

**MIDDLEWICH HIGH SCHOOL
RESOURCES COMMITTEE MEETING
PART 1 MINUTES**

Date:	Monday 7th March 2022 at 4:00 pm	
Venue:	Virtual Meeting using Google Meet	
Present:	Colin Price (CPR) Heidi Thurland (HTD) Alan Dixon (ADI) Catherine Broadhurst (CBR) Mike Finney (MFI) Angela Deakin (ADE) Natalie Edwards-Clark (NED) Peter Taylor (PTA) Siobhan Tarbuck (STA)	Parent Governor-Chair Head Teacher Co-opted Governor Co-opted Governor Co-opted Governor Co-opted Governor – joined at 4.10pm Staff Governor-left at the end of part 1 Parent Governor Staff Governor-left at the end of part 1
Apologies:	None	
Absence:	None	
In attendance:	Cheryl Jackson (CJA) Debbie Carter (DCA) Athene Atkinson (AAT) Mark Edwards (MED) Katy Cottrell (KCO) Emma Brown (EBR) Kathryn McBurnie (KMC)	Clerk Business Manager – left at 6.15pm Finance Officer – left at 6.15pm Deputy Headteacher -left at 5.58pm Asst. Headteacher-Pupil Premium -left at 5.32pm SENDCO CFO Sir John Brunner Foundation – left at 6.15pm

AGENDA ITEM 1	WELCOME & APOLOGIES
Discussion:	<p>The Chair opened the meeting, confirmed it was quorate.</p> <p>EBR & KMC were welcomed to their first committee meeting.</p> <p>There were no apologies to receive. ADE had informed governors that she would be late joining the meeting.</p>

AGENDA ITEM 2	CONFLICTS OF INTEREST (PECUNIARY OR OTHERWISE)
Discussion:	There were no declarations of interest declared with the business of the meeting.

AGENDA ITEM 3	ANY OTHER BUSINESS
Discussion:	<p>Governors agreed to discuss the following items of any other business:</p> <ul style="list-style-type: none"> • School Residential Visits

ADE joined the meeting.

AGENDA ITEM 4	APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING
Discussion:	Governors agreed that the minutes of the previous meeting held on 18 th October 2021 were an accurate record. The Chair will sign a copy and provide to the school for retention.
Decision:	Governors resolved to approve the minutes of the above meeting.
Action:	The Chair to sign a copy of the minutes.

AGENDA ITEM 5	MATTERS ARISING FROM THE PREVIOUS MEETING
Discussion:	Governors reviewed the action log from the previous meeting and confirmed that any outstanding actions are covered by agenda items for this meeting. It was confirmed that all other actions were met and closed as appropriate.

AGENDA ITEM 6	REVIEW RESOURCES COMMITTEE TERMS OF REFERENCE
Discussion:	The updated terms of reference (TOR) for the Resources Committee was circulated on Governor Hub prior to the meeting. It was noted that the changes to the TOR were required following the School's incorporation into the Sir John Brunner Foundation (SJBf) with new references made to the Academy Trust Handbook, the Financial Regulation Document, and several policies The Chair informed Governors that the TOR required FGB approval.
Decision:	Governors reviewed and accepted the Resources Committee TOR.
Action:	Governors to approve Resources Committee TOR at the next FGB 21.03.22

AGENDA ITEM 7	GOVERNOR VISITS/REPORTS
Discussion:	There were four Governor visit reports circulated prior to the meeting via Governor Hub. Each Governor gave a brief summary of their visit and highlighted key points: Finance – CBR 18.02.22 <ul style="list-style-type: none"> • The management accounts format has changed in line with SJBf reporting requirements. • The opening balances have not been received from the LA. • Finance is scheduled to be discussed further in agenda item 16. <p>Thanks was expressed to DCA and the Finance Team for their recent work.</p> <p>Safeguarding – CPR & PTA 03.02.22</p> <ul style="list-style-type: none"> • The visit took place before the recent safeguarding concern in school. • The audit that was carried out by the Foundation was good and governors should continue to have confidence in the safeguarding systems and processes in school • Safeguarding is scheduled to be discussed further in agenda item 9. <p>Health & Safety – CPR 08.02.22</p>

