



**MINUTES OF A MEETING OF FINANCE & OPERATIONS COMMITTEE  
OF BROOKVALE GROBY LEARNING CAMPUS  
VIA GOOGLE MEET  
HELD ON TUESDAY 23<sup>rd</sup> JUNE 2020, 10AM**

**Present:** Mr S Goddard (Chair)  
Mrs H Brown  
Mrs H Stockill

**Also in attendance:** Mandy Bearne (Acting Headteacher),  
Helen Smart (Business Director)  
Joanne Golding (Finance Assistant)  
Will Teece (Headteacher, appointed from August 2020),  
Elaine Freeman (Clerk - minutes)

AGENDA ITEM	<i><b>DENOTES GOVERNOR CHALLENGE</b></i> <i><b>DENOTES CAMPUS ACHIEVEMENT</b></i>	ACTION
<b>1. Apologies for Absence:</b>	No apologies for absence were received.	
<b>2. Declarations of interest:</b>	No declarations of interest were reported.	
<b>3. Budget Monitoring May 2020:</b>	<p>Helen Smart presented the Budget Monitoring Summary document for May 2020, shared with the committee ahead of this meeting, and advised that there had been very little change to this since the last meeting of the Finance &amp; Operations Committee held on 12<sup>th</sup> May 2020.</p> <p>Helen Smart pointed out the following:</p> <ul style="list-style-type: none"> <li>● 'Other Income – Other' which included reductions in income relating to the Prom, Duke Of Edinburgh activities and buses, as well as £48,000 going into the cost centre from the trip to Borneo, which had an effect on the figure.</li> <li>● Trading Activities figure had income taken out for Catering for the summer term, as well as Lettings.</li> <li>● Expenditure variances included savings on teaching staff – 2 having resigned as of Easter 2020 and were not being replaced for the summer term, and 1 who had asked to be released in June to begin another post, hence savings being made until August 2020.</li> </ul> <p>Savings on educational support staff included 1 resignation from a Technician, who was not replaced, as well as a replacement for a Reprographics Technician on a lower pay grade as the previous post holder. Savings on Learning Support Assistants and a Cover Supervisor had also been made during the summer term. An agreement had been made to pay Invigilators 50% of their salary, as well as savings associated with the resignation of the Pastoral Leader for HBEP, having an effect on the funds being held for this account.</p> <ul style="list-style-type: none"> <li>● Staff Costs Other included savings on Lettings – bar staff etc.</li> </ul>	



	<ul style="list-style-type: none"><li>• Overspend included the advert for a new campus Headteacher.</li><li>• Premises Other – Overspend of £15,000 (previously discussed with this committee) was due to the undetected water leak in the Groby building, which had gone un-noticed for some time, and Helen Smart advised the committee that there had recently been another major water leak in the Brookvale building, which would result in the need for major repair work. Helen Smart advised that, following investigation, any permanent damage would need to result in an insurance claim.</li><li>• Supplies &amp; Services – savings had been made on alternative provision and exams. Expenditure had occurred due to trip refunds.</li><li>• Supplies &amp; Services, non-educational – savings had been made on Catering, and on Capita licence fees, following the merger of the two schools.</li><li>• Governance Costs – overspend of £7,000 was due to the implementation of a highly efficient payroll system, which would see savings being implemented in the future.</li></ul> <p>Helen Smart pointed out the carry forward figure of £279,000.</p> <p><b>A committee member stated that these figures looked very healthy, with lost income being made up by staff savings, as well as the offset of supplies. The committee member asked if Helen Smart had any concerns?</b></p> <p>Helen Smart confirmed that she had no concerns, however she did have concerns from September onwards, regarding the catch up process for students following the partial shutdown, and the expenditure associated with this.</p> <p>Helen Smart drew committee members' attention to the document detailing expenditure and savings during the Covid-19 partial shutdown (shared ahead of this meeting) and a discussion followed, with Helen Smart advising that further updating of these figures would be necessary.</p> <p><b>Following discussion, a committee member stated that the situation regarding partial shutdown, and the expenditure incurred due to this situation, had been handled well by the school.</b></p> <p>There were no further questions or discussion on this agenda item.</p>	
<b>4. Update of position for Catering, Lettings and Transport:</b>	<p>Jo Golding presented documentation, shared ahead of this meeting, relating to the up-to-date position with Catering and confirmed that as previously advised, the Catering staff were now furloughed. Jo Golding advised that the projected surplus at the end of the year, pre-Covid, would have been £11,500, but taking into account the claim for the job retention scheme grant, this meant that there would be a small surplus at the end of this year of around £8,000.</p>	



**A committee member queried the figure of £11,900 relative to parental contributions for catering, and asked what the school had based this figure on?**

Jo Golding confirmed that this was based on historical information, and was largely optimistic, depending on the situation in September 2020.

