

Minutes of the Finance, Property & Audit & Risk Committee**FINANCE & PROPERTY COMMITTEE****Wednesday 29th March 2023 at 6.00pm**

Present: Mr. P. Beighton, Mr. M. McKeown, Mr. N. Potter, Mr. M. Savage, Mrs. H. Allison-Warby, Mr. M. Edgar, Mr. M. Stapleton, Mr. R. Ingall, Mrs. C. Simmons

Apologies: Mrs A. Edlin, Mr. Steve Holt

Minutes: Mrs A. Williams (Clerk)

Accounting Officer was in attendance

29 Mar 2023		Actions
33	<u>Welcome and Apologies:</u> PB welcomed Richard Ingall, Parent Governor and Claire Simmons, new Finance Manager.	
34	<u>Declaration of interest in any items of discussion:</u> none	
35	<u>Minutes of the Previous Meeting:</u> The Minutes were agreed, signed and adopted as a true reflection of the meeting NP proposed, ME seconded.	
36	<u>Matters Arising:</u> It was noted that the date on the Minutes of the Audit & Risk committee were incorrect. It should read 25th January 2023 not 7th December 2022. AW agreed to amend and Minute the correction.	AW
37	<u>Principal Finance Officer's Report</u> CS gave an overview of the paperwork which had been circulated ahead of the meeting. Key points included: - the School has suffered a 'claw back' of income amounting to £55,485 due to an underspend of the National Tutoring Programme funding; - the budget plan for this year has been updated to reflect an anticipated additional £80K of SEN funding; - an additional £105K has been forecast for CIF funding MS asked whether the School was still anticipating making a surplus despite the increasing costs? CS confirmed the accounts do not currently show a surplus but it is hoped towards the end of the year it will change. MM confirmed that this year the original budget showed a deficit of £200K which was discussed last year. It is anticipated to be much more favourable this year. PB questioned where the figure of £55,485 was on the February figures as it was not clear? CS explained that the £55K was absorbed within the figures as we were due to see £69K in from CIF but this was lost due to the 'claw back'. CS advised that there were now strategies in place to ensure we do not lose any further funding. MM confirmed that the £55K had in fact been spent on the students via various strategies of support, but due to inaccurate paperwork was not accounted for hence the 'claw back'. It was not forecasted that we would lose £55K. However, despite the loss we are still projected to be in a better position as this will be offset by the increase in the SEN funding. When the budget was set the SEN budget figures were not known. The budget was reprofiled with the revised figures in March 2023 and we now forecast that we will be £80K better off.	

37	Continued CS advised that we are also due to receive additional funding in June of £240K from September going forward but we also need to consider the staffing increases will be more than that. MSt asked whether there was any way we could get the £55K back from the DfE by confirming that the money had been spent? CS confirmed that the DfE said no because the error was contained in a census return and year end declaration. CS stressed that steps are being taken to ensure we rectify the position this year. PB asked about the overspend in January compared to February on non-teaching staff? CS confirmed that this was due to the back payment of salary adjustments. MM informed Governors that going to advert for LSAs had proved unsuccessful so the decision was made to go with Agency Staff despite the increased cost. It was noted that two of the Agency Staff applied for positions within the School and have now been appointed with effect from September. ME commented that we have paid 5% pay increase already to the teaching staff, do we know how much more it will be? MM advised that the Government pay offer on the table is around 4.5% but is not definite. This amount could be back-dated or a one-off payment. Nothing has been decided yet. Hopefully it will be fully funded. There are two more potential strike days 28th April and 2nd May. NP mentioned that within the summary of accounts staffing expenditure had a 3% increase in teacher pay factored in. NP felt that figure should be higher at least 3.5% which is the recommendation. CS agreed to amend this for September going forward. PB thanked CS for the presentation and for making a positive start to her new position.	CS
38	<u>Curriculum Model 2023/2024</u> (B. Middleton) MM confirmed that the Curriculum Model 2023/2024 had already been discussed agreed and approved at the Curriculum & Standards meeting on 8th March 2023. The Finance Property Audit & Risk committee were due to receive assurance that the model was financially affordable. CS advised that for the Curriculum Model 2023/2024 to be affordable we require 76.02 members of staff. Discussion followed regarding the calculations and CS confirmed that the Curriculum Model 2023/2024 is affordable. ME asked whether the 3.5% pay increase would affect it. CS confirmed that it would be tight but is flexible and still affordable. MM advised that for the first time in a long while we are no longer aiming to retain a significant surplus rather ensuring there is sufficient cash flow and an amount in reserves. In reserves we are looking at approximately £1.2M - approximately 2 months running costs of the School (which is the expected level at most schools). The opinion going forward was that any significant surplus would be better spent on the pupils and staff rather than sitting in the Bank. MM confirmed that the surplus next year is anticipated to be healthy. With increasing pupil numbers (110 on the waiting list) it has been budgeted for an additional member of teaching staff and an additional SLT member. The SLT member would be recruited internally. PB asked whether a Senior Team post could be advertised only internally? MM advised that he had checked with HR and yes you can, although rules for appointing a Headteacher are different. MM also commented that the size of the Leadership and Pastoral teams in other schools is significantly higher than ours. The School will be at 1300 pupils next year. MSt questioned whether this would cause problems with class size and issues with space? MM confirmed that our PAN (Pupil Admission Number) would not be changing rather the existing spaces within some year groups would be taken up to PAN. Further discussion followed and there were no objections from Governors regarding appointing additional members of Staff.	
39	<u>Headteacher's Items:</u> none	

