

Gladesmore Community School

Site, Finance & Personnel Committee

Minutes of a hybrid meeting held on Thursday 11th July 2024

Members		
*Goldwater Ojokor [GOR] (H/T)	*Maureen Black [MBK]	*Fatima Azizi (FAI) Finance Manager
*Alex Sweet [AST]	^ Annabel Schaafsma (Chair) (ASA)	*Andrew Mao (AMO) SBM
*Suhel Musa [SMA]	Donna Grant (DGT)	Abdul Rob (ARB)

Also present: Jan Smosarski, [JSI] Clerk;

Quorum: 3 governors, including the Headteacher

MBK in the chair

* present

^ apologies accepted

Decisions made by The Finance and Personnel Committee on behalf of the governing body

- To **SIGN OFF** the Q1 Return
- To **APPROVE** the requested virement
- To **AGREE** to waive the requirement for three quotes and to **AGREE** to purchase financial support services from Grace Financials
- To **APPROVE** the Asset Inventory Report
- To **NOTE** the Staff Tracker

The following papers were circulated to all governors prior to the meeting: - agenda, minutes of the last meeting, Quarter 1, Virement document, Financial Consultancy information, Staff with delegated finance document, Asset Inventory and Equipment Loan Policy, Disaster Recovery Policy, Fire and Emergency Evacuation Plan, Staff Tracker, TLR Structure, ECT Induction Policy, Glossary of Terms

Part 1

1 Attendance –

1.1 Apologies for absence – Apologies for absence were accepted from ASA.

1.2 Declarations of Interest - There were no new declarations of interest in any item on this agenda.

2 Minutes of previous meetings

2.1 Minutes of the meeting held on the 23rd May 2024 were agreed as a true record

2.2 Matters Arising from the minutes not on this agenda

2.2.1 Minute 3.3.6 – Tutoring – Funding following the COVID pandemic will end in August. Funding for the Summer School and Saturday School has been secured for next year.

3 Finance

3.1 Quarter 1 Budget Report

3.1.1 109 Income from Catering – this is currently showing a projected shortfall of £80,879.10. Costs have steadily risen over the last few years and whilst every effort has been made not to pass on these

costs a rise in school meals prices is inevitable. Currently the school charges £2.20 a day for a meal compared with some schools charging as much as £3.50. This low figure is not viable and there will have to be an increase to pupils to ensure that income is high enough to meet costs. It is planned to phase in a 30% increase starting in September to try and get the catering budget balanced. The cashless payment system has simplified charging and by the end of Q2 it is hoped to see this shortfall reducing.

- 3.1.2 E01 – Teaching Staff – this is currently showing a projected overspend of £74,408.65 – this figure should reduce next quarter when changes to the staffing structure start to come into force.
- 3.1.3 E12 – Building Maintenance – this is showing an overspend of £11,445.00 due to the cost of the agreed Science Lift not being factored into the original budget profile.
- 3.1.4 E19 – Learning Resources – the projected overspend should balance by year-end.
- 3.1.5 E24 – Special Facilities – this projected overspend is for the funding of FSM in holiday periods. This money will be reimbursed to the school at a later date. This funding may cease in the very near future.
- 3.1.6 E25 – Catering Supplies – see minute 3.1.1
- 3.1.7 E26 – Agency Teaching Staff – agency staff have been covering hard to fill posts. These posts have now been filled and costs will reduce significantly from September.
- 3.1.8 E27 – Bought in professional services – curriculum – overspends under this budget heading are due to maternity leave cover, which is higher than originally predicted.
- 3.1.9 Without any changes and if these overspends haven't balanced out over the year there could be a £92, 821.45 deficit by the end of the financial year. However, with the reviewing of the staffing structure and the evening out of expenditure over the year it is anticipated that there will be no deficit and there will be a small carry forward to take into the next financial year.
- 3.1.10 MBK acknowledged that the expenditure for 24-25 was unlikely to end in deficit but also recognised that careful monitoring would have to be in place to ensure that budgets balanced. GOR agreed but added he is working with the LA on a review of the staffing structure with a view to reducing overall staffing. He informed governors that in the event of early retirement / redundancies there would be financial support from the LA as governors needed to be aware that there can be significant costs to the school should either of those routes be taken. There is an obvious need to be mindful of incurring costs which would invalidate potential savings. **GOR will continue to update governors on this situation at each SF&P meeting.**

