



MINUTES OF A MEETING OF FINANCE & OPERATIONS COMMITTEE
OF BROOKVALE GROBY LEARNING CAMPUS
VIA GOOGLE MEET
HELD ON TUESDAY 12TH MAY 2020, 2.00PM

Present: Steve Goddard (Chair), Helen Brown, Marcel Gil, Helen Stockill

Also in attendance: Mandy Bearne (Acting Headteacher), Helen Smart, Joanne Golding, Will Teece (Headteacher, appointed from August 2020), Elaine Freeman (Clerk)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i>	ACTION
	The meeting had been convened via Google Meet, to discuss essential agenda items only.	
1. Apologies for Absence:	No apologies for absence were received.	
2. Declarations of interest:	No declarations of interest were reported.	
3. Budget Monitoring April 2020:	<p>Helen Smart presented the Budget Monitoring documentation, shared ahead of this meeting, and asked permission of the Chair for the March information to be discussed, as opposed to the information for April, which was not yet completely compiled. This, Helen explained, was due to the restraints imposed by the need to work largely from home due to the partial closure of schools because of the Covid-19 pandemic. The Chair agreed to this.</p> <p>Helen drew committee members' attention to the summary document and advised that there was very little change from the document produced in February 2020.</p> <p>Helen explained the variances contained within this document, largely due to the change in spend relating to exams, trips, catering, buses and student spend, caused by the partial closure situation.</p> <p>Following a question from a committee member, Helen Smart led a discussion regarding the ongoing investigation as to the refund, or otherwise, of payments already made towards exams (although it was acknowledged that it was doubtful if any substantial refunds would be agreed).</p> <p>A committee member asked if the school was tracking all costings related to Covid-19?</p> <p>Helen Smart explained that a separate cost centre for Covid-19 had been set up, and advised that £11,000 to cover additional costs had been received from the Local Authority, however it was Helen's belief that this would need to be repaid at some point in the future.</p> <p>Helen Smart went on to advise that she was investigating the possibility of furloughing some staff members – Catering, Business</p>	



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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	<p>Development Officer – due to the longevity of the current situation. The Chair asked for the committee to be kept fully informed of this situation, and any decisions made.</p> <p>Following questions from a committee member, Helen Smart advised the meeting of the steps being taken to refund all monies already paid by parents for trips which had been organised, and the ongoing dialogue with the bus companies re paying of invoices was also discussed.</p> <p>There were no further questions or discussion on this agenda item. Committee members thanked Helen Smart and Jo Golding for their ongoing work.</p>	Helen Smart
<p>4. 20/21 Initial Budget Forecast:</p>	<p>Helen Smart presented the budget forecast documentation, shared ahead of this meeting, and advised that a further meeting of the Finance & Operations Committee would be required to be convened for early July 2020, following the resignation date for teaching staff at the end of May. Helen Smart would liaise with the Chair and advise the Clerk of this date.</p> <p>Following discussion focused on the loss of the grant relating to teachers' pensions and pay increases, Helen Smart advised that she intended to liaise with the Business Managers' forum to ascertain how other schools were reacting to this situation.</p> <p>The meeting went on to discuss the future predictions regarding the Post 16 income and expenditure, and the school's future plans for this, including the marketing strategies being put into place to move forward, taking into account the current situation.</p> <p>Following a question from a committee member, the meeting discussed the potential numbers of pupils in Year 6 transferring to the campus over the next 3 years. Helen Smart shared documentation relating to this, and advised that these numbers were looking very healthy at the moment.</p> <p>A committee member requested that information on creative curriculum planning for 2020/21 should be an agenda item for a future meeting of the F&O Committee.</p> <p>There were no further questions or discussion on this agenda item, and the committee noted that future financial planning would be an ongoing agenda item for discussion and consideration.</p>	<p>Helen Smart/ Chair/Clerk</p> <p>Helen Smart</p> <p>Helen Smart/ Clerk</p>
<p>5: Reserves Policy 2020/21;</p>	<p>The meeting discussed the documentation previously shared ahead of this meeting, and Helen Smart brought the committee's attention to those items which related to the carry forward figure.</p> <p>The committee accepted the Reserves Policy as presented and there were no further questions or discussion on this agenda item.</p>	
<p>6. Site and Health & Safety Update:</p>	<p>Helen Smart presented the site report, as prepared by Steve Ward, Campus Site Manager, which detailed the work which had been</p>	



	<p>carried out across the campus during this partial closure period, and shared ahead of this meeting. Helen Smart assured the committee that current regulations regarding social distance working continued to be observed, and all checks/additional cleaning and sanitation continued to be thoroughly carried out, paying particular attention to those areas where students worked.</p> <p>There were no further questions or discussion on this agenda item, and the committee thanked Steve Ward and all of his team for their ongoing works.</p>	
<p>7. Staffing and Personnel Updates:</p>	<p>Mandy Bearne presented documentation relating to staffing, which had been shared ahead of this meeting, and advised committee members of teaching staff appointments which had been made for next academic year, both before lockdown came into place, and during the partial closure via video link. Mandy was pleased to reassure the committee that it looked highly likely that the campus would be fully staffed for next academic year, however the resignation date for teaching staff was approaching and this could change the situation.</p> <p>Will Teece advised the meeting of the steps being taken within his Trust regarding the change in funding towards pension contributions and pay increases for teaching staff, and asked Helen Smart what proportion of staff expenditure was funded by the Gag?</p> <p>Helen Smart took note of this question and agreed to report back.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Helen Smart</p>

The meeting closed at 2.54pm.

Additional item discussed following the closure of the meeting:

A committee member asked Helen Smart to clarify the situation regarding internal auditing, as it was believed that Leicestershire were no longer to offer this service.

Helen Smart agreed to investigate the situation regarding this, which she advised, would usually take place in September.

Signed by Chair:.....



Date:.....

SUMMARY OF ACTIONS:

NAME	ACTION
Helen Smart	Investigate the possibility of furloughing some staff members – Catering, Business Development Officer. The Chair asked for the committee to be kept fully informed of this situation, and any decisions made <i>Agenda item 3.</i>
Helen Smart/ Chair/Clerk Helen Smart Helen Smart/ Clerk	Finance & Operations Committee would be required to be convened for early July 2020, following the resignation date for teaching staff at the end of May. Helen Smart to liaise with the Chair and advise the Clerk of this date. Liaise with the Business Managers’ forum to ascertain how other schools are reacting to the loss of the grant relating to teachers’ pensions and pay increases. Information on creative curriculum planning for 2020/21 should be an agenda item for a future meeting of the F&O Committee. <i>Agenda item 4.</i>
Helen Smart to report back to Will Teece	What proportion of staff expenditure is funded by the Gag? <i>Agenda item 7.</i>
Helen Smart	Investigate the Leicestershire internal audit situation. <i>Additional item discussed following the closure of the meeting.</i>