



## MINUTES OF A MEETING OF THE FINANCE & OPERATIONS (F&O) COMMITTEE OF BROOKVALE GROBY LEARNING TRUST TUESDAY 23<sup>rd</sup> FEBRUARY 2021, 5.30PM, 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><b>DENOTES GOVERNOR CHALLENGE</b></i> <i><b>DENOTES CAMPUS ACHIEVEMENT</b></i>	ACTION
<b>1. Apologies for Absence:</b>	Apologies for absence were received from Peter Leatherland. These were accepted by the committee.	
<b>2. Declarations of interest:</b>	No declarations of interest were reported. It was noted that the table detailing the pecuniary interests for all Members, Trustees and key personnel within the school for this academic year, had been shared with the committee ahead of this meeting.	
<b>3. 2021-22 Budget Monitoring – January:</b>	<p>Helen Smart presented documentation relative to this agenda item, shared with the committee ahead of this meeting. Helen Smart drew the attention of committee members to the new variances shown within the Income section of this document, and advised that the school had been able to claim statutory sick pay, with respect to COVID-19, and the Catering staff had been furloughed for the months of January and February, as part of the job retention scheme. Helen Smart provided explanation to committee members with respect to the large variances contained within the Trading section as shown.</p> <p>Referring to the Additional Capital section, Helen Smart stated that a sum of £144K would be moved from Revenue to Capital monies, which included £80K already agreed by the committee for the refurbishment of the ADT area within the Groby building, £56K contribution towards the fire prevention work currently in progress within the Groby building, as well as the annual £8K spend towards the synthetic football pitch.</p> <p>Helen Smart went on to detail the variances shown within the Expenditure section of this document, and explained that the Teaching Cost Centre had exceeded budget from last month, due to a maternity cover within the MFL faculty for the remainder of this academic year.</p> <p>Helen Smart explained that the variances within the Support Staff Cost Centre had remained unchanged from last month's report.</p> <p>Variances shown within the Premises figures were due to a refund being received from the school's water provider, as the school had now moved to an alternative provider. A saving had also been</p>	



	<p>made on the refuse collection service, which was not currently required as often during this period of partial closure.</p> <p>Savings within the following areas were also explained:</p> <ul style="list-style-type: none"><li>• COVID-19 requirements</li><li>• Exam refund may be received towards the end of this year, as well as savings on the cost of the invigilation service due to a reduction in the number of exams being taken</li><li>• Refund received for the Ski Trip which did not take place, as well as the Normandy trip, although there would be some expenditure related to this during this academic year</li><li>• Catering service not be provided during this period of partial closure.</li></ul> <p>Helen Smart explained that a surplus of £17K was expected within the In Year balance, not as high as usual due to the reduction in the Catering and Lettings service due to COVID-19.</p> <p>The Chair thanked Helen Smart for her presentation and explanation, and the committee accepted this document.</p> <p>There were no further questions or discussion related to this agenda item.</p>	
<p><b>4. Internal Scrutiny:</b></p>	<p>Joanne Golding presented documentation relative to this agenda item, and advised the committee that this document contained additions within, which had been incorporated since its last presentation, with those new areas of scrutiny being highlighted in Yellow. These new areas included:</p> <ul style="list-style-type: none"><li>• Scrutiny of the school's Fraud Policy, which included the checking of all procedures. <b>Following the scrutiny of this area, it was felt that the school's practices and procedures were good and robust.</b></li><li>• Monthly financial closedown</li><li>• Large invoice contained within the January BACs run.</li></ul> <p>Joanne Golding advised that it was hoped that scrutiny of cybersecurity could also take place in the near future, and be added to this document.</p> <p><b>A committee member asked how the scope for the areas of internal scrutiny were determined?</b></p> <p>Joanne Golding explained that, as well as referring to the current Internal Scrutiny document, she also gleaned recommendations from the Local Authority's internal and external procedures, the EFSA and the Academies Financial Handbook.</p> <p><b>A committee member asked if there was a requirement for the EFSA to have sight of this document?</b></p> <p>Joanne Golding confirmed that they had never asked for this.</p> <p><b>The committee felt that this was an extremely beneficial exercise and one which could be presented to internal Auditors as well as Accountants in the future.</b></p>	