**A committee member asked as to the furlough situation in Catering, as it was believed that the recommendations were to change in August 2020, with employers having to pay pension and national insurance contributions?**

Helen Smart advised that it was highly likely that Catering would still break even, as the staff members did not pay national insurance contributions, although concern was expressed as to how the catering arrangements would work with social distancing still required to be in place at the start of next academic year.

Jo Golding presented the documentation relating to the Lettings situation, shared ahead of this meeting, and stated that up to the Covid-19 pandemic, Lettings were doing very well, and were set to break even.

Jo Golding explained that the new heaters which had been installed in the Groby Sports Hall had contributed to the overspend, but it was likely that there would be a £8,500 surplus carry forward at the end of the year, however, pre-Covid the carry forward had been predicted to be in excess of £30,000. Jo Golding advised that consideration was being given to allowing the football teams to begin using the facilities once again, which would increase the income, but it was looking highly likely that the carry forward now would be £21,000 less than originally predicted, due to the Covid-19 situation.

**A committee member asked if, as discussed at a previous meeting, the Business Development Officer had been furloughed?**

Helen Smart advised that this had not happened, as the Business Development Officer was also responsible for data protection across campus, as well as keeping in touch with those organisations who regularly hired facilities from the school.

Jo Golding presented the documentation relating to Transport, shared ahead of this meeting, and advised that this situation was extremely erratic, and was monitored constantly.

Jo Golding advised that an agreement had been made with the two bus companies that they would be paid a retention amount of £70 per day.

Jo Golding pointed out that although it was predicted that expenditure would be approximately £106,000, with income being



	<p>£112,000, it was likely that this could change if different options for transporting students until the end of this term were explored.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>5: Pupil Premium (PP) Spend Update:</b></p>	<p>Helen Smart presented the PP 3 year strategy, shared ahead of this meeting, and advised that this was part of a document prepared by Kathryn Lee, Assistant Headteacher, and advised the meeting of the spending information contained within.</p> <p><b>Those present discussed the purpose of this information, and it was agreed that clearer impact as to the PP spend needed to be made evident moving forward.</b></p> <p><b>It was also agreed that, although the Local Academy Board regularly reviewed the PP spend, this should be an item on the agenda of the first meeting of the Trust Board in 2020/2021, to ensure that the correct spending decisions were being put into force.</b></p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Clerk</b></p>
<p><b>6. Budget Forecast – BFR:</b></p>	<p>Helen Smart presented the BFR Summary document, shared ahead of this meeting, and stated that the in-year balance was currently £69,000 for 20/21, although following review, some monies had been taken out of this amount for the Autumn term. Helen Smart advised that it was very difficult to predict the situation for September 2020, with Lettings looking uncertain, due to the amount of sporting activities which took place, and whether these would still be able to go ahead at the beginning of next academic year.</p> <p>Helen Smart advised that she had been in touch with the Local Authority to enquire as to the situation with teacher pensions, and the loss of the grant, and whether there would be any guarantee of minimal funding to assist with the significant loss to the school (approx £260,000). Helen Smart stated that she was currently awaiting a response.</p> <p><b>A committee member asked if Helen Smart had discussed this situation with any local schools?</b></p> <p>Helen Smart confirmed that she had entered into discussions with 2 local schools, who were similarly affected by the loss of this grant.</p> <p>Following discussion, the committee requested that they be kept informed of any changes to the BFR, ahead of its submission to the EFA on 29<sup>th</sup> September 2020, and it was acknowledged by all present that the current uncertain climate would have an extreme effect on this BFR.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Helen Smart/ Clerk – F&amp;O Agenda item</b></p>



