

Meeting of:	CHB Finance, Premises and Personnel Management Committee
Date/Time:	Monday 3 rd February 2025, 16:30-18:00
Location:	Connaught Road
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) Luke Lording LL – FPP Chair Rachel Carter RC – MC Co-Chair Tim Self TS – Headteacher</p> <p>Other Karen Prout KP - SBM Sammie Lea - Clerk</p>
Apologies:	Diana Boyd DB
Absent:	Lydia Majic LMa – MC Vice Chair Carla Butler CB - MC Co-Chair

MINUTES AND ACTIONS

1.	<p>Welcome, apologies and absence</p> <p>LL opened the meeting. Apologies were accepted from DB. Absence noted from LMa and CB. It was confirmed that the meeting was quorate.</p>
2.	<p>Declarations of interest</p> <p>No declarations of interest were made for any agenda items.</p>
3.	<p>Notification of AOB</p> <p>None.</p>
4.	<p>Financial Performance and Compliance</p> <p>LL met with KP and TS prior to the meeting to plan the agenda and review the outturn. The plan is to do this prior to future FPP meetings.</p> <p>KP updated the committee on the recent financial audit. Everything that has been requested has been sent to the auditor. They are examining processes on ten different invoices and checking leases for due diligence on procurement. The protocol is three quotes, discussion and authorisation.</p> <p>MC member asked if the auditor asked for anything that highlighted issues. KP raised the issue of purchase orders not always being raised. There is always an email trail. MC member asked for an example. KP gave the example of an amazon reward voucher. TS gave approval via email. Sometimes operating over multiple sites makes signing things off a more difficult process. KP gave another example of a missing receipt for a card purchase for ice cream on the last day of term. However, there was an email from a staff member requesting the ice cream. KP has been through two audits prior and feels well supported by TS and Sam Barber.</p> <p>The termly finance report was discussed. The current deficit is £52,550. This will go down. £19,750 funding wasn't received for a pupil that didn't arrive. It has been agreed that this still needs to be paid. Another student may take the place.</p> <p>Discussion returned to the audit. KP explained that last year a licensed deficit was requested but the Local Authority requested the school balance it. Therefore, it wasn't minuted that the MC agreed the budget, which the auditor may question. But</p>

the MC couldn't sign off on something that was not agreed. The MC confirmed that it couldn't be signed off for that reason.

KP will meet next week to finish the SFVS.

No commissioning meeting has been held yet so places have not been confirmed for next year. The MC asked for feedback following this meeting. The need for a 5-year plan for SEMH was discussed, with no more 'sticking plasters' and a need for multi-site funding.

Future risks to the budget were discussed. Increases in agency costs were thought to be a concern. MC asked which agencies are used. Mostly Teaching Personnel, but also REED.

Utilities costs have been high. There was a central payment for £10,500 for one month of water at TCH. This has been queried with the water company.

MC asked for a breakdown of the cost of Pupil Premium spend with how individual students are benefitting and where staffing is.

➤ ACTION: FPP committee to receive report on Pupil Premium spend and Primary PE grant. – KP

MC member asked how staff absence is looking compared to this time last year. MC queried how much is likely seasonal absence and how much is likely due to the impact of difficulties at work. KP and TS plan to meet and look in more detail following the completion of the audit.

MC asked if Return to Work forms are completed in all cases. It was confirmed that they are, by line managers or Heads of School. Occupational Health referrals are completed after absence that is stress-related.

➤ ACTION: FPP committee to receive report on staff absence per site comparative to last year. - KP

The model for staffing the Year 8 provision was discussed. The model that is operating in Primary was suggested, which works well. This will incur additional leadership cost to be factored into budgeting. If Primary becomes a 24-place special school, that will incur an additional £6000 per student.

MC member asked if there was any difference, day to day, in the programme for a Primary PRU place and a Primary SEN place. There isn't because it isn't an early intervention. When students arrive on PRU places the referring school has usually tried to make things work for a long time. The next step is usually starting the EHCP process.

