations of Interests</b><br>None were notified<br><br><b>2.4 Notification of Any Other Urgent Business</b><br>None were requested or agreed |
| 3. | <b>The minutes of the last Curriculum meeting on 12 March 2020</b><br><br><b>3.1</b> The minutes were <b>APPROVED</b> and will be signed<br><br><b>3.2</b> Matters arising from the minutes of the meeting on 12 March<br><b>Item 4 – COMPLETED</b>   |

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**1** Please send apologies to the Clerk: [jeremy.kaye@judicuium.com](mailto:jeremy.kaye@judicuium.com)

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|    | <p><b>Item 5 – ONGOING</b><br/> <b>Item 11 – COMPLETED</b><br/> <b>Item 13 - COMPLETED</b></p>   |
| 4. | <p><b>Update on phased re-opening of school</b></p> <p>It was <b>agreed</b> that this was actually a 'potential' re-opening.</p> <p>SMK said there was no major update but explained the areas that were under discussion. Timetable, curriculum, planning for safety. He said that it may be up to the governors to decide on any re-opening and that it would probably be just years 10 &amp; 12</p> <p><b>Q: KW:</b> Home working. How are we with laptops and iPads?<br/> <b>A: SMK:</b> Those needing them have them and we have applied for more.<br/> <b>Q: KW:</b> Is this centrally funded?<br/> <b>A: SMK:</b> Yes</p>   |
| 5. | <p><b>Income &amp; Expenditure report</b></p> <p>SMK &amp; IT gave a brief summary of the current situation. Variances and forecasts were discussed in relation to Covid-19 and how this may have an effect on budgets.</p> <p>Additional Covid related costs were outlined, including:</p> <ol style="list-style-type: none"> <li>1. Staff – extended till August</li> <li>2. Additional cover teachers</li> <li>3. Deep cleaning (<i>which can be claimed back</i>)</li> <li>4. PPE / gloves etc.</li> </ol> <p>Variances were noted as:<br/> Assistant head of year and an admin assistant.<br/> IT helped explain the detail</p> <p>Adjustments were noted as:<br/> Overspend on staff training (<i>careers course</i>) and CPD first aider training.</p> <p>There was a 50% overspend LGP deficit:<br/> H&amp;S was overspent due to CCTV, fire alarm and asbestos issues.</p> <p>Budgets will be adjusted towards the end of the year.<br/> Ongoing contracts were discussed</p> <p style="text-align: right;"><b>ACTION: IT TO LOOK DEEPER INTO CONTRACTS</b></p> <p><b>Q: KW:</b> Are we still getting a full clean?<br/> <b>A: SMK:</b> We have 4 cleaners working, however they have low staff numbers and they have agreed that any deficit in hours will be made up. The issues they have are Covid related.</p> |

**Q: KW:** OK. Premises costs. There is no variance, should be lower.

**A: SMK:** This is more that we don't yet know, but yes.

**Q: KW:** departmental budgets are usually spent up by the end of the year, will that be the same?

**A: SMK:** Yes, they will spend where they can.

IT: The variance on financial services is £6k.

**Q: SMK to IT:** Any idea why?

A: IT: was unable to open data from her location but said it was probably pension and payroll.

**ACTION: IT TO LOOK INTO THIS AND REPORT BACK**

SMK advised that income was slightly higher due to 16/19 years funding being higher, SEND income was higher and the free school meal grant. However the letting income had dried up.

The overall difference is £150k (£20k down to lettings and catering) of which £120k had been known in advance.

**Q: KW:** So the £700k earmarked for Capital schemes, is there any reason why this should not be spent?

A: SMK: yes, some will now be spent next year due to the current issues and cash flow is no problem

**Q: TD:** Are there any costs related to the potential going back to school?

**A: SMK:** No, and it probably won't happen.

The summary was that the **financial position** is **healthy**.

SMK said next year figures are locked in but maybe the year after would be an issue. HE shared flat income projections and offered various scenarios.

6. **Update on capital schemes**

**A. Bats sanctuary** update was briefly discussed.

**B. The current tender situation** was briefly discussed. It was **AGREED** that final best offers should be requested due to the current market situation.

SMK said we need to exploit this situation and get the works for £800k

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|   | <p style="text-align: right;"><b>ACTION: SMK: To speak to GEORGE &amp; TIM</b></p> <p>IT said she was waiting for quotes for the 5 classroom renovations.</p> <p><b>Q: KW:</b> Can we re-tender those too?<br/> <b>A: IT:</b> Yes, we are in the process of doing so</p> <p>The summary was that we should be able to get better value and that <b>IT</b> will come back with figures as they become available.</p> <p style="text-align: right;"><b>ACTION: IT: Chase quotes and update</b></p> <p>There was a brief discussion around the SEND temporary building</p> |
| 7.  | <p><b>ICT services</b><br/> SMK advised that the service needs replacing.<br/> It was to be done in 2021 for £20k but the warranty cannot be extended and it is now critical.<br/> There is a 6 week lead time and as the warranty ends in June the timing is now critical. He proposed getting it done and asked for approval to proceed.</p> <p>It was <b>AGREED</b> this was urgent and the spend was <b>APPROVED</b></p>  |
| 8.  | <p><b>Any other URGENT Business</b> (as previously agreed in item 2.4)<br/> There was no AOB</p>  |
| 9.  | <p><b>Policies for review</b><br/> The list of policies was reviewed and the only item showing outstanding had already been tasked to the SLT (<i>Sex &amp; Relationship Education Policy</i>)</p> <p style="text-align: right;"><b>ACTION: SLT: To complete the review</b></p>   |
| 10.   | <p><b>Risk register</b><br/> SMK had already updated the RR as follows:</p> <p><b>A:</b> Pandemic – split into 2 and updated<br/> <b>B: IT system failure - 2A &amp; 2B</b><br/> <b>C:</b> Maintenance<br/> <b>D:</b> Business continuity<br/> <b>E:</b> Braisel ruling cost. Not significant, likely, low impact</p> <p>IT estimated £11k per year</p>   |
| <p><b>The date of the next meeting was agreed as the FGB on Thursday 21 May</b></p> |   |

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| <b>Signed on:</b> |  |
| <b>By:</b>        |  |