	<ul style="list-style-type: none"> • The roof continues to cause problems, causing further damage to any remedial work completed. • There is no update on the CIF Bid - roof repairs are incorporated into the bid. • The work on the Sports Hall has not started yet. • The Health & Safety policy will be reviewed at the FGB on 21.03.22. <p>Q – Who will evaluate the 3 quotes for the new fire alarm system? R – KMC noted that all the fire & safety improvements required have been included in the-CIF bid. If the bid is successful, then all tender responses will be evaluated. The bid is approximately £800K and any significant purchase will be project managed by AA Projects who helped to put the bid together.</p> <p>Q – What are the timescales? R – The result of the bid should be available in March and all work is expected to be completed within 12 months of the bid being successful.</p> <p>Pupil Disciplinary – MFI 10.12.21</p> <ul style="list-style-type: none"> • All relevant information about the visit is detailed in the report. <p>The Chair requested Link Governors work with the Senior Leadership Team to ensure visits are scheduled prior to the Committee meetings.</p>
Decision:	Governors resolved to accept the above reports.

AGENDA ITEM 8	SEND RESOURCE REPORT
Discussion:	<p>The SEND Report 03.03.22 was circulated prior to the meeting on Governor Hub.</p> <p>EBR summarised her report and highlighted the following points:</p> <ul style="list-style-type: none"> • There are 119 SEN students and 33 EHCP students. • ‘Precision Teaching’ is being trialled with Year 7&8, with plans to roll this out to other year groups. The data is very encouraging. • ‘Zones of Regulation’ are being used to support students with social/emotional needs. • A targeted curriculum for intervention is currently being built. • The Forest School is having a positive impact on attendance. • The School have received 53 applications for the placement of students with an EHCP with 23 of those applications requesting a Resource Provision place. • Learning Practitioner development continues. • Year 11 exam access arrangements are in place. • A school audit on dyslexia is planned for next term. <p>EBR presented a very positive report.</p> <p>Q – What is ‘Precision Teaching’? R – A student has 10 minutes focussed teaching on a specific identified need. The methodology is about repetition and recall. Base line assessments are carried out to monitor progress and revise focus as required.</p> <p>Q – How is the School managing the high demand for limited places in Year 7?</p>

	<p>R - HTD stated the position is not sustainable as resources are not available to support that many students. There would be a detrimental effect on current students which would impact outcomes and attendance. The school seems to have received a higher proportion of applications than other larger local schools.</p> <p>HTD will contact Laura Rogerson from the LA to discuss the allocation of SEND students across schools.</p> <p>Q – Why is there such a high demand? R – This is the impact of the pandemic. Many students have underdeveloped social skills as they have spent a lot of time at home in the last 2 years.</p> <p>MED noted that MHS is a small school with an excellent reputation and therefore is a preferred school by many parents.</p> <p>Q – Why is attendance figure in Year 9 (81.5%) lower than other year groups and how do you plan to tackle this? R – There are a small cohort of students which impact the overall attendance figure. Work is currently underway to support these students to access more lessons in school.</p> <p>Q – Are you able to provide an update on the Resource Provision building plan? R – HTD noted that quotes for the work are higher than expected and, are higher than the grant received. Despite work to reduce the specification slightly, an additional £17K is required to achieve the £186k total.</p> <p>The Chair noted that MFI plans to leave in May and STA will replace him as the SEND Link Governor.</p> <p>MFI suggested that STA attend the next meeting with EBR.</p>
Decision:	Governors resolved to accept the SEND report.
Action:	<ul style="list-style-type: none"> • HTD to contact Laura Rogerson from the LA to discuss the allocation of SEND students across schools • STA to attend Link Governor handover meeting.

