

Meeting of:	CHB Finance, Premises and Personnel Committee
Date/Time:	Monday 29 th April, 2024, 16:30-18:00
Location:	Teams
Distribution:	Full Management Committee and website once approved.
Quorum:	At least half the number of current members is required to be present for decisions to be binding. The meeting was quorate throughout.
Present:	<p>Members (voting)</p> <p>Carla Butler CB – Co-Chair Lydia Majic LMa – Co-Chair Rachel Carter RC - Interim Vice Chair Tim Self TS – Headteacher</p> <p>Diana Boyd DB</p> <p>Other</p> <p>Sammie Lea - Clerk</p>
Apologies:	Jo Black JB Luke Lording LL
Absent:	Jackie O’Quinn JO

MINUTES AND ACTIONS	
1.	<p>Welcome, apologies and absence</p> <p>CB opened the meeting and thanked everyone for attending. Apologies were accepted from JB. Absence was noted from JO.</p>
2.	<p>Approval of meeting minutes and matters arising</p> <p>The minutes of the FPP meeting 18.03.2024 were approved. There were no matters arising.</p>

3.	<p>Declarations of interest</p> <p>No declarations of interest were made in any agenda items.</p>
4.	<p>Finance performance and compliance</p> <p>The outturn was discussed. The final carry forward figure of £43,799 was noted as a big improvement.</p> <p>The 3-year budget plan was discussed. KP shared that it only contains factual information available at this point. £37,750 funding for middle school is not yet in writing. Staff roles for year 1 of the middle school were confirmed – Lead Teacher, Teacher, HLTA, 2x TAs. There are negotiations over the funding of EHCP places. KP – It is hard to budget as it's a work of fiction – we plan for the worst and anything else is a bonus. We can only forecast with what is confirmed. Site maintenance costs are enormous. We're in the process of applying for a multi-site allowance. A staffing re-structure isn't the answer. Increased funding or less sites is. We are also waiting for the outcome of the SEND and AP review. We can't fit enough students in Tilbury House to make it financially viable.</p> <p>Member – Is it reasonable to work on a recovery plan?</p> <p>TS – We need to know what SEND/AP is going to look like in 18 months time. There is no point in writing one before.</p> <p>Member – We need a recovery plan put forward, with a vision and what options are available, documented in black and white.</p> <p>➤ ACTION: TS to create a recovery plan to ensure we come out of deficit.</p> <p>There was discussion of the action for a deputy role. This was pre-Ofsted, and funding could have come with a Requires Improvement rating. TS – as part of this budget we are going to free up Heads of Key Stages from teaching commitments and see how effective it is for one year.</p> <p>Member asked how this is being funded, if there isn't funding for a deputy. TS – it's an interim measure, while we wait to understand the implications of the SEN and AP review.</p> <p>Member – interim measures can go back-to-back for years. A year in the life of a child is a really long time.</p>

	<p>TS – if the positions were beyond a year they would have to become permanent. The idea is for more consistency of staffing.</p> <p>Member asked who covers TS if off sick. TS – the three schools run independently.</p>
5.	<p>Staffing Update</p> <p>A permanent Head of School has been hired for TCH. An internal advertisement has gone out for Nurture Group Teacher at TCH.</p> <p>There is a plan to amalgamate posts at Lynchet Close so that there are more full-time staff.</p> <p>The appointments made for the middle school are very positive. They will be able to be part-released early.</p>
6.	<p>Health and Safety</p> <p>It was reported that there had been nothing out of the ordinary. Works at Tilbury House are due in May. Classroom changes there have been delayed, but this isn't a big issue as it's exam time anyway.</p> <p>There is a new leak upstairs at Connaught Road – the roof needs investigating.</p>
7.	<p>Policy review</p> <p>The Centrally Employed Teacher's Pay Policy was approved.</p> <p>It was noted that we are required to adopt the Las policy.</p>
8.	<p>MC Monitoring Visits</p> <p>RC will visit soon re. careers.</p> <p>RC has recruited six neighbours to be reading buddies at Primary. Three are ex-TAs.</p> <p>KP requested for a member to review the SCR.</p> <p>TS suggested AM take over the Lead Role of Safeguarding.</p> <p>➤ ACTION: MC to receive a safeguarding report 3x per year. - TS</p>

9.	MC Training ➤ ACTION: Feedback of intersectionality training attended by RC and RQ to be added to next FMC agenda. - clerk
10	AOB [REDACTED]
11	Confidential items Item 10 was deemed confidential. The meeting ended at 18:10.

Summary of Actions:

- ACTION: TS to create a recovery plan to ensure we come out of deficit. – **TS**
- ACTION: MC to receive a safeguarding report 3x per year. – **TS**
- ACTION: Feedback of intersectionality training attended by RC and RQ to be added to next FMC agenda. - **clerk**