



MINUTES OF A MEETING OF THE FINANCE & OPERATIONS COMMITTEE OF BROOKVALE GROBY LEARNING TRUST MONDAY 14TH SEPTEMBER 2020, 10AM, VIA GOOGLE MEET

Present: Steve Goddard (Chair)
Helen Brown
Helen Stockill

Also in attendance: Helen Smart (Business Director)
Joanne Golding (Bursar)
Will Teece (Headteacher)
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. Elect Chair of F&O Committee:	Steve Goddard expressed a desire to remain as Chair of the Finance & Operations Committee for this academic year, and committee members were in agreement with this. Committee members appointed Will Teece as Accounting Officer.	
	It was agreed by all present, at this point in the meeting, to re-arrange the agenda items as shown and to discuss items 4, 6 and 7 as one agenda item.	
4. 2020/21 Budget Approval: 6. 3 Year Forecast: 7. NOR Estimate:	Helen Smart presented the Revenue Report, as shared with committee members ahead of this meeting. Helen Smart advised that the carry forward figure shown as £1,787,159.00 was still to be clarified by the school Accountants, which would happen during the next meeting of the Finance & Operations Committee in December 2020. Helen Smart pointed out the anticipated income figure shown as £8,887,496.00, as well as the expenditure figure shown as £8,881,822.08, predicting an in-year balance of £108,740.92, with a higher in-year balance being expected next year, but a deficit in year balance being expected for 2022/23, although it was acknowledged that the Covid-19 pandemic had made future forecasting extremely difficult. The meeting continued to scrutinise the Revenue Report as presented. A committee member queried an amount of £58k, which had shown to be related to School Direct?	



Helen Smart advised that this operation was now being overseen by Bosworth Academy, with staff and funds to be transferred over.

Following a question from a committee member, the meeting discussed the upcoming Ski trip to America in February, with particular reference to the liabilities around the possible cancellation of this trip due to the Covid-19 pandemic.

Helen Smart drew the attention of the committee to the £52k expenditure detailed for supply staff and explained that Will Teece had asked all teaching staff to advise him if they were interested in putting themselves forward, during their non-contact time, to cover absent colleagues. They would then be reimbursed for this. Helen advised that a number of teaching staff had offered to do this, and confirmed that this had already been put into place. This would help to reduce the number of outside Agency staff being called upon, as well as reducing the spend in this particular area.

The committee went on to discuss other aspects of expenditure contained within the Revenue Report, with a particular focus on Covid-19 expenditure.

A committee member queried the differences in the Catering expenditure figures for this year and next year?

Helen Smart explained that she anticipated Catering expenditure this year to be significantly lower due to Covid-19. Parents were naturally cautious, and a reduced menu was on offer to encourage students not to spend too much time indoors in the Dining areas. Helen Smart advised that this would nett-off with the income.

A committee member queried the deficit figure for 2022/23, and asked what the projection was moving forward after this time?

Helen Smart stated that it was very difficult to forecast ahead of 2022/23, but confirmed that the deficit figure was actually more healthy at this point in time than it had been, looking forward this time last year.

Following discussion, it was agreed that future forecasting would be an ongoing agenda item, and Helen Smart agreed to provide a 5 year forecast to be presented at the December meeting of the Finance & Operations Committee.

The committee noted the NOR Projected Admissions spreadsheet, as presented and shared with the committee ahead of this meeting, and a discussion took place.

**Helen Smart/
Clerk – agenda
item**



	<p>It was noted that the future figures looked to be very health, both from feeder and non-feeder Primary Schools.</p> <p>A committee member asked if Helen Smart was aware of any future factors which could affect these figures?</p> <p>Helen Smart confirmed that the campus had seen 42 students coming from the Glenfield Primaries, and it was important that strong links were still fostered with these two Primary Schools so that this would continue.</p> <p>A committee member asked if it would be possible to obtain the demographic data from the Local Authority, taking into account building developments etc?</p> <p>Helen Smart agreed to bring this along to the Finance & Operations Committee meeting in December.</p> <p>A committee member asked for clarification on the Post 16 numbers for this academic year?</p> <p>Helen Smart confirmed that the numbers in Post 16 were higher than originally estimated, but not as high as the campus would wish to see.</p> <p>Helen Smart presented the Budget Forecast Return Three Year 2020 excel Workbook document, shared with the committee ahead of this meeting, and confirmed that the documentation contained within would be used to form the main document for submission to the ESFA.</p> <p>Following further discussion, all present confirmed their agreement for the budget to be recommended to The Trust Board during its meeting the following evening.</p> <p>There were no further questions or discussion on these agenda items.</p>	Helen Smart
5. August Budget Monitoring:	<p>Helen Smart presented the GAG Budget Monitoring – August 2020 document, shared with the committee ahead of this meeting.</p> <p>A committee member asked for an update on the water leak, which had been discussed at a past Finance & Operations Committee meeting.</p> <p>Helen Smart advised that unfortunately, the total works involved with this leak had proven to cost in the region of £30k, and was related primarily to the age of the building. Water meters are now</p>	



