



MINUTES OF A MEETING OF FINANCE & OPERATIONS COMMITTEE OF BROOKVALE GROBY LEARNING CAMPUS TUESDAY 25th FEBRUARY 2020, 5.30PM

Present: Steve Goddard (Chair), Helen Brown, Marcel Gil, Helen Stockill (from 5.35pm)

Also in attendance: Mandy Bearne (Acting Headteacher), Helen Smart, Joanne Golding, Elaine Freeman (Clerk)

AGENDA ITEM	<i>DENOTES GOVERNOR CHALLENGE</i> <i>DENOTES CAMPUS ACHIEVEMENT</i>	ACTION
1. Apologies for Absence:	No apologies for absence were received.	
2. Declarations of interest:	No declarations of interest were reported.	
3. Budget Monitoring:	<p>Helen Smart presented the Budget Monitoring documentation, shared with the committee ahead of this meeting, and committee members were pleased to note that the in-year balance showed a surplus of £304K, with a predicted carry forward, of £1,707,790.</p> <p>Helen Smart explained the variances contained within this document relating to trips, catering etc, and stated that the salaries for teaching staff had dropped to £10K, with flexible working requests contributing to these savings.</p> <p>A committee member asked Helen Smart to confirm that these flexible working savings were not detrimental to the whole school curriculum?</p> <p>Helen Smart assured the committee that they were not, and confirmed that the flexible working requests had come from those particular faculty areas which were able to withstand this change.</p> <p>A discussion followed, with committee members agreeing that these figures looked very pleasing.</p> <p>There were no further questions or discussion on this agenda item.</p>	
4. Catering, Transport, Lettings (including spend):	<p>Jo Golding presented documentation, shared ahead of this meeting, relating to catering, transport and Lettings, and stated that the actual predicted end of year surplus for catering across the campus showed a balance of £16,783. Jo advised that it was quite possible that this figure would increase, as the campus had changed its catering supplier, and savings were already being seen.</p> <p>Jo Golding advised the committee that the campus Lettings facilities continued to prosper, and stated that the projected income of £73K (a figure which exceeded expectations) could very well increase.</p> <p>Helen Smart reminded committee members that an amount from the Lettings had been previously agreed for new heating in the Groby Sports Hall.</p>	



	<p>A committee member asked when it was expected that the heating would be installed?</p> <p>Helen Smart advised that the work would be carried out over the Easter break.</p> <p>Jo Golding stated that other works had been carried out to enhance the Lettings facilities, which included new goal posts, new cricket mats and a new electric shutter for the bar area in the Groby building.</p> <p>A committee member asked what had changed to bring about this increase in Lettings revenue?</p> <p>Helen Smart advised that Sangeeta Patel, Business Development Officer, had been challenged to bring in new business, and had risen very successfully to this challenge.</p> <p>A committee member asked if the campus had considered entering into a discussion with Groby Juniors' Football team, who trained and played their home matches at Brookvale Groby, as to whether they would consider holding their annual Presentation Evening at the campus? This could very well see an increase in other areas – catering etc.</p> <p>Following discussion, Helen Smart agreed to speak to Sangeeta Patel about this possibility.</p> <p>Committee members wished to extend their thanks to Sangeeta Patel for her work in this area.</p> <p>The committee discussed the figures for the transport provision on campus, and Jo Golding advised that currently 290 students used the campus bus service, which operated throughout the county and city areas. Jo advised that although numbers of students using the buses were good, there still remained 17 spare places across the various bus routes.</p> <p>There were no further questions or discussion on this agenda item.</p>	Helen Smart
	<p>It was agreed by all present, at this point in the meeting, to alter the running order of the items contained within the Agenda, to enable a better flow to the meeting.</p>	
<p>6. Update on Census Return (Oct 2019) and impact on numbers/budget:</p>	<p>Helen Smart presented documentation, shared ahead of this meeting, detailing projected admissions to the campus. Helen advised that next academic year would see a smaller cohort coming into Year 7, of which the campus had been aware.</p> <p>Following discussion, a committee member asked from where the information regarding future admission numbers was sourced?</p>	