AGENDA ITEM 9	SAFEGUARDING REPORT
Discussion:	<p>The Safeguarding Report 28.02.22 was circulated prior to the meeting on Governor Hub.</p> <p>HTD gave a brief summary and highlighted the following points:</p> <ul style="list-style-type: none"> • Vicky Christmas (VCH) is the new temporary Designated Safeguarding Lead in School. • The role is currently a non-teaching role to allow singular focus. • HTD is scheduled to meet the Foundation Board to review the ‘Action Plan’ following the recent safeguarding incident in school. An update on the meeting will be available for Governors at the next FGB 21.03.22. • An Inclusion Room will be set up as an extra resource for vulnerable students. <p>Q – How is the systematic bullying in Year 7 being dealt with? R – There is a significant number of complex students in Year 7 and there is a breakdown in social relationships. The school are addressing this in several ways:</p>

	<ul style="list-style-type: none"> • Utilising the SEND Team. • Changing student placements. • Developing a whole school response through the curriculum. • A multi-agency approach. • Targeted group work. • Disciplinary action. <p>Q – Does the PCSO come into school? R – The school works very closely with the PCSO. He is often in school talking to groups of students about anti-social behaviour and inappropriate language.</p> <p>Q – Are additional staff working on Safeguarding Level 2? R – Yes, the capacity for safeguarding in school is being reviewed and extra training is being carried out.</p> <p>Q – What is an Inclusion Room? R – The Inclusion Room will be a multipurpose ‘reflection space’ used for:</p> <ul style="list-style-type: none"> • Internal isolation • Time-out • Reintegration after exclusion • Self-management <p>The Inclusion Room will be located in the refurbished Ceramics Room and will be managed by an Inclusion Manager (to be recruited) who will co-ordinate all exclusions, inclusions, and detentions. As a result of a resignation, there will be a vacancy in the Pastoral Team, and it is likely the School will restructure to include the new position.</p> <p>HTD noted that there are some students in school at high risk of self-harm and this space will be made available to them as required.</p> <p>Q – What qualifications will the Inclusion Manager need? R – Safeguarding Level 2 and ELSA training.</p> <p>EBR commented that ELSA training was good but expensive.</p> <p>HTD stated that there is a significant increase in demands on school to support vulnerable students and school are having to adapt accordingly.</p>
Decision:	Governors resolved to accept the Safeguarding Report.
Action:	HTD to provide an update to Governors on the Safeguarding Action Plan at the next FGB 21.03.22.

AGENDA ITEM 10	STAFF & STUDENT WELLBEING REPORT
Discussion:	<p>The following documents were circulated on Governor Hub prior to the meeting:</p> <p>2 x Governor Visit Report – Wellbeing – NED 07.01.22 / 14.02.22 Wellbeing Survey Dec 2021 Wellbeing Survey Findings Wellbeing Charter</p>

	<p>NED summarised the reports and highlighted the following matters:</p> <p><u>Staff Wellbeing</u></p> <ul style="list-style-type: none"> • A large number of staff responded to the survey and the majority of responses were very positive. • All follow up action from the survey had already been identified and progress continues. • The MHS Wellbeing Charter is in place. • Future areas to consider for work life balance improvements are to be reviewed. <p>Q –How is the school supporting some staff who do not have a good work-life balance? R – HTD stated that many staff have a reduced workload as a result of improvements made to school processes e.g., centralised planning. The Senior Leadership Team speak to staff about organising their work to ensure that they have a good work-life balance.</p> <p>A Governor agreed that organisation is the key. Workload has peaks and troughs but it is manageable.</p> <p>Q – Do you think that the School is doing everything it can to support staff? R – The school is very supportive and rates well against other schools.</p> <p><u>Student Wellbeing</u></p> <ul style="list-style-type: none"> • Several new ideas & initiatives have been suggested and will be reviewed. • Wellbeing Wednesday continues to support students who are struggling. • Middlewich In Mind was not well attended by parents, work will continue in this area. <p>The Chair thanked NED for the update.</p>
Decision:	Governors resolved to accept the above reports.

