



F&A Committee Meeting
Thursday, 1 Jul 2021 at 5.30 pm
Via VIDEOCONFERENCE

Chair: Kevin WARD

MINUTES

Present:

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

In attendance:

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 for this meeting None were advised 2.4 Notification of Any Other Urgent Business IT asked for two items to be added. One was added to item 4, income & expenditure, EO7 quote, and the other to item 6, H&S policy.
3.	The minutes of the last F&A meeting on 6 May 2021 3.1 The minutes were APPROVED 3.2 Matters arising from the minutes of the meeting on 6 May 2021 Item 5 – Capital schemes update – sports pitch – On tonight's agenda

	<p>Item 9 – Reserve's policy review calculation of days query to auditors – On tonight's agenda</p> <p>9. Reserve's policy review – On tonight's agenda</p>
4	<p>Receive and question the Income & Expenditure report distributed in advance</p> <p>The updated documents had been distributed in advance via GH by SMK who ran through the exceptions as requested. He stated that there had been few variances again.</p> <p>He explained the update on staffing costs which are now up to date for September 2021 and that some changes were due to re allocations of cost centres. He also explained that catch up teaching costs could be offset in part due to a grant.</p> <p>He explained with support from IT the continued increase in H&S costs which is due to the condition of the estate and new requirements, not Covid where the +£10k (partly due to rubbish collection) will be offset by the Covid grant.</p> <p>Capital expenditure was next where he explained the updates on each area including, the windows, the ventilation issue, which appears to have been resolved, the use of the SEND base LA contingency.</p> <p>Q: Chair: Is the £820k the final figure for SEND?</p> <p>A: SMK: We are pushing back on the latest figures to make it so, if not it will not be a significant difference</p> <p>So far one tender is back for the football pitch for £130k including the tarmacking so that is looking close to the expected £100k but this is looking unlikely for this year</p> <p>Q: Chair: Is the £96k spend itemised for approval today?</p> <p>A: IT: Not yet, we are waiting for a list of items for approval and are awaiting some updates on costs</p> <p>There was then a discussion around the surplus amount, which will be about £200k</p> <p>Q: Chair: So, we need to approve the 2021/22 budget shortly</p> <p>A: SMK: The figures are here apart from the PP. We expect a surplus of the following year of £160k, then the year after of £170k, beyond that it is too soon to say</p>
5.	<p>Update on capital scheme projects and expenditure</p> <p>SMK gave a brief update as follows</p>

	<p>CIF - Both CIF applications failed, no one in Baines was successful. We will now need to look at the optional route for the expansion although we will appeal on the windows.</p> <p>Q: TD: Do we need a plan C?</p> <p>A: SMK: I don't think so and I am checking with regard to the LA money being used</p> <p>Q: TD: The £500k?</p> <p>A: SMK: Yes, the total cost will be about £800k for the modular block</p> <p>IT added as a reminder that some of the windows need urgent repair</p> <p>There was then a discussion about priorities and timeframes</p> <p>Sports pitch – SMK gave an update. There is a potential planning issue with regard to neighbours and councillors. The planning is not yet in committee with neighbourhood consultation ending on 19 July 2021. Any delay will mean a delay to the road as well.</p> <p>There was then a discussion around the effects of delay.</p> <p>E07 rebuild – IT gave an update on the 3 quotes received and went through the detail.</p> <p>Q: TD: Why have Steele Davies not included insulation?</p> <p>A: IT: I don't know I will ask, these are initial quotes</p> <p>There was a detailed discussion on how the replacement needed to be constructed, how long the building needs to be used for and other related issues.</p> <p>It was AGREED that IT would go back to Steele Davies and ask for a quote to include insulation and a revised quote on a better-quality roof from DP builders.</p> <p>The chair asked for concentration on specification and not simply price and asked for references on DP builders who were looking favourite at this stage.</p> <p style="text-align: right;">ACTION: IT: To get further quotations and detail</p>
6.	<p>Review of policies</p> <p>6.1 Accessibility policy</p> <p>SMK re-look at the policy and bring it back to this committee in September 2021</p> <p style="text-align: right;">ACTION: SMK: re-look at the policy for September 2021</p> <p>6.2 Reserves policy</p>

	<p>This was awaiting clarification from the auditors. As this has not been forthcoming and it needs approval before the end of term the required wording will be updated by SMK to be based on 365 days and then a vote on this change will be taken via GH.</p> <p>ACTION: SMK: To offer an amended policy for an online vote via GH</p> <p>6.3 H&S policy</p> <p>It was AGREED that this policy when approved by the H&S committee would in future be distributed to this committee for oversight and put on the appropriate agenda to review</p>
7.	<p>Review of risk register</p> <p>The register was run through item by item and R03 which was no longer a risk was removed</p>
8.	<p>Covid-19 specific expenditure update</p> <p>There were no further updates and this item will not be added to future agendas, unless required</p>
9.	<p>Any other URGENT Business (as previously agreed in item 2.4 above)</p> <p>Apart from the agreed AOB as in item 2.4, the following were allowed by the Chair:</p> <p>Auditors' reports. These were discussed. They were very positive and any items shown requiring change will be dealt with and shared with this committee.</p> <p>Accident reports. In future these will be shared with this committee.</p>
11.	<p>The date of the next meeting was CONFIRMED as Thursday 21 October 2021</p>

Signed on:	
By:	