	<p>There were no further questions or discussion related to this agenda item and Joanne Golding was thanked for her work and presentation.</p>	
<p><b>5. Catering, Lettings and Transport (including spend):</b></p>	<p>Joanne Golding presented documentation relating to Catering across the campus and advised that the effect of the COVID-19 pandemic on these figures was great and significant. A deficit of £29K was expected at the end of this year, although this could change once the campus was re-opened. The committee accepted this deficit and the explanation for this.</p> <p>Information on Lettings - very similar to Catering, due to the COVID-19 pandemic and it was noted that an end of year deficit of £25K was predicted, even after utilising the monies brought forward from last year. It was also recognised that should Lettings not recover to any extend this year, this could have an effect on this deficit figure.</p> <p><b>Following a question from a committee member,</b> it was explained why the Lettings Officer had not been furloughed, as originally planned, but had been redeployed across the campus.</p> <p>A discussion followed as to the possibility of Lettings beginning again, and the safety procedures which would need to be put in place to allow this to happen.</p> <p>Joanne Golding presented information related to transport, shared with the committee ahead of this meeting, and confirmed that an overspend at the end of this year of £7K was expected due to the partial closure situation.</p> <p><b>A committee member asked if the retainer paid to the bus company had been investigated, as per a discussion during the last meeting of the F&amp;O committee?</b></p> <p>Helen Smart confirmed that she had discussed this with the bus company to no avail unfortunately. Despite requesting legal advice and also speaking to the Local Authority, it was evident that other schools were also paying a retainer to enable the services of the bus company to continue once the school was re-opened.</p> <p>There were no further questions or discussion related to this agenda item.</p>	
<p><b>6. 3 Year Forecast:</b></p>	<p>Helen Smart presented documentation relating to this agenda item, shared with the committee ahead of this meeting, and confirmed that this document actually referred to a 4 year forecast, with an in year balance being shown with a pay freeze, as well as without a pay freeze.</p> <p><b>A committee member asked if this forecasting document was based on pupil figures as previously presented to the committee?</b></p>	



	<p>Helen Smart stated that the forecast was based on an assumption of 130 students in each year group, with at least 130 students in Post 16, and the Headteacher advised that Post 16 numbers had improved from the original prediction, and could further improve.</p> <p><b>Committee members were pleased to be advised of this.</b></p> <p>There were no further questions or discussion related to this agenda item.</p>	
<p><b>7/8. Number on Roll/Admissions and Post 16 Applications and Update:</b></p>	<p>Helen Smart presented documentation relative to this agenda item and advised that the school had received more first choice place applications than there were places available <b>and committee members were pleased to receive this information.</b></p> <p><b>Following a question from a committee member,</b> the Admissions Policy was discussed, and it was noted that increasing the number of admissions did bring a variety of different issues, primarily involving the health and safety of students during practical lessons. Following discussion, the Headteacher advised that consideration of the planned admission number would be ongoing, and would be discussed further, as required, at a future meeting.</p> <p>A discussion followed regarding future numbers on roll, <b>with committee members being pleased to be advised of the tremendous work involved by the Post 16 team, and the IT team, in producing advertising with respect to the campus's Post 16 provision.</b></p> <p>There were no further questions or discussion related to this agenda item.</p>	<p><b>Headteacher</b></p>
<p><b>9. Self-Assessment Tool:</b></p>	<p>Helen Smart presented the Self-Assessment document relative to this agenda item, shared ahead of this meeting, and advised that this information was required to be shared with the EFSA.</p> <p>The committee worked through the questions contained within the Governance section of this document, and agreed on 'Yes' for each question, with the exception of the following:</p> <ul style="list-style-type: none"> <li>• <b>Question 1:</b> Board Self-Assessment, as well as a Skills Audit, was in process and should be added.</li> <li>• <b>Question 2:</b> Add that a new Trustee has recently joined the Board, following an advert being placed to seek a person with a specific financial skills set.</li> <li>• <b>Question 6A:</b> Last academic year, the Trust Board met 5 times, with an extra meeting taking place on 20<sup>th</sup> August 2020, with a focus on campus re-opening.</li> <li>• <b>Question 22:</b> This was agreed following discussion, although it was decided that this question should be re-visited in the future.</li> <li>• <b>Question 23:</b> Yes – in the future, further information required, eg staffing structure at the beginning of each academic year, in order for challenge and analysis to take place.</li> </ul>	<p><b>Helen Smart</b></p> <p><b>Headteacher/ F&amp;O</b></p> <p><b>Helen Smart</b></p>