AGENDA ITEM 11	PUPIL PREMIUM REPORT
Discussion:	<p>The Pupil Premium Report was circulated on Governor Hub prior to the meeting.</p> <p>KCO informed Governors that the report is structured in line with the tiers of spend allocation. KCO gave a brief overview, highlighting key points in each tier.</p> <p>Tier 1 – Teaching</p> <ul style="list-style-type: none"> • The School invests heavily in staff CPD to ensure quality first teaching across the curriculum. • The focus areas this year are; reducing cognitive load, retrieval practice, systematic checking for understanding, feedback/feedforward, scholarly behaviour. • All staff have received 6 extended CPD sessions and 7 morning briefings on the above areas. <p>Tier 2 – Targeted Academic Support (TAS)</p> <ul style="list-style-type: none"> • 74 students have been identified for Tier 2 intervention. • The intervention session will take place in the school half term prior to the exams. • Core English & Maths support will be available for Year 11 students. <p>Tier 3 – Wider Strategies</p>

	<p>Tier 3 is used to support wider strategies such as incentives, purchase uniform, provision of Revision Guides, students with situational poverty and transport costs to support enrichment.</p> <p>KCO noted that as an incentive, 2 students had received financial support to enable them to do the Duke of Edinburgh Awards. Their attendance has improved by 30%.</p> <p>Q – Are staff willing to work in the half term to support the Tier 2 intervention? R – This has not been a problem as a block payment is a financial incentive.</p> <p>Q – How do you measure the impact of the Tier 1 spend on Pupil Premium students? R – Teaching & Learning Leads and Heads of Department carry out regular book checks and learning walks and CPD is adjusted as necessary.</p> <p>Chair thanked KCO for the update.</p>
Decision:	Governors resolved to accept the Pupil Premium Spend Report.

KCO left the meeting.

AGENDA ITEM 12	CORONAVIRUS CATCH-UP PREMIUM REPORT
Discussion:	<p>A discussion was had about the National Tutoring Program.</p> <p>The Chair noted that The Leftwich County High School had used their own teachers to provide tutor-led work.</p> <p>KCO commented that it had been a challenge to group the Pupil Premium (PP) students because of the large numbers.</p> <p>National Tutoring Program will be used to support:</p> <ul style="list-style-type: none"> Year 10 students in English & Maths (as the Year 11 already had intervention sessions planned for English & Maths) Year 11 students who require intervention in Science as it may be easier to source tutors in Science.

AGENDA ITEM 13	ATTITUDE TO LEARNING (A2L) REPORT
Discussion:	<p>The following documents were circulated on Governor Hub prior to the meeting:</p> <p>A2L Report 3 x Student Behaviour Logs</p> <p>MED invited Governors to ask questions on the A2L Report.</p> <p>Q – Do parents know about the new A2L criteria? R - Parents were informed by letter of the revised success criteria to meet the grade 3 and 4 status within a lesson. The target is to raise the bar as expectations are higher.</p> <p>MED noted that the % achievement in each grade is lower for this reporting cycle, however this is expected, and confidence is high that the 90% target will be reached.</p>

	<p>The aspiration levels for PP students are lower and school is addressing this by taking students to visit colleges to help drive and improve self-aspiration.</p> <p>Q – How does school evaluate ‘Teaching Like A Champion’? R – The English & Maths departments are ambassadors for this initiative and a training video of staff demonstrating best practice has been produced to support development. Feedback from staff is 100% positive and they are becoming more insistent on standards. Learning Walks are carried out and the next A2L Report should show an improvement.</p> <p>Q – Are the yellow lines working? R – The one-way system is working well. Students continue to respond positively, and teachers are at the classroom doors at the lesson changeover.</p> <p>Q – Are the students at MHS happy? R – The school is a happy, safe environment, generally free from unkind behaviour. Lunchtimes are calm and students are reminded about good social relationships and being kind to each other.</p> <p>HTD commented that enrichment activities have been missing from school in the last 2 years and it is important to re-start them, School trips and Year 11 Prom are being planned and there will be a whole school assembly this term.</p> <p>The Chair thanked MED for providing examples of Behaviour Logs.</p>
Decision	Governors resolved to accept the A2L report.

