



Finance & Resources Committee Meeting
MINUTES
Thursday, 26th February 2015
Blenheim Centre @ 17:30 pm

Committee:	Ms S Vickers [Headteacher], Mr G Alvy, & Mrs S Roe.
Apologies:	Mr A Megahy
Guests:	Mrs L Whiteley (Business Manager)
Minutes:	Mr W Schonenberg

Agenda Items	Actions
1. Apologies for absence	AM Apologies had been received from the committee chair, Mr A Megahy , on the 14.02.15. Mr Megahy was away in London on business.
2. Disclosure of Interest	No disclosures were made.
<p>3. Minutes of the last meeting held on the 9th October 2014 (Matters Arising). It was agreed to review these older minutes for any potential outstanding actions only. Governors had the following points to raise:</p> <p><u>Outreach</u></p> <p>SV reported that she was still visiting local mosques with Debra Klein explaining what BBEC has to offer.</p> <p><u>William Henry Coulter Trust</u></p> <p>LW explained that she had tracked down the correct office address for this trust. However it had no staff and only an answering service. GA explained that it had been incorporated with the Batley Poor Fund (of which he was a trustee). LW will be making a bid to this fund for an award to upgrade the year 11 study room. GA explained that any appropriate bids would be swiftly evaluated. This effectively dealt with item 7 of the agenda (Feedback on William Henry Coulter Trust)</p> <p><u>DHT Recruitment</u></p> <p>SV explained that the post had been advertised and that it had attracted a good number of applicants. However, the quality of the applicants had not been of a</p>	<p>The minutes of the 9th October 2014 were approved.</p>



<p>high enough calibre so it was decided to create a temporary appointment which the current AHT is filling. This matter had also been discussed and reported at the Curriculum & Standards meeting of the 5th February (item 9 AOB refers).</p> <p><u>Blue Sky Staff Appraisal System</u></p> <p>At the 9th October meeting governors had approved the purchase of this online Staff appraisal system. SV informed that it has since been purchased and that it is currently being configured for usage.</p>		
<p>4. Budget Monitoring</p> <p>SV spoke to the recent changes made in respect of the effective control and reporting of BBEC's financial affairs. BBEC is SV's first head teacher appointment and, as such, she explained that she had hitherto limited financial experience and she felt that an independent professional review of all financial matters was warranted. The Pennine Teaching School Alliance was approached and this led to a John Flynn CPFA, Specialist Leader of Education, from Heckmondwike Grammar School spending 3 days at BBEC. He looked into:</p> <ul style="list-style-type: none"> • Financial Management • Presenting to Governors • Budgeting • Financial Planning <p>Governors received a detailed report, which was the outcome of the visits, together with a number of modelled recommendations. Over the last 5 years the School has moved from an operating surplus of £444K to a predicted deficit of £150k. Income had fallen from £3.763k to £3.503 in this period whilst expenditure has risen from £3.319k to £3.631k. Pupil numbers have dropped during the period and a number of national funding changes occurred which also affected BBEC. The report made a very useful number of detailed recommendations which the LW and the School are working through, and two these proposal will be discussed latter in the meeting (Printers & Reprographics). During the discussion governors made reference to the reports:</p> <ul style="list-style-type: none"> • Appendix B, 5 years of budgets • Appendix C, graph of 5 years Income and 5 years expenditure • Appendix D, changes to funding during the last 5 years. 		



Q. Does the 83.24% (on Appendix B) of staff costs for 2014/15 include all the savings which we have already discussed and made?

A. No, they have not yet all been captured as some only become effective in September (say new staff joining then).

Q. What will the percentage be then?

A. We are aiming to hit 80%. The professional target is to run at 79%.

LW then led governors through a number of her reports. Following the above mentioned review, SLT had reflected on how best to report relevant financial information to governors, in time, (prior the meetings) so that they could scrutinise the information, and plan to raise, or not raise, any particular questions at the meeting. Tonight was the first such meeting with the new reports.

Appendix B, the traditional line by line budget summary, was now complemented by Appendix D, (a Word document, explaining in plain English all variations from column K of Appendix B. By way of familiarisation governors “tested” a few of the answers in the written report, Whole School Painting Scheme, Catering, Printing Solution, and Admin & Clerical.