	<ul style="list-style-type: none"> <li>• <b>Question 29:</b> In Part - if an opportunity should arise.</li> <li>• <b>Question 35:</b> Share Whistleblowing Policy with all staff to serve as a reminder.</li> </ul> <p>There were no further questions or discussion related to this agenda item.</p>	<b>Helen Smart</b>
<p><b>10. Risk Register – Section 4, Safeguarding:</b></p>	<p>The Risk Register had been shared with the committee ahead of this meeting, and Section 4 was reviewed, with the Headteacher confirming the following amendments/additions pertinent to COVID-19:</p> <ul style="list-style-type: none"> <li>• Children missing in education during lockdown – following DfE guidance and advice – higher risk, with all concerns followed up by Pastoral staff with relation to attendance and non-engagement.</li> <li>• Remote provision – higher risk of parental complaints/risk of grooming etc. Pastoral have reviewed IT safety and students have been reminded of this. Google environment reviewed and checked regularly by IT. Staff guidance regularly reminded and updated. Ditto parental guidance regularly reminded and updated.</li> </ul> <p><b>Following a question from a committee member, the updated safeguarding risk as regards Prevent, FGM, keeping children safe in education etc during remote learning was discussed.</b></p> <p>It was agreed that an aspect of this should be included within this section of the Risk Register.</p> <p>There were no further questions or discussion related to this agenda item.</p>	<b>Headteacher</b>
<p><b>11. Site and Health &amp; Safety Updates:</b></p>	<p>Helen Smart presented documentation relative to this agenda item, and information from this report was discussed. <b>The committee was pleased to be advised of all of the refurbishment work which was taking place within the Groby building during this partial closure period. New wall wraps and directional signage had also been erected.</b></p> <p>Fire prevention and work on the campus security fencing was also being investigated to take place in the near future, to include the replacement of the current barrier system. These funds would be extracted from the Reserves pot, and be brought to a future F&amp;O committee for approval.</p> <p>There were no further questions or discussion related to this agenda item.</p>	<b>Helen Smart</b>
<p><b>12. IT Update:</b></p>	<p>Helen Smart apologised that a written IT Report had not been shared due to an increase in the work of the IT team during the partial school closure period.</p> <p>The school was pleased to have received donations of laptops from the local community, with a company based in Glenfield</p>	



	<p>donating 5 new laptops in return for advertisement space in a future Newsletter/campus website.</p> <p>There were no further questions or discussion related to this agenda item.</p>	
<p><b>13. Staffing and Personnel:</b></p>	<p>Helen Smart and the Headteacher presented information with respect to this agenda item, shared with the committee ahead of this meeting, and the contents within were discussed.</p> <p>The Headteacher presented an extra document, which detailed the staffing structure as well as curriculum and teaching load information. Committee members agreed that a summary of this document would prove useful for presentation at a future F&amp;O committee meeting.</p> <p>There were no further questions or discussion related to this agenda item.</p>	<p><b>Headteacher</b></p>
<p><b>14. GDPR Report:</b></p>	<p>The GDPR Report, shared ahead of this meeting, was presented and discussed, with Helen Smart pointing out key areas of current interest, including:</p> <ul style="list-style-type: none"> <li>• New CCTV being installed across the campus</li> <li>• New signage to make clear that CCTV was in use</li> <li>• The Data Protection Officer (DPO) had currently undertaken a remote Accounting course to ensure that all practices and procedures were correct and robust, which included access to a 24 hour legal helpline</li> <li>• Investigation of all campus suppliers to ensure their practices and procedures met all GDPR standards and expectations</li> <li>• Checking all 'live' lessons are conducted in a GDPR safe manner.</li> </ul> <p><b>A committee member asked if the DPO had access to the ICO's accountability framework documentation, which provided support and guidance to ensure that all GDPR compliance was being met?</b></p> <p>Helen Smart agreed to investigate this with the DPO, with the committee member agreeing to send this information through to Helen Smart.</p> <p><b>A committee member asked if there was any work which needed to be investigated around revision of campus Policies, following the UK guidance, as opposed to the European, as well as ensuring that all campus suppliers were following UK guidance around GDPR?</b></p> <p>Helen Smart agreed to investigate this with the DPO.</p> <p>There were no further questions or discussion related to this agenda item and the committee thanked the DPO for her work.</p>	<p><b>Helen Smart/ Helen Stockill</b></p> <p><b>Helen Smart</b></p>