AGENDA ITEM 14	ATTENDANCE REPORT
Discussion:	<p>The following documents were circulated on Governor Hub prior to the meeting:</p> <p>Individual Attendance Plan 05.10.21 SIP Attendance Review 02.11.21 SIP Review Response Attendance Summary – Feb 2022 - Impact Report.</p> <p>A Governor commented that for future meetings it would be useful to combine the SIP Report and SIP Response Report for easier reference.</p> <p>Q – Has the registration process improved since the recent safeguarding incident? R – HTD stated that registration has been mentioned in many briefings, it is high profile and under intense daily scrutiny. Staff are challenged as necessary and additional training is undertaken when required. Supply staff have also received additional training.</p> <p>Q – What evidence of improvement does the school have? The registers are analysed, and errors are quickly identified. There is an email address set up for attendance communication which ensures direct access to the right staff.</p> <p>Q – Are lessons still being live streamed? R – If there is a student absence due to Covid-19 then live stream lessons are available.</p> <p>The Chair thanked MED for providing an example of an Individual Attendance Plan.</p>

	<p>Q – How often does school visit the Alternative Provision (AP) providers? R – School visit once a term, however there is regular communication with the AP providers as school are responsible for the registration of these students even when off site.</p> <p>MED noted that school attendance is above the national average and the team continue to work hard for further improvements in attendance levels.</p> <p>MED also commented that the school remained open as much as possible during the pandemic and that attendance was recorded in the normal way during that time. This resulted in the attendance levels reducing significantly which will be reflected in the school’s attendance record. MED suggested that School have been penalised for keeping the school open and that there should be a way to ring fence this extraordinary period of time.</p> <p>The Chair thanked MED for his work on the Resources Committee.</p>
Decision:	Governors resolved to accept the Attendance Report.
Action:	MED to combine the SIP Attendance Review and School Attendance Report for next Resources Meeting 13.06.22.

MED left the meeting.

AGENDA ITEM 15	EXCLUSIONS REPORT
Discussion:	<p>The Exclusions Report (Sept-Feb) was circulated on Governor Hub prior to the meeting.</p> <p>MED gave a brief overview of the report and highlighted the following key points:</p> <ul style="list-style-type: none"> • An exclusion is a consequence for a serious incident of poor behaviour. • Reintegration ensures that the student is supported to avoid any future behaviours which would be of concern • There has been an increase in exclusions across all categories. 39% of the exclusions to date are for students who are disadvantaged. • The School priority for 2021/22 is to further reduce exclusions, particularly of EHCP and PP students. • The Leftwich County High School is used for alternative provision. <p>Q – How are incidents on the bus managed? R – The driver’s main priority is safety. CCTV is available on the bus, this works as a deterrent and also provides evidence if necessary. Parents are aware of the CCTV. The School also has the right to remove the privilege of using the bus service.</p> <p>Q – Are there any GDPR issues? R – The CCTV will only be viewed by School if necessary to investigate an incident on the bus.</p>
Decision	Governors resolved to accept the Exclusions Report.

AGENDA ITEM 16	FINANCE UPDATE
Discussion:	KMC introduced herself to Governors and thanked DCA and the Finance Team for being able to maintain business as usual whilst migrating the management accounts onto a new system.

DCA commented that this had been possible with the support of KMC.

The Management Accounts Report was circulated on Governor Hub prior to the meeting. DCA gave a brief overview of the report and highlighted the following key points:

- December 2021 was the School's first month as part of the SJBF and therefore the figures presented below only include only 1 month of operations.

	Actual to date £000	Variance to date £000	Projected Outturn £000	Projected Variance £000
Summary				
Total income	358,816	-43,722	3,698,690	-105,582
Staff Costs	335,059	10,959	3,042,873	0
Total non-pay expenditure	64,777	31,073	846,842	49,312
Operating surplus / (deficit) excluding capital	-41,021	-1,691	-191,025	-56,270
Cash surplus / deficit	-41,021	-1,691	-191,025	-56,270

Staff costs as % of total income	93.38	82.27
----------------------------------	-------	-------

- Cash balances have been brought forward, however the school is still waiting for all the closing balances from the LA, some discrepancies have already been identified and are being investigated.
- CBR has mapped all the account numbers and going forward MHS will have one set of accounts.
- Monthly reporting will be set up to align with other academies in the Foundation who will consolidate the reports to give an overall position.