	<p>Helen Smart stated that she contacted each feeder Primary School individually to obtain figures, however exact numbers would not be known until the following week when actual admission numbers would be finalised and released.</p> <p>An in-depth discussion followed regarding the future of the Post 16 provision on campus, and how on-going developments across the city and county may affect numbers in the future.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>5. 3 Year Forecast:</p>	<p>Helen Smart presented the 3 year forecast for the campus, documentation would had been shared with the committee ahead of this meeting, and advised that she had extended this to show the forecast for the next 5 years.</p> <p>The committee discussed the Post 16 provision, which could have an impact on this forecast, as well as teacher and support staff annual salary increases across the board.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>7. Reserves:</p>	<p>Helen Smart presented documentation, shared ahead of this meeting, which showed the reserve figure as being £1.3M, which was available to the Trust.</p> <p>The meeting discussed the amounts which would be used from this figure, which included:</p> <ul style="list-style-type: none"> • Staff wages and expenditure for 1 month • Refurbishment of Science classrooms • Contribution towards a CIF bid for fire prevention work to the Groby building – this decision would be known at Easter. <p>A committee member asked if Post 16 future spend should be added to this document?</p> <p>Following discussion, Helen Smart agreed to add the Post 16 subsidy spend to this document.</p> <p>The committee discussed the high cost of electricity across the campus, and Helen Smart shared details of the cost saving proposals which were shown within this documentation, and advised that she would be obtaining 3 separate quotes for this work, which she would bring back to a future F&O Committee meeting.</p> <p>Following a question from a committee member, the meeting discussed the possible installation of solar panels to reduce electricity costs, but it was deemed that these would be too vulnerable to damage by possible vandalism, due to the low flat roofs on both buildings.</p>	<p>Helen Smart</p> <p>Helen Smart</p>



	<p>Helen Smart advised committee members of the CIF bid for December 2020, for 4 new modular classrooms on campus. This followed a visit from Surveyors, who had condemned the current mobile classrooms at the back of the Groby building, which currently housed Drama, PE and Photography.</p> <p>An in-depth discussion followed, with Helen Smart sharing 2 brochures from suppliers of modular classrooms, and advised that £63K of Section 106 monies, along with £86K from Reserves, would contribute towards this CIF bid, if successful.</p> <p>Committee members agreed in principle to use this amount from the Reserves, should the bid be successful, and it was agreed that this should be an ongoing discussion as events unfolded.</p> <p>The committee went on to discuss the possibility of using 2 of these 4 modular classrooms as changing facilities for Groby Juniors' Football Team, something which they had requested previously on a number of occasions. Part of this money could again come from Section 106, as well as £20K from Reserves. This would then enable Drama and PE to use 2 vacated classrooms, with 2 being used for KS3 changing facilities, as well as being used by Groby Juniors. This would also allow Photography to use the area housing the current PE changing rooms.</p> <p>A committee member asked if it was reasonable to seek a contribution for this changing facility from Groby Juniors, if they were to benefit from it, as well as having a Service Agreement drawn up for this use?</p> <p>Helen Smart agreed to explore this possibility with Groby Juniors.</p> <p>The committee were in agreement with these 2 proposals for the use of the 4 new modular classrooms, and Helen Smart was asked to report back to a future F&O meeting.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Helen Smart</p> <p>Helen Smart</p> <p>Helen Smart</p>
<p>10. Site Development Plan:</p>	<p>Helen Smart presented the Site Development Plan, which had been shared with the committee ahead of this meeting.</p> <p>The committee were pleased to note the work which had been carried out, including:</p> <ul style="list-style-type: none"> • New lighting to the Library in the Brookvale building • Work on the bike stores • New tarmac being laid to the path on the entrance driveway. 	



