



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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## MINUTES OF A MEETING OF FINANCE & OPERATIONS COMMITTEE OF BROOKVALE GROBY LEARNING CAMPUS TUESDAY 3<sup>RD</sup> DECEMBER 2019, 5.30PM

**Present:** Steve Goddard (Chair), Helen Brown, Helen Stockill, Shamir Ghumra – for agenda items 1 – 8 only  
Helen Smart, Joanne Golding, Elaine Freeman (Clerk)

**Also in attendance:** Rebecca Langton (Magma Accountants) – for agenda items 1 – 4 only  
Mandy Bearne (Acting Headteacher)

AGENDA ITEM	<b><i>DENOTES GOVERNOR CHALLENGE</i></b> <b><i>DENOTES CAMPUS ACHIEVEMENT</i></b>	ACTION
	<p>Committee members noted that this would be the last meeting that Shamir Ghumra attended, as he had tendered his resignation from his position as Trustee as of December 2019. Shamir had, however, decided to remain and join the Members of Brookvale Groby Learning Trust.</p> <p>Committee members thanked Shamir for his input as a Trustee, and looked forward to continuing to work with him in his capacity as Member.</p>	
<b>1. Apologies for Absence:</b>	Apologies for absence were received and noted from Marcel Gil.	
<b>2. Declarations of interest:</b>	No declarations of interest were reported.	
<b>3. Elect Chair of F&amp;O Committee:</b>	Due to this first meeting of the F&O Committee not taking place until December 2019, Committee members made a decision to meet on 17 <sup>th</sup> September 2019, ahead of the first meeting of the Trustees, to elect the Chair. Steve Goddard was re-elected to this position. There were no further nominations.	
<b>4. Presentation by Accountants – Accounts Scrutiny:</b>	<p>The Chair welcomed Rebecca Langton, representing Magma Accountants, who proceeded to present the draft Accounts for 2018/19, for committee approval. An in-depth presentation followed, with Rebecca drawing committee members' attention to the documents shared ahead of this meeting. The following points was considered and noted:</p> <ul style="list-style-type: none"> <li>The reserves figure, as at the end of August 2019, was shown as £1.4M, which was £728K in excess of the reserves target.</li> </ul> <p><b>A committee member asked if the school had any plans for this reserve figure?</b></p> <p>Helen Smart advised that there were plans in connection with this amount of money, and that this had been discussed with the Accountants. Helen Smart and Rebecca Langton confirmed that this plan would see all of the money being spent. It was agreed by all present to include this spending plan on the Agenda for the next</p>	





followed regarding the £14K amount of monies for the HBEP (Hinckley & Bosworth Educational Partnership) fund. Helen advised that Redmoor Academy in Hinckley had now taken over the management of HBEP, following the departure of Robert Coles in August 2019, but had been unwilling to take over the contracts for the employees, currently working in the Brookvale Groby building. Helen stated that this amount had been retained by the school, should a decision be made at any point in the future to make these posts redundant.

A discussion about these employees followed, and a committee member asked **if this retained amount would fully cover the redundancy cost of the employees, should that be the case?**

Helen Smart confirmed that this would be fully covered, and that she had taken the next 3 years into account when considering this amount.

It was agreed that Helen Smart should investigate the contracts for these HBEP employees, and report the findings back to the Chair and Acting Headteacher, to enable them to further investigate with the Local Authority.

The committee went on to discuss the £9,972 'other' amount, and in particular the trips income contained within these monies. With relation to the annual trip to Normandy, France, which took place each September, a committee member asked **how the costings for this trip were calculated and were there usually any overheads?**

Helen Smart advised that supply cover was always added in when calculating trip expenditure, and stated that any profit which may be made from trip calculations was always passed back on to parents/carers.

**A committee member asked if the school provided funding for those staff members who participated in trips?**

Helen Smart confirmed that staff places on trips were always funded.

Helen Smart advised committee members that all documentation with respect to this agenda item would be uploaded to the Trustee folder, ahead of the next meeting scheduled for the following week.