The Chair noted that all the monthly reports will be available on Governor Hub and the Resources Committee will discuss the latest one available at the time of the meeting.

- An expected national increase in NI is not yet reflected in the figures however this is likely to be funded by Government
- An estimated amount for Support Staff Pay Award has been reflected in the projected figures
- The Forest School is currently in progress, and we are at tender stage.
- Energy costs are a concern heading into April. School have added a 2% increase into the budget for future years.
- A Governor's Q&A document was circulated on Governor prior to the meeting (see Appendix A).

Q – Is the school still responsible for setting its own budget?

R – The 2022/2023 budget process has already started. The school is waiting for the Foundation Budget Principles and Timeline Paper which will be presented at the Audit & Compliance Meeting on 09.03.22. The Foundation will sign off the budget by 30.06.22.

Action:

The Clerk to include Governors Finance Q&A document as an Appendix to the meeting minutes.

DCA, AAT & KMC left the meeting.

AGENDA ITEM 17	STAFFING REPORT
Discussion:	<p>The following documents were circulated on Governor Hub prior to the meeting:</p> <p>Staffing Report 07.03.22 Staff Absence Report</p> <p>HTD gave a brief overview of the report and highlighted the following key points:</p> <ul style="list-style-type: none"> • All recent staff recruitment is detailed in the Staffing Report. • Since the report was issued a new Head of Maths has been appointed. • Recruitment for a new Deputy Head will start after Easter. • A technician has resigned – the replacement position is under review. • Recruitment will continue in the SEND department. • The school is operating with 20% staff absence. • Many staff have covered lessons and supported the school in its quest to stay open. <p>HTD and Governors recognise how hard staff are working and thanked them for their efforts.</p> <p>Q – What is the reason for the high staff absence in the SEND department? R – This is due to Covid-19. All staff are vaccinated, and some restrictions are still in place, however staff work very closely with the students and the restrictions outside of school have been lifted.</p> <p>The Chair noted that it will be good to benchmark staff absences when it is possible to do so.</p>

AGENDA ITEM 18	HEALTH AND SAFETY REPORT
Discussion:	<p>A Health and Safety Report was circulated prior to the meeting via Governor Hub.</p> <p>The Health & Safety Link Governor Report was discussed in agenda item 7.</p> <p>DCA noted that the annual Health and Safety Review was carried out by the LA Health and Safety Advisor on 14th September 2021 and all annual statutory compliance testing has been completed.</p> <p>The Accidents Report had been updated to categorise incidents as requested by Governors. To enable Governors to identify areas in the school that are not safe, Governors requested that the information within the report be streamlined and collated into the Health & safety Report going forward.</p> <p>DCA noted that there were 120 incidents recorded in school and 3 of these incidents required an ambulance.</p>
Decision:	Governors resolved to accept the Health and Safety Report.
Action:	DCA to streamline the H&S Reports for future meetings.

AGENDA ITEM 19	GDPR REPORT
-------------------	-------------

Discussion:	<p>The Data Protection Update Report – March 2022 was circulated on Governor Hub prior to the meeting.</p> <p>DCA highlighted the following key points:</p> <p>The school has adopted the Foundation policies which have been updated on the school website.</p> <ul style="list-style-type: none"> • Data Privacy Policy – Review Date March 2023 • Privacy notice – Review date September 2022 <p>ATA (PA to HT) will be taking the role of Data Protection Lead, once training has been completed. There have been no breaches reported this term.</p>
--------------------	---

AGENDA ITEM 20	PARTNERSHIPS/ENGAGEMENT
Discussion:	<p>Chair stated that Governors will start to be able to engage with students, parents and teachers as Covid-19 restrictions are lifted.</p> <p>The next Governor meeting on 21.03.22 will be face to face.</p> <p>There was no further update.</p>