	<p>The new electronic sign-in system is operating well on all sites. It offers increased assurance around safeguarding and evacuating for fire alarms.</p>
5.	<p>Health & Safety/Premises</p> <p>Building repairs and adaptations were discussed. Connaught Road continues to need repairs to doors and windows due to damage from dysregulated students. There is a large capital spend upcoming for replacing six fire doors at Lynchet Close. There will be adaptations to the Connaught Road building in the summer months to create a space ready for the Year 8 provision.</p> <p>Fire alarms drills have been completed on each site. Lock down drills have not been completed as this is thought to be too dysregulating for students. Procedures around alarm sounds are still being explored. They need to be site specific.</p> <p>➤ ACTION: Site-specific procedures for initiating a lock down to be shared with the FPP committee. – TS</p> <p>HS2 forms are now being completed routinely for incidences of injury to staff. 27 have been completed this term ranging from bruises to a broken nose. The was thought important for staff wellbeing and for improved transparent.</p> <p>➤ ACTION: Numbers of HS2 forms to be reported termly to the FPP committee, with comparisons per site and to previous terms. – TS</p> <p>The site comparison of expenses was presented by KP. There are specific differences, e.g. some sites do not have grounds and thus no maintenance costs. The MC thanks KP for the report and the ability to understand an overview of income vs expenditure. Connaught Road is the most costly site per pupil. This may reduce when the middle school provision expands due to economies of scale.</p>
6.	<p>Approval of previous FPP minutes and Matters Arising</p> <p>The minutes of 14.10.2024 were reviewed and approved. An edit was requested – pay committee to meet annually not fortnightly.</p> <p>There was one outstanding action, with outstanding actions as follows:</p> <p>➤ ACTION: KP to share a FAQ document with future finance paperwork, including commonly used acronyms. – KP</p> <p>➤ ACTION: Details of what constitutes a major incident to be shared with MC chairs. - TS</p>

	<p>KP left the meeting.</p>
7.	<p>Policies for review/approval</p> <p>The Scheme of Delegation was reviewed. It is the Local Authority's policy and there have been no changes.</p> <p>The committee approved the Scheme of Delegation, pending any suggestions from the audit.</p>
8.	<p>MC Monitoring Visits</p> <p>LMa Health and Safety visit is in draft form so was not reviewed.</p> <p>➤ ACTION: LMa to complete Health and Safety monitoring visit report for the FMC. - LMa</p> <p>LL visited 28.01.2025. A report was thought not relevant.</p> <p>Carla Butler is meeting with TS monthly.</p> <p>Lorraine Myles visited 29.01.2025 – report to follow.</p> <p>The lead role for LAC is currently unfilled on the committee. This could potentially be combined with Amanda Meier's Safeguarding role. To be reviewed at the FMC.</p>
9.	<p>MC Training</p> <p>There was a discussion around the committee's training needs. The committee is very experienced, however it was thought important for members to attend training and for the committee to be represented at briefing.</p> <p>➤ ACTION – MC training to be discussed at February FMC.</p>
10	<p>AOB</p> <p>Tim Self raised an AOB related to HR. [Redacted]</p>
11	<p>Confidential items</p> <p>Item 10.</p>

	The meeting ended at 18:08.
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Summary of Actions:

- ACTION: FPP committee to receive report on Pupil Premium spend and Primary PE grant. – **KP**
- ACTION: FPP committee to receive report on staff absence per site comparative to last year. – **KP**
- ACTION: Site-specific procedures for initiating a lock down to be shared with the FPP committee. – **TS**
- ACTION: Numbers of HS2 forms to be reported termly to the FPP committee, with comparisons per site and to previous terms. – **TS**
- ACTION: KP to share a FAQ document with future finance paperwork, including commonly used acronyms. – **KP**
- ACTION: Details of what constitutes a major incident to be shared with MC chairs. – **TS**
- ACTION: LMa to complete Health and Safety monitoring visit report for the FMC. - **LMa**