	<p>being read more regularly to catch this problem early if it arises again.</p> <p>Helen Smart thanked the committee for its past approval of the spending on refurbishing the Science Labs within the Groby building. Helen advised that staff teaching in these rooms were thrilled with the result!</p> <p>Committee members were delighted to hear this, and requested that photographs be shared at some point, and an article detailing the work which had taken place on these Labs be included in a future Newsletter.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	Helen Smart
8. AFH Changes:	<p>Helen Smart drew the attention of the committee to the document detailing the changes to the Academies Financial Handbook, shared with all present ahead of this meeting, and the committee discussed those highlighted items contained within.</p> <p>Following discussion, those highlighted changes were accepted and noted by the committee.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
9. Approval of Finance Policy – 2020/21:	<p>This Policy had been shared ahead of this committee meeting, and It was noted that there had been no alterations to this. The committee accepted and approved the Policy as presented.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
10. Approval of Finance Terms & Reference – 2020/21:	<p>The Finance Terms & Reference for 2020/21 had been shared ahead of this meeting, and the following alterations were requested and agreed:</p> <ul style="list-style-type: none"> • Section 1 – Remove '<i>Local Governors invited to attend F&O Committee</i>' • Audit section – Add '<i>Review and recommend External Auditors to Members</i>' as per 4.17 contained within the AFH • Add a section on 'Risk – Risk Register.' <p>A committee member asked for clarification as to the role of the Finance & Operations Committee, and agreeing the programme of work for internal scrutiny?</p> <p>Helen Smart stated that the school would be audited by the Local Authority during September, and advised that documentation had previously been shared with the committee detailing this. Joanne Golding confirmed that she was in the process of conducting an</p>	<p>Clerk/ Helen Stockill</p> <p>Joanne Golding</p>



	<p>internal scrutiny, and had begun to prepare a document relative to this. It was agreed that this documentation should be re-shared with the whole committee.</p> <p>It was also agreed that a 'committee work programme' should be investigated for the future.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	Chair/ Helen Smart
11. Site and Health & Safety Update:	<p>Helen Smart presented the report prepared by Steve Ward, Premises Manager, shared ahead of this meeting, and the committee noted the contents contained within.</p> <p>Committee members extended their thanks to Helen Smart and all of the Premises team for the considerable work which had taken place over lockdown and during the summer holiday, in order to get the campus ready for full re-opening.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
12. IT Update:	<p>The committee noted the IT Update, prepared by Lee Shellard, IT Manager, and shared with the committee ahead of this meeting.</p> <p>The committee noted the contents within and wished to extend their thanks to the IT Team for their work and efforts in meeting the demands placed upon them.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
13. Fixed Assets Identified by the Senior Team:	<p>Due to the added pressures of the Covid-19 situation, it was noted and agreed that this item should move to a future meeting of the Finance & Operations Committee.</p>	Clerk – agenda item
14. Report on Investments:	<p>Helen Smart presented documentation relevant to various investments, shared ahead of this meeting.</p> <p>Responding to a question from a committee member regarding future investment, Helen Smart advised that there was an idea which she would like to explore. It was agreed that this should be discussed as an AOB agenda item at the end of this meeting.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
15. Staffing and Personnel:	<p>Helen Smart presented documentation relative to this agenda item, shared ahead of this meeting, and the following points were noted:</p> <ul style="list-style-type: none"> Vacancy for a Premises Officer currently being advertised due to a recent resignation 	



	<ul style="list-style-type: none"> • Current LSA recently having been appointed to ASC Manager, within the Pastoral team • 6 new Cleaners working various shifts throughout the day, currently fixed term until Christmas, but could extend • New TA appointed within the English Faculty • 3 new LSAs appointed • Internal vacancy for Cover Supervisor <p>Following discussion, the committee noted Will Teece's concerns re the possible impact on future staffing due to the Covid-19 pandemic.</p> <p>A committee member requested that an updated Senior Leadership Team responsibility list be shared with the committee for information.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	Will Teece
16. Financial Implications to date of COVID-19:	<p>Joanne Golding presented a spreadsheet showing costings and expenditure related to the COVID-19 financial situation, shared with the committee ahead of this meeting, and advised that an approximate spend of £9k had been seen from the start of lockdown to date. A discussion followed.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
17. COVID-19 Update and Catch Up Funding Plans:	<p>Will Teece provided a verbal update on the funding plans associated with COVID-19 and the liaison with the various faculty teams which had taken place in order to assist with this. Will Teece explained that much thought had been put into the spending of these funds, to ensure that items purchased/additional support sought would benefit the school for the long term, as well as during this pandemic.</p> <p>Committee members were interested to hear of Will's plans moving forward, when certain features associated with the Google environment, which had previously been supplied free of charge, would now incur a substantial cost. It was felt by all that continuing with these particular features, at an approximate cost of £5k, would benefit students' blended learning.</p> <p>Will Teece presented documentation relating to this spend across the school.</p> <p>The Chair asked Helen Smart if, at this point in the meeting, she would like to share her spending plan idea, as discussed during agenda item 14.</p>	



