



F&A Committee Meeting
Thursday, 28 January 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:

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. It was noted that Martin Crook had now missed a further meeting without apologies. KW had been in contact with him but asked that TD make contact. 2.2 Confirmation of Quorum It was agreed that the meeting was quorate 2.3 Declarations of Interests for this meeting None were notified 2.4 Notification of Any Other Urgent Business There were no AOB items notified
3.	The minutes of the last F&A meeting on 26 November 2020 3.1 The minutes were APPROVED with one amendment being requested for clarification. The Chair will advise the clerk the wording required. 3.2 Matters arising from the minutes of the meeting on 22 October 2020

	There were no matters arising
4.	<p>Receive and question the Income & Expenditure report distributed in advance</p> <p>The updated documents had been shared in advance. SMK explained the assumptions used including the pay freeze update which improves the position with an assumption of an increase of 1%.</p> <p>He updated funding of 3% minimum at £5415 per student and explained the 3-year settlement increase then zero funding onwards with 16-18 flat funding from September.</p> <p>He re-iterated that the figures presented are always worst case.</p> <p>Variances on budget and forecast were explained as follows:</p> <p>Budget:</p> <p>Staffing -31k - assistant head, with catch up funding of £50k gives an actual figure of +20k</p> <p>Q:TD: What is the catchup? A: SMK: The supply teacher / tutors</p> <p>Q: Chair: Are there any ongoing implications we should be aware of? A: IT: No, none</p> <p>Support staff +40k – this was a budgeting software issue regarding the pay freeze now corrected</p> <p>Premises – H&S will continue as before and IT is on top of this keeping control of costs</p> <p>Supplies & services – Exam fees were assumed as last year but should be reduced</p> <p>Publicity - +2k – Due to online parent evening costs</p> <p>Agency costs – An additional 12 PGC students</p> <p>Non-GAG fund – +12k Additional free school meals payment with numbers increased by 30</p> <p>PP confirmed as -3k</p> <p>Forecast:</p>

	<p>Funding no change but reduces in 2022 due to 6th form</p> <p>IT explained the reduction in insurance moving to RPA insurance which can be taken directly from the GAG funding. The only issue is legal cover which is separate at 6k but this also includes very useful helplines</p> <p style="text-align: center;">ACTION: IT to send details of RPA insurance the chair</p> <p>Figures assumes 200 students in 2022 however 224 which it should be, will remove the deficit.</p> <p>The chair gave a brief summary of the budget and forecast</p> <p>Q: TD: Is that £1.172 million the figure we have in the bank?</p> <p>A: SMK: Actually, it was £802k at the end of the year</p>
5.	<p>Update on capital schemes</p> <p>SMK summarised the items as detailed in his report which had been distributed and read by all in advance. He thanked IT for all the hard work she has been doing.</p> <p>Q: TOM: This is very good and makes great reading. As we know mechanical and electrical issues are incredibly costly, what do we have budgeted for these issues that need work?</p> <p>A: SMK: The CIF does allocate for removal of asbestos or water pipe issues via a CIF bid, for example boilers. These can be prioritised.</p> <p>There was a discussion about what can be covered under a CIF bid.</p> <p>An example was given by IT of the water pipe issue which can be put on a CIF bid for next year.</p> <p>The SEND base update was discussed with a potential need for an additional path.</p> <p>The windows and ventilation were discussed with the latter being a serious issue with a potential worst case additional cost of £35k. This is still under discussion.</p> <p>Q: TOM: Are we being looked after by the architect?</p> <p>A: IT: Actually, they may be trying to manoeuvre us. She then gave an explanation of recent conversations.</p> <p>TOM advised that if need be, he would be willing to engage and bring in someone to support our position.</p> <p>Everyone AGREED this was a good idea if discussions did not improve.</p>

	<p>Q: Chair: Is it actually £35k worst case?</p> <p>A: SMK: Yes, that is what they have said</p> <p>A: IT: Yes, but that was before they looked at it properly</p> <p>The sport pitch update was then discussed including the planning issues and the neighbour's requirements.</p> <p>SMK gave an update. The pitch will be turned and banked, it will not be full size and the final cost has not yet been received. It will still be an asset so we need to continue and in any case the cost to go back would be a waste. The budget is now £90k which is not in the forecast however we have £100k not allocated for capital schemes from last year if we want to use that.</p> <p>Q: TOM: Could it be increased to full size for a little more?</p> <p>A: SMK: There would be a significantly higher cost, maybe issues with the neighbour issues and further planning.</p> <p>Q: TOM: Would you like a full-size pitch?</p> <p>There was a discussion on the benefits of requesting an additional quote to increase the size to full size with IT and SMK confident that the costs would be substantial and other related issues would also make it unrealistic.</p> <p>The chair suggested that we stick with $\frac{3}{4}$ size.</p> <p>TOM suggested that the additional path could be considered at the same time.</p> <p>The increase to £90k for the $\frac{3}{4}$ size was APPROVED to proceed by a show of hands.</p> <p>SMK gave an update on the MUGA roofing which he explained would now likely cost £130k and not £80k which he thought was not good value.</p> <p>It was AGREED to park this project for now but to re visit it before the end of the year.</p> <p>There was a discussion about the refurbishment of the science block and that costs are being investigated and the liability of KKS regarding the report they produced.</p>
6.	<p>Review of risk register</p> <p>It was confirmed that the most recent risk register was live on GH.</p> <p>The following items were discussed and AGREED and will be amended by SMK:</p> <p>R17 will be removed as this is no longer a risk</p> <p>R23 will be amended</p>

	<p>The risk register review date will be amended</p> <p>These above were amended live during the meeting</p> <p>R01B will be added which is the risk of not filling places at the school</p> <p style="text-align: right;">ACTION: SMK to add risk R01</p>
7.	<p>Covid-19 specific expenditure update</p> <p>There was no more to add on this issue so this item was passed over</p>
8.	<p>Any other URGENT Business <i>(as previously agreed in item 2.4 above)</i></p> <p>There were no items of AOB</p>
9.	<p>The date of the next meeting was CONFIRMED as Thursday 11 Marc 2021</p>

Signed on:	
By:	