<p><b>7. Risk Register:</b></p>	<p>Helen Smart drew committee attention to the Risk Register, shared ahead of this meeting, and in particular, the new item 7.0, recently added, detailing the risks associated with the partial closure due to Covid-19.</p> <p>Mandy Bearne pointed out the risks relative to this, and in particular the safeguarding risk associated with students working primarily from home.</p> <p>Mandy Bearne stated that there would be significant difficulties to be faced for Will Teece, the new Headteacher as of August 2020, due to this current situation.</p> <p><b>A committee member asked if any support packages for Will Teece had been put into place?</b></p> <p>Mandy Bearne advised that no formal support had been agreed, although Will and herself would be regularly liaising throughout the summer break.</p> <p>Will Teece stated that he was appreciative of the hard work which had been put into both the partial closure and wider opening arrangements for the campus, from all staff members, and felt supported by this. He added that Mandy Bearne had advised that she could be available for a phone call at any point next academic year, should Will require.</p> <p>Mandy Bearne paid tribute to the enormous work load which had been undertaken by the Senior Team to enable the campus to function during this period of partial closure, as well as the arrangements ahead of wider opening.</p> <p>The following risks were also noted:</p> <ul style="list-style-type: none"><li>● Pupil Outcomes</li><li>● Student Engagement</li><li>● Post 16 Transition</li><li>● Loss of Learning</li><li>● Staff Illness</li><li>● Financial</li></ul> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>8. Staffing Update:</b></p>	<p>Mandy Bearne was pleased to report that, regarding teachers, the campus was fully staffed to begin in the Autumn term, with no further resignations being received.</p> <p>Mandy Bearne advised that 2 staff members had been appointed for a 1 year secondment to the Senior Team as of next year, and confirmed that Will Teece had been part of this appointment process.</p> <p>Helen Smart confirmed the following vacancies within the support staff team, which were currently being advertised/organised:</p>	



	<ul style="list-style-type: none"> <li>• Teaching Assistant, English Faculty</li> <li>• Learning Support Assistants</li> <li>• ASC Manager</li> <li>• Cleaners</li> <li>• Pastoral Manager – 1 day per week</li> </ul> <p>There were no further questions or discussion on this agenda item.</p>	
<p><b>9. Health &amp; Safety Update:</b></p>	<p>Helen Smart paid tribute to Steve Ward, Premises Manager, and Hannah Alderson, Assistant Business Manager, who had worked extremely hard to make ready the premises, ahead of wider opening. <b>Helen Smart advised that many positive comments had been received from staff members, and no issues had been reported.</b></p> <p><b>A committee member advised that the situation relating to Covid-19 was now RIDDOR reportable and Helen Smart agreed to investigate this.</b></p> <p>There were no further questions or discussion on this agenda item.</p>	<p><b>Helen Smart</b></p>
<p><b>10: Review minutes from the meeting held on 12<sup>th</sup> May 2020:</b></p>	<p>The minutes from the last meeting of the Finance &amp; Operations Committee, held on 12<sup>th</sup> May 2020, were reviewed and agreed as an accurate record.</p> <p>Actions from the minutes were reviewed and discussed.</p>	
<p><b>11. Any other business previously notified to the Chair:</b></p>	<p>Mandy Bearne asked for Trustees present at this committee meeting to approve her recommendation to close the school over the summer holiday period, which she wished to discuss with the rest of the Senior Team during a meeting scheduled for the following day. Following discussion, those present gave their full approval to this summer closure, with a recommendation that any holiday opportunities should be signposted for the attention of all students.</p> <p>Mandy Bearne advised those present that Will Teece would be presenting to all staff via Google Meet on Monday 29<sup>th</sup> June at 3pm, and it was agreed that Mandy would speak to Connor Acton with regard to introducing Will's presentation, and the Clerk would arrange for a Google Meet invitation to be sent out to all Trustees should they be available and wish to be present.</p> <p>It was agreed by all present that a meeting of the Finance &amp; Operations Committee would be convened for September 2020, to discuss the budget, prior to submission to Trustees.</p> <p>There was no further discussion.</p>	<p><b>Mandy Bearne</b></p> <p><b>Mandy Bearne/Clerk</b></p> <p><b>Clerk</b></p>

The meeting closed at 11.15am.



Signed by Chair:

Date: 14<sup>th</sup> September 2020

## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Clerk</b>	PP spend should be an item on the agenda of the first meeting of the Trust Board in 2020/2021, to ensure that the correct spending decisions are being put into force.  <i>Agenda item 5.</i>
<b>Helen Smart/ Clerk</b>	Committee to be kept informed of any changes to the BFR, ahead of its submission to the EFA on 29 <sup>th</sup> September 2020. Agenda item for September 2020 F&O meeting.  <i>Agenda item 6.</i>
<b>Helen Smart</b>	Situation relating to Covid-19 is now RIDDOR reportable and Helen Smart agreed to investigate this.  <i>Agenda item 9.</i>
<b>Mandy Bearne  Clerk</b>	Any holiday opportunities should be signposted for the attention of all students during the closure of the campus for the summer break.  Meeting of the Finance & Operations Committee to be convened for September 2020, to discuss the budget, prior to submission to Trustees.  <i>Agenda item 11.</i>