AGENDA ITEM 21	POLICIES
Discussion:	<p>The Chair noted that the School will continue to have its own policies, as will all academies within the SJBF. Some of these policies will sit under, and form part of, a Foundation Statement e.g., the Safeguarding policy and Child Protection policy will be under the Foundation Safeguarding Statement.</p> <p>The GDPR policy will change its name to the Data Privacy policy.</p> <p>The Staff Appraisal policy remains as a school policy, however there are plans to have a Foundation Staff Appraisal policy in the future.</p> <p>There were no policies for review or approval.</p>

AGENDA ITEM 22	AOB
Discussion:	<p><u>Planned Residential Visits</u></p> <p>The following visits are planned:</p> <ul style="list-style-type: none"> • Ski Trip – December 2022 • Duke of Edinburgh Expedition -- Summer term 2022 <p>Governors received confirmation that risk assessments had been carried out and approved the visits.</p>

	Q – Does the ski trip include tuition? R – All lessons will be carried out at the ski centre.
Decision:	Governors approved the above residential visits.

AGENDA ITEM 23	STATEMENT OF IMPACT
Discussion:	Governors helped to move the school forward in the following ways during this meeting by: <ul style="list-style-type: none"> ● Presenting reports on governor link visits ● Challenging the SEND data and ensuring the impact of interventions is being evaluated. ● Ensuring that safeguarding processes are being followed and checks are in place. ● Understanding the Foundation management accounting process. ● Checking on staff and student wellbeing. ● Changing the Resources TOR to align with the Foundation ● Challenging the A2L data and ensuring the figures are in line with expectations. ● Checking all Health and Safety monitoring has been completed.

AGENDA ITEM 21	DATE AND TIME OF NEXT MEETING
Discussion:	The next meeting will be 13 th June 2022 at 4:00pm

**NED & STA left the meeting at the end of part one.
The meeting ended at 6.37pm and moved to the part two agenda.**

Chair.....

Date.....

APPENDIX A

Finance Questions from Governors - Resources 07.03.22

1. There appears to be no trading income from the leisure centre - is this due to the 'new' arrangements? Can we expect any? - The income from the Astro is included in "Other Income" line and have included £14,600 against this code. The coding under the "Leisure Centre Trading Income" is specific to Sir John Deanes.

2. Trips and visits - why was the budget reduced? Why is 7k for an SEN student support shown here? - Trips Income is showing -£5k and trip expenditure is +£5k so they net nil. This was reduced as we are not anticipating this level of trips to the end of the Academic year due to the impact following Covid restrictions. The SEN adjustments are not on the trips line they are on the expenditure line "Educational supplies & service" and income line "Local Authority Grants"

3. Staffing costs seem to be in line with projection - why are staffing 'discussions' required? - There are a number of staffing changes that are currently being discussed, due to recent resignations. As with any recruitment process we will evaluate the needs of the school and staffing requirements, assessing impact on budget before decisions are made.

4. Transport - what is the 'timing of transfer from school budget? The timing refers to the actual month the transfer from the School Fund account to the main school account occurs. Going forward transfers from the School Fund to the Main Account will be processed prior to month end. The timing of the CWaC payments for the funded students can only be invoiced a term in arrears. The original budget phasing was split evenly over the months but this is out of sync with the actual income receipts.

5. Education supplies and services - currently positive - why the expected variance of -£6K+ This expenditure relates to an additional CWaC SEN student, which is offset by additional £6k+ income, which is included in the LA grants line.

6. Cash balance £322K - £336 higher than forecast of £14K - how does this show on the balance sheet? - The cash balances are distorted as we have not had any balances brought forward from the Local Authority. As an interim arrangement Sir John Deane's are paying the salary costs which we transfer on the receipt of our ESFA income a month in arrears. We won't be able to show an accurate cash position until the closing balance has been received from the LA.

7 Rates/ non domestic - potential carry forward to be agreed? amount? The rates don't have any budgetary impact. The amounts paid and received are identical. The +£51k is included on the "Premises running costs" line and the -£51k is included in the "Funding Body Grants - other" line.