	<p>Helen Smart explained that she would like to submit a further CIF bid in December 2020, for 4 modular classrooms (an item discussed during a committee meeting last academic year) to replace the condemned mobile classrooms at the back of the Groby building. This would allow the Science Faculty to be housed in one area, as opposed to split across the two buildings, and would free up 4 classrooms within the Brookvale building where Science lessons were now being taught. These classrooms, which would now become available within the Brookvale building, would be used by the classes currently housed within the condemned mobile classrooms.</p> <p>A price for this had been obtained from 'Portacabin' a government recommended company – the price being £500k. Helen advised that just over £100k was available in Section 106 within the Local Authority, and Helen stated that the more money the school could invest in this CIF bid, the more likely it was that the bid would be successful. Helen Smart agreed that she would prepare a formal presentation to be delivered at a future meeting to support this request.</p> <p>A committee member expressed concern that it could be deemed that the recent refurbishment of the Science Labs was a waste of money.</p> <p>Helen Smart provided reassurance that the Labs which had been refurbished were all housed in the Groby building, and it would be the Labs in the Brookvale building which would be vacated.</p> <p>It was agreed by the committee members that an in-depth discussion regarding this had already taken place at a past meeting, and it was felt that this would be a positive way forward for the Science Faculty, and the committee was happy to agree to this proposal in principle, following receipt of a more detailed plan from Helen Smart.</p> <p>Helen Smart agreed to submit this plan via email, as the next meeting of this committee would not be taking place until December, when the deadline for receipt of bids would have passed.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	<p>Helen Smart</p> <p>Helen Smart</p>
<p>18. Confirmation of the minutes of the last meeting held on 23rd June 2020:</p>	<p>The minutes from the meeting held on 23rd June 2020, had been previously shared with the committee members and were agreed as a true and accurate record by all present.</p>	



	There were no further questions or discussion relating to this agenda item.	
19. Matters Arising from the Minutes:	<p>Matters arising from the minutes were checked, discussed and it was agreed that all actions had been met.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
20. Confirm date of next meeting:	<p>The next meeting of the Finance & Operations Committee was agreed as Tuesday 1st December 2020, 5.30pm, via Google Meet.</p> <p>Helen Smart advised that she would alert the Accountants as a presentation of the Accounts would be required at this meeting.</p>	<p>All committee members</p> <p>Helen Smart</p>

The meeting closed at 11.40am.

Signed by Chair:

Date: 1st December 2020

SUMMARY OF ACTIONS:

NAME	ACTION
Helen Smart/ Clerk	Future forecasting should be an ongoing agenda item, and Helen Smart agreed to provide a 5 year forecast to be presented at the December meeting of the Finance & Operations Committee. ACTION COMPLETE.
Helen Smart	<p>Obtain demographic data from the Local Authority, taking into account building developments etc and bring to the December F&O meeting. ACTION COMPLETE.</p> <p><i>Agenda items 4/6/7.</i></p>
Helen Smart	<p>Share photographs at some point, and an article in a future Newsletter, detailing the work which had taken place in the Groby Science Labs.</p> <p><i>Agenda item 5.</i></p>
Helen Stockill/ Clerk	Alterations to the LAB TOR as agreed. ACTION COMPLETE.
Jo Golding	Share documentation relating to the internal scrutiny.
Chair /Helen Smart	<p>Committee Work Plan should be investigated.</p> <p><i>Agenda item 10.</i></p>



Clerk	Fixed Assets Identified by the Senior Team should be moved until the December meeting of the F&O committee. Action complete. <i>Agenda item 13.</i>
Will Teece	Updated Senior Leadership Team responsibility list be shared with the committee for information. Action complete. <i>Agenda item 15.</i>
Helen Smart	Accountants to be invited to the December meeting of the F&O committee. ACTION COMPLETE. <i>Agenda item 20.</i>
Helen Smart	Formal presentation plan to be emailed to F&O Committee regarding the proposed CIF bid for new modular classrooms. <i>AOB</i>