	<p>It was noted that monies had been set aside for future work, to include:</p> <ul style="list-style-type: none">• Refurbishment of ADT faculty areas• Possible new wall-wraps• New windows, doors in the Groby building (CIF bid). <p>Committee members wished to extend their thanks to Steve Ward and all of the Premises Team for their ongoing work, and it was commented how good the various works were looking which had already been carried out.</p> <p>There were no further questions or discussion on this agenda item.</p>	
<p>8. Risk Register – all Red items:</p>	<p>The Risk Register had been shared ahead of this meeting, however it was suspected that this was not the current version, and it was possible that another version had been edited in Google Docs. Mandy Bearne and the Clerk agreed to investigate this.</p> <p>It was requested, however, that a sentence be added to Section 6 of the Risk Register regarding the Post 16 budget as follows: 'Using Reserves as a strategic investment to sustain the Post 16 provision'.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Mandy Bearne/ Clerk</p> <p>Helen Smart</p>
<p>9. Site and Health & Safety Updates:</p>	<p>The Site and Health & Safety Action Plan, shared ahead of this meeting, was noted, with committee members pleased to see that there were no Red Rag Rated areas.</p> <p>Helen Smart agreed to keep the committee updated with various work which would be carried out.</p> <p>There were no further questions or discussion on this agenda item.</p>	<p>Helen Smart</p>
<p>11. IT Updates:</p>	<p>The Cyber Report, produced by Lee Shellard, IT Manager, and shared ahead of this meeting, was discussed and noted.</p> <p>Several questions were asked and discussed, and Helen Smart agreed to consult with Lee Shellard to clarify the following points:</p> <ul style="list-style-type: none">• Is the campus IT service in any danger of attack from 'inside' – ie students?• Does any threat/attack ever get through the IT security systems? This isn't clear from the report. <p>There were no further questions or discussion on this agenda item.</p>	<p>Helen Smart</p>



BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Mandy Bearne, Acting Headteacher

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12. Staffing and Personnel (updates/appointment /support/absence):	<p>Committee members noted the update on staffing and personnel, which had been shared ahead of this meeting, and a discussion followed.</p> <p>There were no further questions or discussion on this agenda item.</p>	
13. GDPR Update:	<p>Helen Smart presented the GDPR update, as produced by Sangeeta Patel, and shared ahead of this meeting.</p> <p>Helen Smart advised that the campus was currently investigating a change in payroll provider, as the current provider operated a paper based system, which was extremely time consuming and open to lots of errors, which the finance team had to correct. This provider had worked with the campus since 2012, and it was now felt that a change would enable the payroll work to be completed in-house with the support of Edupay – the preferred supplier.</p> <p>The committee noted the work which Sangeeta Patel had carried out regarding the GDPR practices around the campus, and wished to extend their thanks for these efforts.</p> <p>There were no further questions or discussion on this agenda item.</p>	
14. Health & Safety Policy Review:	<p>The Health & Safety Policy had been shared with the committee ahead of this meeting, and committee members had been advised at the time of sharing that the alterations which had been made were been both minor and minimal.</p> <p>The committee approved the Health & Safety Policy as presented, and it was agreed that the Clerk would upload this into the Important Documents folder within the Governance Drive, and advise all Trustees.</p> <p>There were no further questions or discussion on this agenda item.</p>	Clerk
15. Confirmation of the minutes of the meeting held on 3rd December 2019:	<p>The minutes from the meeting held on 3rd December 2019 were reviewed and signed by the Chair as a true, accurate record.</p>	
16. Matters Arising from the minutes:	<p>Matters arising from the meeting held on 3rd December 2019 were discussed and noted.</p>	
17. Confirm date of next meeting:	<p>The date of the next meeting of the Finance & Operations Committee was agreed as Tuesday 28th April 2020, 5.30pm.</p>	

The meeting closed at 7.19pm.



Signed by Chair:.....

Date:.....

SUMMARY OF ACTIONS:

NAME	ACTION
Helen Smart	Investigate with Sangeeta Patel as to the possibility of Groby Juniors' Football Team holding their annual Presentation Evening at the campus. <i>Agenda item 4.</i>
Helen Smart	Add the justification for Post 16 spend to the Reserves document. Report back to F&O once 3 separate quotes for electricity savings have been obtained. Report back to F&O as to the progress of the purchase of 4 modular classrooms. Investigate the possibility of Groby Juniors contributing to the cost of using one of the modular classrooms as a changing facility. <i>Agenda item 7.</i>
Mandy Bearne/ Clerk Helen Smart	Investigate the master Risk Register document in Google Drive. Add the following sentence to Section 6 of the Risk Register: 'Using Reserves as a strategic investment to sustain the Post 16 provision'. <i>Agenda item 8.</i>
Helen Smart	Keep F&O Committee informed of the works being carried out around the site. <i>Agenda item 9.</i>
Helen Smart	Speak to Lee Shellard re the IT/cyber attack questions from the Committee. <i>Agenda item 11.</i>
Clerk	Upload the Health & Safety Policy into the Important Document folder in Google Drive. <i>Agenda item 14.</i>