



**F&A Committee Meeting**  
**Thursday, 11 March 2021 at 5.30 pm**  
**Via VIDEOCONFERENCE**

**Chair: Kevin WARD**

**MINUTES – PART A**

**Present:**

Kevin Ward (*Chair*) – **KW**

Tahir Darr – **TD**

Tom Davies – **Tom**

Steven Mackay (*Headteacher*) – **SMK**

**In attendance:**

Jeremy Kaye (*Clerk*)

	Item
1.	<b>Welcome and Introductions</b> The chair offered a welcome to the meeting.
2.	<b>Procedural items</b>  <b>2.1 Apologies</b> Ishbel Tovey sent her apologies and there were no other apologies received. It was noted that Martin Crook had now missed a further meeting without apologies. KW asked the COG to make contact.  <b>2.2 Confirmation of Quorum</b> It was agreed that the meeting was quorate  <b>2.3 Declarations of Interests for this meeting</b> None were notified  <b>2.4 Notification of Any Other Urgent Business</b> There were no AOB items notified
3.	<b>The minutes of the last F&amp;A meeting on 28 January 2021</b>  <b>3.1</b> The minutes were <b>APPROVED</b> with one amendment being requested for change.  <b>3.2</b> Matters arising from the minutes of the meeting on 28 January 2021 <b>Item 4</b> – IT to send details of the RPA insurance to the Chair – <b>COMPLETE</b>

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

	<p><b>Item 6 – Add risk R01B – not filling places at the school - COMPLETE</b></p> <p>SMK noted that the LA had allocated 200 places and not 224 in error but this will be resolved in the next round so should be ok. The LA will also clarify for next year. There was a short discussion around pupil numbers.</p>
4.	<p><b>Receive and question the Income &amp; Expenditure report distributed in advance</b></p> <p>The updated documents had not been shared in advance due to school reopening pressures. SMK explained that the report would be put in the GH folder ASAP meanwhile he shared his screen and briefly went through key points in the summary. He explained that expenditure was only out of date for the past 4 weeks and changes to predicted forecasts were already up to date.</p> <p>Income for 11-16 and 16-19 was now confirmed. 2020-2022 onwards expenditure had been updated, mainly staffing.</p> <p>The main changes were:  £65k extra for 16+ (retention factor), £20k extra for maths premium, £12k extra for 11-16, £70k extra for 7 funded SRB places (with costs of £50k)</p> <p><b>Q: TD:</b> The total income seems high  <b>A: SMK:</b> Remember the CIF underspend of last year of £450k</p> <p>SMK then gave an update on expenditure over the next 4 years being: +£128k, +£150k, +£146k, and a deficit in ongoing years which he explained.</p> <p>It was <b>AGREED</b> by all that the current position was very healthy with the surplus funds being earmarked for strategy and development.</p> <p><b>TD:</b> We need to think carefully and plan the spend  <b>Chair:</b> Yes. We need to decide if we use it incrementally on a big scheme.  <b>TD:</b> Turning the old gym into tech rooms or something else?  <b>SMK:</b> to do the gym would be £2.2m+  <b>Chair:</b> We would need a CIF bid for that  <b>SMK:</b> Yes, we need to look at schemes and draw up some plans  <b>TD:</b> The labs closest to Penn are single storey, can we build above?  <b>SMK:</b> No, I am afraid not</p>
5.	<p><b>Update on capital schemes and expenditure</b></p> <p>SMK gave the following update verbally due to time constraints with the re-opening:</p> <p><b>SEND BASE</b> – will finish on time before next term. No additional unforeseen costs. Only one issue, being a fence. They are now in the finishing off process.</p> <p>The chair asked if there was to be an opening event. SMK said the handover was on the 16 April. There will be a ceremony including naming 'Sue</p>

	<p>Hemmings' when she can be on site to officially open it. She and the staff were delighted with the choice of name.</p> <p><b>Q: Chair:</b> Will we alert the press?  <b>A: SMK:</b> Yes</p> <p><b>Chair:</b> The SEND Base is a big school development, and an important one</p> <p>There was then a discussion about the carpark and road access noting that this will be completed during the summer.</p> <p>SMK advised the committee on proposed changes to the surface of the access roads which would require additional funds, about £35k. This is not something that can be done before the summer but funds would be needed earlier.</p> <p><b>Pitches</b> – there was no update to the pitches  <b>ACTION: SMK to chase an update</b></p> <p><b>Science block</b> – The windows are complete in admin and ventilation is still outstanding. We have not mentioned who is covering the additional costs at this stage and we maintain it will not be us. The wall around the stairs will be complete at Easter.  <b>ACTION: SMK checking how we stand with regard to insurance</b></p> <p>SMK advised that the estimates are £20-24k and our opinion is that they should cover it. The report was not commissioned or signed by us.</p> <p><b>Tom D:</b> Is it a discussion about what comes first, the work or who pays?  <b>SMK:</b> We are not going to pre-empt the conversation</p> <p><b>Tom D:</b> Will there be any impact on pupils?  <b>SMK:</b> It will be much nicer with ventilation and the H&amp;S is about circulation  <b>Chair:</b> Please keep us updated</p> <p>SMK then advised that carpets and A/C on the first floor were complete as well as chairs and desks and he confirmed that these are all in the Oldfield design scheme.</p>
6.	<p><b>Review of risk register</b>  There were no updates required</p>
7.	<p><b>Covid-19 specific expenditure update</b>  SMK advised that the following additions to Covid related costs had been noted:</p> <ol style="list-style-type: none"> <li>1. Non porous floor for testing entrance 2<sup>nd</sup> exit for testing in E08 (can be recovered)</li> <li>2. Testing staff (can be recovered) but we use mainly volunteers</li> <li>3. Additional PPE and sanitisers</li> </ol> <p>It was <b>NOTED</b> that capital costs for testing centres should all be refunded.</p>

8.	<b>Staffing forecast 2021</b>  SMK shared a screen showing staffing costs. He explained the outline figures and that these were already in the budget forecast.  He explained we are likely to be 80/90 periods in surplus spread across the curriculum and overstaffed in games teachers. History & Geography are overstaffed as SENCO is a history teacher. We are overstaffed in Maths and English which is deliberate to help with the catch up where the overstaffing will be used. There was no other staffing news.  <b>Q: TD:</b> How are doing with interviewing for an assistant head? <b>A: SMK:</b> Assistant head we have good candidates
9.	<b>Funding for 2021</b> This item had been covered by the HT
10.	<b>Any other URGENT Business</b> <i>(as previously agreed in item 2.4 above)</i> There were no items of AOB
11.	<b>The date of the next meeting was CONFIRMED as Thursday 11 Marc 2021</b>

**The meeting concluded at 18:35**

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