40	<u>Policy Review:</u> LCHS Business Continuity Plan January 2023 LCHS Corporate and Fuel Card Policy LCHS RSEHE (Relationships, Sex Education & Health Education) Policy March 2023 LCHS Personal Development Policy March 2023 It was confirmed that there were no major changes in the above Policies. ME proposed NP seconded – All above Policies approved.	
41	<u>Chair's Items:</u> Property Update (Mick Groves) - CS provided a written summary of the Property Updates: • The Fencing project is complete • The Roofing project is complete • Boilers – A designer has been instructed and is currently completing the boiler designs. Potential contractors have been contacted regarding the installation in Summer 2023 and will quote on the given spec in due course. CS requested it be minuted that Governors agreed not to go out to Tender for the Boiler work due to the timeframe involved, although currently 4 companies have already been approached with two advising they are too busy. The preferred supplier has said yes and does have availability, we are just waiting for the designer. The Boiler project is regarded as an emergency and Governors agree that the timeframe is essential as the work needs to be done as soon as possible. The work has been commissioned to the designer, but we do not have a contract in place yet. Frustratingly we are in the position of having to wait until the designer comes back to us. In future Property updates will be received from CS, with Mick Groves attending/presenting where necessary, and PB will provide feedback to the Foundation. MM wanted to thank the Foundation Governors for their contribution towards the Fence project. MS asked whether the Tour of the School where property updates could be observed was still taking place? MM confirmed that a tour of the School would take place at the start of the Full Governing Body committee meeting on 12th July 2023. It was agreed to invite CS to the next FGB meeting on 26th April 2023 to provide updates on the boiler situation. Once a decision has been reached an 'extraordinary meeting' can be called to inform Governors. PB asked whether there was a list of projects for the 5- year plan? MM advised there would be a list and briefly indicated two new potential projects in the future; namely enhanced dining facilities due to our increasing pupil numbers and we have been approached by the Local Authority to explore the possibility of an AP (Alternative Provision) setting based on our School site with the Authority providing legal and funding support. These longer-term projects would be 'down the line' and brought to Governors for further discussion nearer the time. RI for asked for clarification of AP and whether the provision would be just for our students? MM confirmed that Alternative Provision is for students struggling with main-stream education and at risk of permanent exclusion. It would be dependent on the investment offered but initially would just be to help support our own students. This AP would create an additional income stream and would be self-sufficient and run as its own School.	
42	<u>Any Other Business:</u> none	
43	<u>Date of next meeting:</u> 17th May 2023 <u>Meeting Finished:</u> 6.50pm	

Minutes of the Finance, Property and Audit & Risk Committee**AUDIT & RISK COMMITTEE****Wednesday 29th March 2023 at 6.00pm**

Present: Mr. P. Beighton, Mr. M. McKeown, Mr. N. Potter, Mr. M. Savage, Mrs. H. Allison-Warby, Mr. M. Edgar, Mr. M. Stapleton, Mr. R. Ingall, Mrs. C. Simmons

Apologies: Mrs A. Edlin, Mr. S. Holt

Minutes: Mrs A. Williams (Clerk)

Accounting Officer was in attendance

29 Mar 2023		Actions
31	<u>Welcome and Apologies:</u> The Chair welcomed the meeting.	
32	<u>Declaration of interest in any items of discussion:</u> none	
33	<u>Confirmation of the Minutes of the Previous Meeting:</u> 25th January 2023 The minutes were agreed, signed and adopted as a true reflection of the meeting. HAW proposed, NP seconded.	
34	<u>Matters Arising:</u> It was noted that the date on the Minutes of the Audit & Risk committee were incorrect. It should read 25th January 2023 not 7th December 2022. AW agreed to amend and Minute the correction.	AW
35	<u>Principal Finance Officer's Report:</u> Overview of the internal Audit – Pretty much everything has been dealt with and discharged. The Internal Auditors are coming in over 2 days in April. There is still a system issue with producing a Balance Sheet which is being closely monitored.	
36	<u>Risk Register:</u> CS advised that the Risk Register had been handed over to another Department but has requested that it be given back to the Finance Department. MM confirmed that the Risk Register was previously quite a lengthy document, but we now have a recommended preferred smaller version. CM agreed to provide an update at the next meeting.	
37	<u>Headteacher's Items:</u> none	
38	<u>Chair's Items:</u> <u>Bank Accounts</u> – CS advised we are in the process of opening two accounts giving a slightly higher interest rate; a 32-day Notice Account giving 1.85% return and an Overnight Sweep Account giving 0.75% return.	

38	Continued CS wanted Governors to consider placing ½ million pounds from the Current Account into the 32-day Notice Account and then £600K from the Current Account into the Overnight Sweep Account to generate some revenue return. CS advised that we currently have 1.1 million pounds in cleared funds (Reserves) subject to fluctuation. Governors were all in agreement and requested they receive quarterly reports. <u>Cleaning Contract</u> - ME asked CS whether the old cleaning contract had gone completely. CS advised that it was incorrectly Minuted that the old cleaning company ICS had gone bust. They are in fact still trading – we do still have a £14K net invoice still on hold because they did not meet contractual obligations. They have offered a £12K credit against the invoice but we have said no and are still in negotiations.	
39	<u>Any Other Business:</u> None	
40	<u>Date of next meeting:</u> 17th May 2023	<u>Meeting Finished:</u> 7.25pm