



F&A Committee Meeting
Thursday, 22 OCTOBER 2020 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**

In attendance:

Ishbel Tovey (IT)

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 – Funding agreement - TD
3.	The minutes of the last Curriculum meeting on 27 June 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 Item 6 – Update on Capital schemes – on tonight's agenda Item 10 – Risk register to be updated - COMPLETE

4.	<p>Receive reports</p> <p>4.1 – Income & expenditure report.</p> <p>The report had distributed and read by all in advance. It shows a difference to the budget which was set in June.</p> <p>There was a discussion on whether or not to re-set the budget with the impact being approx. £49k.</p> <p>SMK tracked through each item of change (in both directions) and gave details. One example being +£25k for H&S due to Covid. Other examples given were -£35k for staff, lower transport costs, +£1k on admin supply and services and an increase due to free school meals.</p> <p>There was then a detailed discussion including costs. Adding staff adds more IT cost, more IT is required for Covid which adds cost. Covid additional cost so far is £17k which has been used on additional equipment to make the school safe, sanitizers, etc. This does not include consumables.</p> <p>IT noted that the £25k estimated may be a little on the low side.</p> <p>The projected surplus is now looking like £212k against a June budget estimate of +£261k.</p> <p>The chair stated that whilst this was reduced it was still significant and asked if we could agree to accept this as a new baseline budget.</p> <p>It was AGREED to accept this and to recommend to FGB that the budget be updated accordingly.</p> <p style="text-align: center;">ACTION: F&A to recommend to updated budget to FGB</p> <p>Q: TD: Can we have various forecasts prepared in September?</p> <p>A: SMK: This is pretty accurate and we have confidence in our forecast with the exception of pay and SLA increases.</p> <p>There was then a discussion around forecasting, budgets and the 5-year budget which had been distributed by PDF.</p> <p>It was noted that there would be a loss of surplus in 2022, 2023-4 was looking problematical as was 2024-25. SMK then put this into context with support from the Chair.</p> <p>Increasing student numbers can be one form of help as can be the expected DfE increase.</p> <p>Funding g/tee, per pupil estimated increases and pay increases were then discussed with how they will affect budgets.</p>
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	<p>KW clarified that in reality there were two options, reduce staff costs and increase pupil numbers. He also stated that we would otherwise be incrementally eating into reserves. He concluded that this was not a surprise and that we must monitor the situation and keep a close watch on the gap.</p> <p>SMK noted that we have one surplus staff member which may not continue as things change.</p> <p>TD commented on the risk related to assumptions of cost and funding and noted that the current school structure was not appropriate for a drop in admission numbers.</p> <p>SMK said that there was an estimated drop over the coming years but that it was not an issue.</p> <p>4.2 Internal Audit.</p> <p>The IA was missing from GH and IT will chase the auditor to upload.</p> <p style="text-align: right;">ACTION: IT</p> <p>It was AGREED to take up the IA item at the next F&A meeting on 26 November</p> <p style="text-align: right;">ACTION: Chair/Clerk to add to agenda</p> <p>The auditor's recommendation report was scrutinised but may be missing one item.</p> <p style="text-align: right;">ACTION: IT to check with auditor</p> <p>The approval of contracts / leases was discussed and it was found that out of board approvals were not being completed correctly with these not being advised to the clerk and not taken to the next meeting for ratification and minuting.</p> <p style="text-align: right;">ACTION: Chair/IT to advise the clerk of the items that have been done this way (just for the record) and in future the clerk will be advised so they can be brought for ratification and shown in minutes.</p> <p>There was a discussion on ground maintenance contract that has slipped through the net where the contract has not been signed.</p> <p style="text-align: right;">ACTION: IT to arrange for the contract to be signed.</p> <p>It was AGREED that items coming from the auditors would be sent to the clerk for uploading to GH to save any future issues and the clerk would notify receipt and upload to GH to the committee members via noticeboard.</p> <p style="text-align: right;">ACTION: IT to instruct the auditors accordingly and give them the clerk's email details.</p>
5.	Update on capital schemes <i>(including sports pitch</i>

	<p>SMK gave a brief update on the building works including the ongoing issues with neighbours who have found a covenant from 1940. The building program has been revised. The LA who gave the permission to build) do not seem worried and works continue.</p> <p>It is possible that there may be a small additional legal cost at some stage.</p> <p>With regard to the sports pitch work on this is currently on hold due to a similar issue with a complaint regarding drainage from the same neighbour.</p> <p>The 2021 CIF bid was explained by SMK and how this could contain window repairs for Penn and a new roof. This is estimated at £150k + £3k in fees which would be due before the bid.</p> <p>Q: Chair: So, would we lose that £3K if the bid fails?</p> <p>A: SMK: No, we can put the bid in the year after.</p> <p>SMK recommended going ahead with the bid and it was AGREED to do so.</p>
6.	<p>Covid-19 specific expenditure</p> <p>This was covered fully under item 4.1</p>
7.	<p>Annual review of TOR</p> <p>It was AGREED to roll this item on to the next meeting on 26 November 2020</p>
8.	<p>Annual review of Scheme of Delegation</p> <p>It was AGREED to roll this item on to the next meeting on 26 November 2020</p>
9.	<p>Policies for review</p> <p>IT ran through the changes</p> <p>9.1 Reserves – no changes were required nor made</p> <p>9.2 Financial regulations – a change was made in page 3 regarding the Academy Financial Regulations Policy 2020 – Whistle blowing had been added.</p> <p>It was AGREED to ensure that the EFSA self-assessment tool was being used required some time so this part of the item will be added to the next meeting agenda on the 26 November for review.</p> <p style="text-align: right;">ACTION: Chair</p> <p>A change was needed to the name of the committee from F&GB to F&A. This was APPROVED.</p> <p style="text-align: right;">ACTION: IT: Change the name</p> <p>There was a query that the TOR may have the wrong amount on it for approval, it was AGREED to check this during the TOR review</p>

	<p>The pay policy had been approved at FGB but it was noted that this should not be F&A but PSW in future.</p> <p>However, the implications of the pay policy were an F&A item and they were explained by SMK.</p>
10.	<p>AOB (as agreed in item 2.4)</p> <p>TD asked about the funding agreement and SMK explained that this had been received from the EFSA regarding the special resource base and that 10 high need places were fully funded.</p>
11.	<p>An additional vote of thanks was given to the SLT for their hard work and the date of the next meeting was agreed as Thursday 26 November 2020</p>

Signed on:	
By:	