# BROOKVALE GROBY LEARNING CAMPUS

Valuing Everyone, Achieving Excellence

Will Teece, Headteacher

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<b>15. Confirmation of the minutes of the last meeting held on 1<sup>st</sup> December 2020:</b>	<p>The draft minutes as presented, from the meeting held on 1<sup>st</sup> December 2020, were agreed as a true and accurate record.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	
<b>16. Matters Arising from the minutes:</b>	<p>The actions from the meeting held on 1<sup>st</sup> December were reviewed and confirmed as being either completed or in progress.</p> <p>The outstanding action regarding SLT succession planning, which was required to be added to the Risk Register was discussed, with the Headteacher agreeing to investigate this.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	<b>Headteacher</b>
<b>17. Any other business:</b>	<p>A committee member pointed out that a decision need to be made by the F&amp;O committee as to who would take on responsibility for the signing of substantial cheques, when the current committee member with responsibility for this currently, retired from the committee at the end of this academic year. It was agreed that this would be an agenda item for the next meeting of this committee.</p> <p>There were no further questions or discussion relating to this agenda item.</p>	<b>Clerk</b>
<b>18. Confirm date of next meeting:</b>	<p>The date of the next meeting of the F&amp;O committee was confirmed as <b>Tuesday 20<sup>th</sup> April 2021, 5.30pm, via Google Meet.</b></p>	

The meeting closed at 7.05pm

Signed by Chair:.....

Date:.....



## SUMMARY OF ACTIONS:

NAME	ACTION
<b>Headteacher</b>	Planned Admission Number to be an ongoing consideration, and reported back to committee as required. <b>ONGOING</b>  <i>Agenda item 7/8:</i>
<b>Helen Smart/ Headteacher</b>	Actions listed to be included on the Self-Assessment Tool.  <b>ACTION COMPLETE</b>  <i>Agenda item 9.</i>
<b>Headteacher</b>	An aspect of the updated safeguarding risk as regards Prevent, FGM, keeping children safe in education etc during remote learning should be included within Section 4 of the Risk Register.  <i>Agenda item 10.</i>
<b>Helen Smart</b>	Funds extracted from the Reserves pot for fire prevention, work on the campus security fencing and replacement of the current barrier system should be brought to a future F&O committee for approval.  <b>ACTION COMPLETE</b>  <i>Agenda item 11.</i>
<b>Headteacher</b>	Document detailing the staffing structure, as well as curriculum and teaching load information to be presented at a future F&O committee meeting.  <i>Agenda item 13.</i>
<b>Helen Smart/ Helen Stockill</b>  <b>Helen Smart/ DPO</b>	ICO's accountability framework documentation to be shared with Helen Smart, for investigative discussion with the DPO. <b>ONGOING</b>  Investigate possible revision of campus Policies, following the UK guidance, as opposed to the European, as well as ensuring that all campus suppliers were following UK guidance around GDPR. <b>ACTION COMPLETE</b>  <i>Agenda item 14.</i>
<b>Headteacher</b>	Add SLT succession planning to the Risk Register.  <i>Agenda item 16.</i>
<b>Clerk</b>	F&O agenda item – committee member to take responsibility for the signing of substantial cheques next academic year. <b>ACTION COMPLETE</b>  <i>Agenda item 17.</i>