**Helen Smart/  
Steve Goddard/  
Mandy Bearne**

**Clerk**



	<p>Committee members accepted and noted the Budget Monitoring documentation, as presented by Helen Smart and there were no further questions or discussion on this agenda item.</p>	
<b>6. Catering, Transport, Lettings:</b>	<p>Committee members noted the information shared ahead of this meeting, with respect to Catering, Transport and Lettings. Helen Smart asked for the approval of the committee to spend an amount of money from the Lettings income, to replace the current heaters in the Groby Sports Hall. Helen explained that the heaters were very old and no longer efficient, and the school had received numerous concerns and complaints about the temperature in the Sports Hall when students were sitting their mock exams during the Autumn Term.</p> <p>Following discussion, the committee gave its approval for the spend of this money to replace the current heaters, and asked Helen Smart to obtain 3 quotes for this work.</p> <p><b>A committee member asked for clarification of an amount shown as 0 in the fixed budget, and 30 in the allocated budget?</b></p> <p>Joanne Golding advised that this was due to the movement of administrative staff from one budget to another.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Helen Smart</b>
<b>7. Audit Report:</b>	<p>The Audit Report had been shared ahead of this meeting for the consideration of the committee, and Helen Smart drew committee members' attention to the management response contained within page 5, and advised that all actions which had resulted from this audit had been completed.</p> <p>It was agreed by all present that this report should be added as an agenda item to the next meeting of the Trustees.</p> <p>There were no further questions or discussion on this agenda item.</p>	<b>Clerk</b>
<b>8. Academies Handbook – Key Changes:</b>	<p>The committee discussed the changes contained with the Academies Handbook, which had been shared ahead of this meeting, and a committee member asked <b>how Trustees can recommend this, in practice?</b></p> <p>Following discussion, Helen Smart agreed to share all documentation relating to these changes with F&amp;O Committee.</p>	<b>Helen Smart</b>



	<p>There were no further questions or discussion on this agenda item.</p> <p><i>Shamir Ghumra left the meeting at this point – 6.35pm.</i></p>	
<p><b>9. F&amp;O Terms of Reference:</b></p>	<p>Helen Smart presented the F&amp;O Terms of Reference, shared ahead of this meeting, and advised that there had been no changes.</p> <p>Committee members agreed to accept these Terms of Reference as presented.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>10. Finance Policy/Medical Needs (Students) Policy/Pay Policy (Teachers/Support Staff):</b></p>	<p>Committee members considered the draft Finance Policy, shared ahead of this meeting, which contained areas of change, highlighted by Helen Smart.</p> <p>Following a brief discussion, committee members gave their approval to the Policy.</p> <p>The draft Pay Policies for both support staff and teaching staff had been shared ahead of this meeting, and the committee noted the minor alterations to pay/pay scales as advised by Helen Smart.</p> <p><b>Following a question from a committee member regarding Union approval,</b> Helen Smart confirmed that she had consulted with the Unison campus representative to advise the minor amendments to the support staff Policy, and Mandy Bearne stated that teaching union representatives were aware that the only change to this Pay Policy had been to amend the pay scales as directed.</p> <p>Committee members approved both of these draft Policies as presented, with the understanding that Union approval would be sought should there be any major changes in the future.</p> <p>The draft Medical Needs (Students) Policy, shared ahead of this meeting was discussed with committee members asking Helen Smart to check the following points with Debra Parke (PA to Senior Deputy Headteacher, Pastoral):</p> <ul style="list-style-type: none"> <li>• The administering of Paracetamol to students</li> <li>• Epipen training – are a satisfactory amount of staff members trained to use an Epipen? (Helen Smart did advise that there were no concerns with this)</li> <li>• Do we keep spare Inhalers in school for those students who need them?</li> </ul>	<p><b>Helen Smart</b></p>



	<ul style="list-style-type: none"> <li>• Medication forms for students – where are these kept in school?</li> <li>• Education of others (students and staff) re allergies.</li> </ul> <p>Committee members approved the draft Medical Needs (Students) Policy, following the check of the above items with Debra Parke. Committee members stated that they did not need to see this Policy again following these checks.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>11. Investments Report on previous year and retrospective approval:</b></p>	<p>Helen Smart referred to the documentation shared ahead of this meeting, and advised the committee that she had made 2 investments in April and May 2019. Both of these investments were with Lloyds Bank and would see £7K in interest being received in 2020.</p> <p>The committee discussed the fact that all of the school's monies were invested with Lloyds Bank, but there was no concern with this.</p> <p>Committee members were happy with these investments and thanked Helen Smart.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>12. Review letters (Eileen Milner, Lord Agnew):</b></p>	<p>The letters from Eileen Milner and Lord Agnew had been shared ahead of this meeting, and a discussion followed on the Risk Register for the campus, which had been taken off this particular agenda due to the number of other items for discussion at this meeting.</p> <p>The committee agreed that the Risk Register should be discussed at the next meeting of the Trustees, and should be high on the agenda to ensure its inclusion.</p> <p>Mandy Bearne advised that the Risk Register was discussed and amended during Senior Leadership meetings, and this was noted by the committee.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Clerk</b></p>
<p><b>13. Lighting Proposal:</b></p>	<p>The Chair advised that Helen Smart had asked for the Lighting Proposal to be deleted from this agenda, and replaced with a discussion on the campus minibus.</p>	



