



F&A Committee Meeting
Thursday, 27 June 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:

Ishbel Tovey
Jeremy Kaye (*Clerk*)

	Item
1.	Welcome and Introductions The chair offered a welcome to the meeting.
2.	Procedural items 2.1 Apologies There were no apologies received 2.2 Confirmation of Quorum It was agreed that the meeting was quorate 2.3 Declarations of Interests None were notified 2.4 Notification of Any Other Urgent Business One item was accepted for AOB – key changes to the academy handbook
3.	The minutes of the last Curriculum meeting on 7 May 2020 3.1 The minutes were APPROVED and will be signed in due course 3.2 Matters arising from the minutes of the meeting on 7 May IT gave a brief update on which contracts needed honouring.

1 Please send apologies to the Clerk: jeremy.kaye@judicuium.com

	<p>Q: Chair: Is this likely to change? A: IT: It will increase by inflation. Most renew in April. We will look at electricity next year. We are using Synergy for gas and they are much easier to understand.</p> <p>Q: TD: And catering? A: IT: We are not sure the supplier can carry on so we are looking into our own chef. We have a cashless payment bid which will cost £14.5k and some changes and some capital investment will be required.</p> <p>TD mentioned that H&S compliance may be an issue.</p> <p>There was a discussion on catering and associated issues including social distancing from September and how bubbles by year are almost impossible. It was discussed that more guidance was expected next Friday from the government.</p> <p>The chair asked when we need to make a decision on the catering. IT replied as soon as possible and that we are waiting to hear from the current supplier.</p> <p>SMK advised that they were keen to remove them.</p> <p>Income & Expenditure: Item 5.1 – Ongoing contracts – COMPLETED Item 5.2 - Variance on financial services – COMPLETED</p> <p>Capital schemes: Item 6.1- Tender situation – ON TODAY'S AGENDA Item 6.2 – Classroom renovations – ON TODAY'S AGENDA</p> <p>Policies for review: Sex and Education Policy passed to SLT - COMPLETED</p>
4.	<p>Update on re-opening of school</p> <p>SMK gave an update of the re-opening of the school and it has gone well. Year 12 have had two sessions and year 10 the same. He explained that in hindsight it may have been possible to have more sessions.</p> <p>The site, H&S and the in school provision have all worked well. The highlights are: 75% of year 12 & 65% of year 10 have engaged physically with the online provision continuing. No more than 10% do not want to engage And risk assessment procedures are working well.</p> <p>Q: Chair: Is there any local school information sharing? A: SMK: Yes, it's been useful</p>
5.	<p>Income & Expenditure report</p>

IT explained the current situation referring to the report that had been distributed in advance.

The bottom line was a £400k carry forward which is a bit lower than expected. £150k different to budget with still some underspending to show. There is a £740k planned capital expenditure.

There was a discussion around the report.

Q: Chair: Are we expecting any tightening around the CIF award?

A: SMK: The hope is that the government will push CIF projects that are ready to go but there has been some talk of delays.

There was some more discussion on the notes distributed by IT.

Q: Chair: Who are the invigilators?

A: SMK: Our staff who we use for exams. We have paid some reduced payments because it was the right thing to do and we need to keep them onsite and available.

Q: TD: Did we change the minibus?

A: IT: Yes and had to train the drivers but 8 of the 16 missed out on the training.

SMK stated that H&S is the big reality of today and that brings increased costs.

6. **Update on capital schemes**

SEND:

Is currently being worked on by the value engineer.

T Davies was thanked for his great help on this project.

We are trying to get this down to £750k + fees which would be £850/860k

TD advised that he is confident to get to £750k but no lower as there is no material change but we need to be realistic.

Q: Chair: Does the five year forecast show £750k plus the fees?

A: SMK: Yes, £850k

Q: Chair: If we don't get the figures we want is there a walk away point?

A: SMK: Stated that it was unlikely that we would value engineer back to the original figure so we will need to get as close as possible.

There was a discussion around the figures.

SMK stated that IT believes that we have £95k this year and £200k next year available.

T Davies gave an update on the tender timings. We should know in 2.5 weeks' time, around the same time as the CIF bid.

Q: Chair: Is this then a discussion for September?

A: SMK: No, that is too late, needs to be mid-July.

The classroom renovation updates were discussed using the pre distributed papers.

There were two very different bids. The difference in the heating element was discussed.

Q: Chair: what was the budget?

A: IT: £55k expected. The total tenders were £29,500 & £51,000 for all 4 rooms.

There was a discussion around the bid details, what had been included, the differences and very different figures for heating. The two companies Newgate & DCMSL were also discussed.

It was **AGREED** by all that heating is not cheap and the lower figure was questionable.

SMK felt that it was good value for 4 rooms and IT prefers Newgate.

The chair noted that 10% difference is one thing but this difference was worrying and we need to see a proper like for like.

IT said we are under pressure to make a booking but the chair said we need to meet the quality bar first, and then cost.

ACTION: IT to get like for like quotes

IT gave an update on the fire alarm which now all works together as one and is all monitored. She also said she had a good quote for wood staining required, possibly down to a Covid opportunity.

IT gave a more detailed update on the catering cost implications of a cashless system. This could be a pre order and collect system (for socially distancing) and would best be delivered by a combination card and biometric system. Costs were £14.5k plus £12k. She was awaiting a delivery date.

It was estimated at over £25k would be needed to refurbish the dining room as it is not fit for purpose. She explained the queueing system, layout and need for new fridges. She advised that she was working on leads for quotes.

Q: Chair: Is this included in the £90k put aside?

A: IT: £161k if both CIF bids come in

7.	<p>IT budget</p> <p>This request for expenditure over budget was explained by SMK and that it was Covid related.</p> <p>The update to the servers has already been agreed however there is a need to laptops for teachers of about a £20k overspend. In addition there is a need for laptops for students for next year which had not been costed. This could affect about 150 pupils so there may be a need to come back for an additional £45k.</p> <p>Q: Chair: Who would need these? A: SMK: Those we are aware who have with no regular access to devices.</p> <p>Q: TD: How does that fit with ten government offer of laptops? A: SMK: We had 10 laptops which were for year 10</p> <p>There was a discussion around laptops for pupils, supply availability.</p> <p>The request was APPROVED.</p>
8.	<p>Any other URGENT Business (as previously agreed in item 2.4)</p> <ol style="list-style-type: none"> 1. The changes to the Academy Financial Handbook were explained by IT. 2. Tom Davies was again thanked for his work on the SEND base
9.	<p>Policies to update</p> <p>The charging & Remissions policy update was APPROVED</p>
10.	<p>Risk register</p> <p>There were no amendments to be made however the following risks were discussed:</p> <ol style="list-style-type: none"> 1. IT 2. Costs allocated to sanitizing so far (£12k) <p style="text-align: right;">ACTION: IT to look at the Covid-19 line which should be low</p>
<p>The date of the next meeting was agreed as Thursday 17 September</p>	

Signed on:	
By:	