Action: GOR

- 3.1.11 The committee **SIGNED OFF** the Quarter 1 Return
- 3.2 **Virements**
- 3.2.1 A request for a virement of £5,000 from E21 (exams) to E19 (Library) to cover the cost of Ruth Miskin phonics teaching materials was **APPROVED** by the committee.
- 3.3 **Project Brief – Financial Consultancy**
- 3.3.1 Grace Financials is the recommended company for providing financial support to the school. Beverley has worked with the school for 10 years and is uniquely placed to provide the best support for Gladesmore. This is because she knows the school and it's finances very well, she is also the Haringey support for Novus, a financial software that Gladesmore is adopting and by working with her directly she will be able to provide tailored support to the school. It has not been possible to find other firms that work with Novus and so it has been decided to ask governors to waive the necessity to find quotes from other, similar providers, as there are none. Governors **AGREED** to waive the need for other quotes and **AGREED** to accept the quote from Grace Financials.
- 3.4 **Asset Registers requiring a signature** (ICT/ All other Equipment)
- 3.4.1 The Asset Register needs to be discussed by governors annually. Governors had received a report regarding the inventories prior to the meeting. All equipment is detailed including ICT equipment, Music, Food Technology and Canteen and Kitchen equipment. AMO reported that the register has been updated to include a purchase price for new items in line with Audit recommendations.

- 3.4.2 Governors **APPROVED** the report.
- 3.5 **Finance Policy Updates**
- 3.5.1 Staff Delegated Finance Responsibility – the only changes were to the names of staff listed. Governors **AGREED** the policy.
- 3.5.2 Asset Inventory and Loan Equipment Policy – there were no changes to this policy. Governors **AGREED** the policy
- 3.5.3 Disaster Recovery Plan – AMO confirmed that all data is backed up and copies held off site. Governors **AGREED** the policy

4 Site

4.1 Fire Emergency Plan

- 4.1.1 Minor changes have been made to the plan including the names of wardens where these have changed. A fire drill was carried out on the 9th July and the school was evacuated in 3 minutes and 20 seconds with everyone reaching the evacuation point in 4 minutes and 20 seconds. This was recorded on Safesmart. Prior notice had been given to key staff and the next drill will be unannounced. Y7 pupils will have a planned fire drill during their first month in the school. SMA asked whether there were any individual plans for staff or students who had specific additional needs and GOR explained that there were such plans in place. MBK asked whether any staff had been trained in using evacuchairs. GOR explained that currently these were not needed although the school does have an evacuchair in C Block. However, staff are trained in their use.
- 4.1.2 Governors **AGREED** the policy.

5 Personnel

5.1 Staff Tracker

- 5.1-5.8 Staff Tracker – governors **NOTED** the tracker. The tracker now includes information on staff appointments and departures, part time staff, maternity cover, sabbatical leave, ECT's and long term staff absence. It also includes teaching staff notice periods. Governors discussed issues relating to the review of the staffing structure and to requests for flexible working, which have increased this year. GOR has been able to grant such requests where they are not in conflict with TPAC and do not disrupt the smooth running of the school.
- 5.9 TLR Structure Teaching Staff - Governors **APPROVED** the policy
- 5.10 ECT Induction Policy - Governors **APPROVED** the updated policy.

6 AOB

- 6.1 A glossary of acronyms was included with the paperwork sent out to governors.

There were no confidential items for discussion

Chair of Committee-----Date-----