Whole School Painting Scheme

Mindful of the planned re-launch in September quotes had been obtained to have all of the corridors, entrances, staircases and halls repainted and maintained. This would entail initial filling and plastering work in year 1 and then 4 years of maintaining work for £ 12k each year (over 5 years). GA queried what the value for money was here, having spent some £16k “patching up” the School in the last 5 years, versus say £60k over the next 5 years. SV explained that odd job patch ups were not like for like with a whole school professional paint job, in time for the re-launch. Further, it would only take an additional 10 new boys, whose parents liked the new look and were impressed with the latest results, to pay for this.

Catering Contract

This was losing money. Initially it was planned that any profits would be shared between cater and the school with the school's share funding new furniture. Profits have now dried up and we are subsidising meals at £1k a month. Previously in order to speed up mealtimes we created a second serving point. However with reduced numbers we arguably have too many serving staff. This has become a time and motion issue and needs to be addressed. However SV felt that her first priority for



BBEC had to be results and that meals would be addressed in due course.

Q. How far are we into this contract?

A. Only 2 out of 5 years.

Printing Solution

Governors were informed that the School had some 67 printers from numerous manufacturers necessitating holding a whole range of different cartridges. Reviewing this we can effectively run the School with 6 large printers and achieve a cost saving of £12k pa. Interestingly, the proposed savings here matched the proposed painting costs discussed earlier. Staff will have individual pin codes and can assess any machine to pull off their jobs.

Reprographics

Additionally the reprographics department has 4 machines which can be replaced by 2 newer machines. Again this would achieve a further saving of £12k. Not costed in is the expected overall saving on paper as teachers begin to print off less items. Savings made here can be fund new classroom furniture which teachers have been asking for.

SR had some misgivings as to whether 6 printers was an effective number given the size of the school. It was explained that the original reports suggested only 5, but after further consideration this was increased to 6.

Governors approved of the proposals, viz, the painting scheme, the printing consolidation, and the reprographics consolidation.

Staff Sickness Insurance Cover

For 2 years now BBEC has bought into a scheme with School Advisory Service, a private company. The idea being that the premiums paid reimburse the school when someone is off ill, and supply cover is brought in. Like all private insurance, this comes with numerous and increasing caveats. Repeat illnesses are not covered, GP's are written to for proof and clarification of illness, suspensions are not covered, and the school has to provide proof and costs of supply cover before receiving reimbursement. Premiums increase each year, what was £46k is now £80k.

Kirklees has been watching developments in this area and we are minded to join this once it is fully operational. This will provide better cover at lower cost. It is a closed scheme and any year in which it would make a surplus it would share this out

School to enact the relevant contracts.



<p>with the participating schools.</p> <p>Q. How are we with the pc replacements?</p> <p>A. We do have a 3 year replacement scheme costing some £30k in year 1. The total cost is dependant on a number of hand held's in year 3 which might not be needed by then. Year 1 sees the server being replaced to bring us up to speed and 1 class room reequipped. Currently we are looking into leasing costs which would substantially reduce the overall costs and give us everything in one swoop.</p>		
<p>5. Budget Prospects for 2015/16</p> <p>LW went on to explain the revised Appendix E (numbers on roll) that she has shared out before. Governors were reminded that the financial year does not coexist with the academic year, unlike in academies, and that each year the school is dealing with months in the old budget and months in the new budget (5+7 months).</p>		
<p>6. Premises Issues (standing item)</p> <p>LW informed that work had taken place over Christmas in the Prayer room and it was repainted by the caretakers.</p> <p>The February half-term will see a number of smaller decorating jobs done.</p> <p>Easter will see 4 external doors replaced. This will be funded by the Devolved Capital Funds at a cost o £8k.</p> <p>LW is waiting for some more financial information, in order to put together a bid for some £40k worth of work on this building. It will then make an effective learning space.</p>		
<p>7. Feedback on William Henry Trust</p> <p>Done under matter arising above (item 3).</p>		
<p>8. AOB</p> <p>There were no further matters discussed. LW was thanked or her reports and congratulated on the new formats.</p>		



<ul style="list-style-type: none">• Date of next meeting – 21st May 2015	ALL	
9. School copy That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.	AM	