	<p>Helen Smart advised that the current minibus used by the campus had been leased for the past 2 years, and had been well used, by both the PE faculty and also had been rented by local Primary Schools on occasion. Helen stated that this minibus was 5 years old.</p> <p>Helen explained that she had researched buying a second-hand minibus, and had also investigated the leasing of a brand new minibus – the latter of which option was the preferred.</p> <p>The lease of a brand new minibus over a period of 5 years would cost £24,544, paid monthly, and would financially be the better option. The maintenance, MOT, tax and any mechanical breakdown would be fully covered.</p> <p><b>A committee member asked for confirmation that this would not be a financial lease?</b></p> <p>Helen Smart confirmed that it would be an operating lease.</p> <p>Following discussion, the committee gave its approval to Helen Smart leasing a brand new minibus over a 5 year period.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Helen Smart</b></p>
<p><b>14. Admissions, Student Numbers:</b></p>	<p>The documentation with reference to admissions and student numbers, shared ahead of this meeting, was discussed briefly, with committee members noting the contents.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>15. Self-Assessment:</b></p>	<p>Helen Smart confirmed that the Self-Assessment document which she had completed and which had now been submitted, had been shared with this committee ahead of the meeting.</p> <p>Following discussion, it was agreed that any future documentation relating to Self-Assessment should be emailed to all Trustees ahead of submission.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Helen Smart</b></p>
<p><b>16. Asset Disposals – SLT Report on Assets:</b></p>	<p>Joanne Golding advised committee members of the Asset Disposals document, which had been shared ahead of this meeting, and confirmed that the Senior Deputy Headteacher had recently completed an inventory audit on random equipment, situated around the campus.</p>	



	<p><b>A committee member asked if this document had been shared with the Accountants?</b></p> <p>Joanne Golding confirmed that it had been shared with the Accountants, and advised that the Senior Deputy Headteacher had discovered some anomalies, which were currently being investigated by Joanne.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Joanne Golding</b></p>
<p><b>17. Site and IT Update:</b></p>	<p>Committee members referred to the report compiled by Steve Ward, Campus Site Manager, shared ahead of this meeting, and noted the tremendous amount of work which had been carried out.</p> <p>The Chair confirmed that he had attended a Health &amp; Safety meeting, which had taken place earlier on this day, and advised that continued work was being carried out with respect to the action plan as shown.</p> <p><b>A committee member asked if all asbestos checks were fully up to date?</b></p> <p>Helen Smart confirmed that they were, and that compliance with asbestos regulations had been checked by the Auditor. Helen also advised that Steve Ward and herself regularly discussed asbestos checks during their weekly line management meeting.</p> <p><b>A committee member asked if the campus was re-assured that all relevant staff members were fully trained in manual handling/COSH etc?</b></p> <p>Helen Smart advised that COSH training had recently been carried out with the cleaning staff, and this had been provided as a free service by a supplier.</p> <p>Helen Smart confirmed that all pastoral staff had been trained in manual handling, and a discussion followed regarding the move to the Local Authority by the campus for its relevant health &amp; safety training requirements.</p> <p>Helen Smart went on to advise that, in the past, a questionnaire had been distributed to all staff regarding their personal work stations/requirements etc.</p> <p>Following a discussion on the 'masterplan' of work to be carried out on campus in the future, committee members were advised by Helen Smart that she would be seeking approval during the</p>	





