

**SASS FP NonConfMins 161121 CA**

**STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL**

**Non-Confidential Minutes of a Meeting of the Finance and Premises Committee  
held via Zoom on Tuesday 16<sup>th</sup> November 2021 at 4.00 p.m.**

**In attendance**

**Governors**

Mr Paul Woods (PW)	Headteacher
Mrs Angela Hancock (AH)	Foundation PCC Governor
Ms Katie Carr (KC)	Co-opted Governor
Rev. Trevor Critchlow (TC)	Committee Chair
Mr David Richards (DR)	Committee Vice-Chair
Mr Dermot O'Brien (DO)	Foundation Governor
Mr Simon Cook (SC)	Co-opted Governor
Ms Katie Carr (KC)	Co-opted Governor from item 7 only

**Present**

Ms Nichola Ahmed (NA)	Observer, School Business Manager
Mr Benjamin Siaw (BS)	Observer, Deputy Headteacher
Mr Nick O'Brien (NO)	Observer, Deputy Headteacher
Ms Charmaine Strelitz (CS)	Director, Clerking and Appeals Associates Ltd

The meeting opened with a prayer.

**1. APOLOGIES**

Apologies were received from Katie Carr for late arrival.

RECEIVED.

**2. DECLARATIONS OF INTEREST**

None.

**3. MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> MAY 2021**

The non-confidential minutes of the meeting held on the 25<sup>th</sup> May 2021 were circulated to the meeting.

RESOLVED: that the non-confidential minutes of the meeting held on the 25<sup>th</sup> May 2021 were approved to be signed as an accurate record of the meeting.

**4. MATTERS ARISING NOT COVERED IN THE AGENDA**

None.

**SASS FP NonConfMins 161121 CA****5. BUDGET MONITORING PERIOD 7, OCTOBER 2021**

The 2020-2021 Budget Monitoring Report was circulated to the meeting. NA provided a summary of the budget report which included the following points.

- Surplus balance of £1.072m which included the carry-forward from 2020-2021 of £504k and included swimming pool and school re-branding costs as approved by the Governing Board.
- Income - Additional income
  - Covid-19 mass testing £37k.
  - Teacher pay grant and pension grant £44k.
  - Uniform income £20k.
  - School-led tutoring grant £68k and Recovery Premium of £82k, both were to be used towards tutoring.
- Expenditure
  - Staffing Salaries presented some savings despite some posts being covered by supply staff, this was largely due to support staff vacancies not being filled.
  - Building repairs and maintenance might present some savings by the end of year, as the budget assumed all expenditure would be required for any emergency works.

The Committee referred to funded tuition of £44k, which had no budget allocated. NA said the £44k was offset against the income for school-led tutoring and Recovery Premium.

The Committee referred to the overspend for the texting service and asked what that was in relation to. NA said that it was for licensing, and they had increased communication with parents and that there were significant testing and hygiene reminders sent to parents.

RESOLVED:

- 1) that Governors received the 2020-2021 Budget as circulated
- 2) that the updated staffing structure with associated costs would be submitted to the next meeting.

**6. RISK REGISTER**

The Committee noted receipt of the draft Stepney All Saints Risk Register, which had been prepared by NA for consideration. TC and NA invited comment and suggestions for how the document would be used by the Committee and Governing Board. The Committee discussed other areas to be included such as Safeguarding.

The Committee agreed that the next steps and purpose of the register had to be established and noted PW's assertion that he had to consider the purpose of the document, the need for it, and to ensure there was no overlap with other self-assessments across the school

RESOLVED: that the Committee agreed the next steps to ensure:

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- 1) that comments on the report structure would be sent to NA by the end January 2022
- 2) that NA prepared a draft for comment, based on feedback before early March 2022 for review at the meeting in March 2022.

### **7. SWIMMING POOL UPDATE (IN PREMISES REPORT)**

NA provided an update of progress which had been made since the last meeting and noted that everything was going to schedule. NA said the contractors were well organised although there were some industry issues with materials and delivery issues but no impact on the school so far.

NA presented the outline proposal for the changing rooms, the impact on the school and the ability to improve the offer to the community and other schools. NA provided an example of the issues and proposal which included earmarking £120k of projected carry-forward towards renewing the swimming pool changing rooms. BW said that the re-designing of the changing rooms would enable the pool to be used by external parties, such as the local primary schools and community use, so would incorporate a standalone entrance.

KC joined the meeting at 4.36 p.m.

The Committee asked who the external funding provider was. NA said that they had Love to Swim as a hirer and local primary schools which wanted to hire facilities.

The Committee discussed the importance of a community-use facility and the promotion of the school through the facility as well as the significant recruitment opportunities as one of the only secondary schools to have its own swimming pool facilities.

The Committee discussed the approval at length.

RESOLVED: that the Committee approved the recommendation to the Governing Board that the swimming pool changing rooms were approved at a cost of £220k, of which £100k would be from the current budget and £120k from the projected carry-forward savings.

### **8. PREMISES HEALTH AND SAFETY**

NA noted the Premises Report as circulated to the meeting. NA summarised the works through the Summer.

- Water tanks flushed
- Toilet renewals
- New school signage which was part of the re-branding. The school had contributed £50k to re-branding and it had managed to remain within budget. PW noted that the new signage was a really positive change for the school and established it as a central part of the local community.

RECEIVED.

### **9. GDPR**

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NA advised that there had been one small breach as detailed in NA's report as circulated.

**10. POLICIES**

The Committee noted policies as circulated and relevant changes.

- Charging and Remissions Policy. No changes.
- Pay Policy 2021-2022 was a locally agreed policy updated with the changes to the Standard Teacher Pay and Conditions document relating to scales and Early Career Teachers.
- Whistleblowing Policy. The only change was to update DR's email address.

RESOLVED: that the Committee recommended the listed policies and documents for approval at the next Full Governing Board meeting.

**11. DATE OF NEXT MEETING**

- 15<sup>th</sup> March 2022 at 4.30 p.m. via Zoom

**12. ITEMS FOR NEXT MEETING**

- Updated Staffing Structure
- Risk Registration Consideration
- Benchmarking

**13. ANY OTHER BUSINESS**

None.

The Committee had a round table review of the meeting, its papers and challenge. Governors asked if they could have a report of the number of people on the living wage at the school and a timeline of the swimming pool works to date and deadlines.

Meeting closed 4.54 p.m.

**CHAIR'S SIGNATURE:**.....  


01-02-2023

**DATE SIGNED:**...../...../.....