

<b>Meeting of:</b>	<b>CHB Finance, Premises and Personnel Committee</b>
<b>Date/Time:</b>	18 <sup>th</sup> March 2024, 16:30-18:00
<b>Location:</b>	Teams
<b>Distribution:</b>	Full Management Committee, SBM, and website once approved.
<b>Quorum:</b>	The meeting was quorate throughout.
<b>Present:</b>	<p><b>Members (voting)</b>            Luke Lording <b>LL</b> – FPP Committee Chair            Tim Self <b>TS</b> – Headteacher            Carla Butler <b>CB</b> – MC Co-Chair            Rachel Carter <b>RC</b> – MC Vice Chair            Amanda Meier <b>AM</b>            Jo Black <b>JB</b>            Diana Boyd <b>DB</b></p> <p><b>Other</b>            Sammie Lea - Clerk</p>
<b>Apologies:</b>	None
<b>Absent:</b>	Jackie O’Quinn <b>JO</b> , Lydia Majic <b>LM</b>

## MINUTES AND ACTIONS

### 1. **Welcome, apologies and absence**

No apologies were received.  
Absence was noted from JO and LMy.

### 2. **Declarations of interest**

No declarations of interest were made in any agenda items.

### 3. **Finance**

The MC commented that from reviewing the papers it was clear that KP had a good hold on the finances.

There has been no financial audit over the last 5 years.

- ACTION: RC to work with KP on a financial audit over the next year.

The MC agreed they were happy to submit the SFVS.

The outturn was reviewed. There is an £79,083 overspend which has improved due to additional income and not being able to recruit for one post. This was covered internally where possible.

Not all curriculum budgets were spent due to early shut down in moving to Bromcom - new system, still finding learning it.

- ACTION: LL offered to connect KP with his school's SBM to provide Bromcom support.

The official budget allocation is £2,241,760 - but this excludes six TCH places.

The predicted deficit carried forwards is £79k. Originally thought to be £137k.

MC asked when the proposed budget for next year will be sent.

KP – there are several first draft models, can send one.

### 4. **Facilities**

A student smashed his head on some glass seven feet high. He was fine. The glass was not. This was the only major near miss we have had. Issues of students being able to climb at Connaught were raised prior to the move.

	<p>The issue with relatives coming onto site at TCH highlighted the security vulnerabilities of the site and frightened staff. There is work planned for more secure doors, additional CCTV, an intercom at the entrance. Outdoor work will be completed in May. There are plans for over the summer to construct a corridor so a room can be entered internally.</p> <p>CB helped to secure funding from the LA for a remodel of Lynchet Close. The layout was suitable for KS4/KS2, but is too constrained for KS3/4. It will be reconfigured over the summer with a new playground, science room, smaller rooms and break out spaces.</p> <p>Work will be completed on the downstairs of Connaught Rd over the summer to make it more secure. TS has been assured that this work will be completed by September.</p> <p>MC raised concerns about the upstairs of Connaught Road – rooms are very large with high ceilings, lots of opportunities to climb. It's Grade 2 listed, inside and out. The polystyrene ceiling tiles are a target. The building will be halved, so work will be done in parts. 12 Year 7s will be starting in September.</p> <p>MC asked who is doing the ordering. The furniture is done. The recruited Lead Teacher will do some.</p> <p>Hopefully the Lead Teacher will be released from June half term. Interviews are 27<sup>th</sup> March. Hopefully HLTA staff will be in place.</p> <p>MC – Is there a member of the MC on the recruitment panel? TS – hopefully, if someone is free. Apologised for the oversight.</p> <p>There was a discussion around the need to see candidates teaching/interacting with students, and that there is a school trip on the interview day. There is also a need to prioritise resignation dates. This will be resolved outside of the meeting.</p>
5.	<p><b>Personnel</b></p> <p>[REDACTED]</p>
6.	<p><b>HT Appraisals</b></p> <p>JB and AM left the meeting.</p>

	<p>It was shared that Headteacher appraisals went well.</p> <p>The MC ratified the pay committee’s recommendations in regards to Co-Headteachers and SLT pay recommendations.</p> <p>It was shared that Maxine as a school improvement partner is thorough, robust, enjoyable to work with. Both Heads engaged well and there is clear evidence of impact.</p>
7.	<p><b>Confidential items</b></p> <p>Item 5 (Personnel) was deemed confidential.</p> <p>The meeting closed at 18:04.</p>

**Summary of Actions:**

➤ RC to work with KP on a financial audit over the next year.	<b>RC</b>
➤ ACTION: LL offered to connect KP with his school's SBM to provide Bromcom support.	<b>CB</b>