	<p>February meeting of the F&amp;O Committee, for the spending of monies to refurbish the Science Labs.</p> <p>Helen Smart provided details of a SIF bid, which had been submitted, for fire prevention work on the roof of the Groby building, and advised that the result of this bid should be known in March 2020.</p> <p>There were no further questions or discussion on this agenda item and committee members thanked Steve Ward for his report, and his ongoing work around the campus.</p>	
<p><b>18. Staffing and Personnel (updates/appointment /support/absence:</b></p>	<p>Helen Smart referred to the documentation shared ahead of this meeting, and advised committee members of the following:</p> <ul style="list-style-type: none"> <li>• 2 support staff currently on maternity leave</li> <li>• 1 resignation of support staff (following maternity leave)</li> <li>• 1 member of support staff had resigned, following a period of attendance management</li> <li>• 1 member of the Premises Team currently on attendance management</li> <li>• 1 member of the Grounds Team attendance being monitored.</li> </ul> <p>Helen advised that interviews had been held/would be held for the following vacancies:</p> <ul style="list-style-type: none"> <li>• Examinations Officer – appointed, but declined offer. Agencies being contacted for the interim period</li> <li>• Reprographics Technician (part-time) – appointed</li> <li>• SEND/PP Administrator – appointed internally</li> <li>• SEND/PP Administrator (part time) – internal only advert</li> <li>• Receptionist</li> <li>• Learning Support Assistant.</li> </ul> <p>Mandy Bearne advised the following with respect to teaching staff:</p> <ul style="list-style-type: none"> <li>• 1 agreed voluntary redundancy as of August 2020</li> <li>• 2 resignations from staff members covering maternity leaves</li> <li>• 2 teaching staff resignations – to be backfilled from January 2020. Internal advert had been placed to recruit from our current excellent School Direct trainees, as of September 2020.</li> </ul> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>19. Confirmation of the minutes of the meeting held on 25<sup>th</sup> June 2019:</b></p>	<p>The minutes from the meeting held on 25<sup>th</sup> June 2019 were reviewed and signed by the Chair as a true, accurate record.</p>	



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<b>20. Matters Arising from the minutes:</b>	Matters arising from the meeting held on 25 <sup>th</sup> June 2019 were discussed and noted.	
<b>21. Confirm date of next meeting:</b>	A discussion followed as to the date/time of the next meeting of the F&O Committee, scheduled for Tuesday 11 <sup>th</sup> February 2020, 5.30pm, and it was decided to go ahead with the meeting on this date, but to bring the start time forward to 5pm, due to the Headteacher interviews being held on the following day.	<b>All F&amp;O Committee members</b>

The meeting closed at 7.47pm.

Signed by Chair:.....

Date:.....

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Clerk</b>	Include spending plan on the Agenda for the next meeting of the Finance & Operations Committee scheduled for February 2020.
<b>Helen Smart</b>	Compose a draft response re Audit Findings Report.  <i>Agenda item 4.</i>
<b>Helen Smart/ Steve Goddard/ Mandy Bearne  Clerk</b>	Investigate the contracts of HBEP employees, and report the findings back to the Chair and Acting Headteacher, to enable them to further investigate with the Local Authority.  Upload All documentation with respect to budget monitoring to the Trustee folder, ahead of the next meeting scheduled for the following week.  <i>Agenda item 5.</i>
<b>Helen Smart</b>	Obtain 3 quotes to replace the heaters in the Groby Sports Hall.  <i>Agenda item 6.</i>
<b>Clerk</b>	Add Audit Report as an agenda item to the next meeting of the Trustees.  <i>Agenda item 7.</i>



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<b>Helen Smart</b>	Share all documentation relating to changes to the Academies Handbook with F&O Committee.  <i>Agenda item 8.</i>
<b>Helen Smart</b>	Speak to Debra Parke re the queries relating to the Medical Needs (Students) Policy.  <i>Agenda item 10.</i>
<b>Clerk</b>	Include Risk Register on the agenda for the next meeting of the Trustees.  <i>Agenda item 12.</i>
<b>Helen Smart</b>	Investigate 5 year lease of brand new campus minibus.  <i>Agenda item 13.</i>
<b>Helen Smart</b>	Any future documentation relating to Self-Assessment should be emailed to all Trustees ahead of submission.  <i>Agenda item 15.</i>
<b>Joanne Golding</b>	Investigate anomalies to the Asset Disposals list.  <i>Agenda item 16.</i>