

**SASS FP NonConfMins 260522 CDv2**

**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 26<sup>th</sup> May 2022 at 4.30 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 Simon Cook (SC)	Co-opted Governor
Mr Tim Duncan (TD)	Co-opted Governor
Ms Ruth Bujack (RB)	Parent Governor

**Present**

Ms Nichola Ahmed (NA)	Observer, School Business Manager
Mr Benjamin Siaw (BS)	Observer, Deputy Headteacher
Ms Alison Andrews (AA)	Clerk, Clerking and Appeals Associates Ltd

TC opened the meeting with a prayer.

**1. APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

None.

**3. MINUTES OF THE MEETING HELD ON 8<sup>TH</sup> MARCH 2022**

The non-confidential minutes of the meeting held on the 8<sup>th</sup> March 2022 were circulated to the meeting.

It was noted that on page 1 'form' should be corrected to spell 'from'.

RESOLVED: that the non-confidential minutes of the meeting held on the 8<sup>th</sup> March 2022 were approved to be signed as an accurate record of the meeting, subject to the noted amendment.

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

None.

**SASS FP NonConfMins 260522 CDv2****5. FINANCE REPORT****5.1. 2021-2022 Budget End of Year Outturn**

The Budget End of Year 2021-2022 had been circulated to the meeting. NA provided a summary which included the following:

**Income**

- by the financial year-end the school had received £600,000.00 in unbudgeted income, £200,000.00 of which was from additional Covid-19 grants
- an additional figure of £120,000.00 was received due to an increased number of students with EHCPs

**Expenditure**

- staffing expenditure was 75.7% of income received, which included supply
- there had been £80,000.00 allocated as a contingency fund for the completion of the swimming pool, however that was not used and NA proposed the purchase of a pool cover to reduce evaporation and heat loss from the surface of the pool, which over three years would pay for itself in terms of energy cost savings; the cost of the pool cover was £18,800.00
- the final sum for the development of the pool changing rooms was £246,000.00 as opposed to the £220,000.00 allocated, however £16,000.00 was claimed on the insurance due to the problems with the pipework

**Summary Position**

- the proposed year-end carry forward was £1,378,685.00
- there was a brought-forward balance of £567,672.00
- there was an in-year balance of £811,013.00
- committed revenue balances of £478,500.00
- uncommitted revenue balances of £900,185.00.

The Committee suggested it would be helpful to understand the decision-making process when spending committed balances and suggested a document was created which outlined the principles from which those decisions would be made. PW stated that the conditions survey informed the maintenance grant and projects were identified from that. Working alongside the Diocese the school prioritised maintenance. PW also noted that by the end of the Summer, LED lighting would be installed in the classrooms and corridors. BS informed that the school facades needed improvement. The Committee asked that while the pool cover would help to reduce the carbon footprint of the school were other ways to reduce carbon footprint considered.

The Committee discussed the comparison between ongoing costs, such as subscriptions with the current ICT system and the long-term project of ICT upgrades, noting that a move to a cloud-based system would generate the most outlay in years one and two. NA stated it would be an upfront investment and the cost would depend on the devices linked to the network.

The Committee noted that all proposed projects seemed sensible but stated there was no measure to fairly assess priority. NA and BS stated that it was important not to confuse ongoing costs such as curriculum costs and staffing model, with costs arising from

**SASS FP NonConfMins 260522 CDv2**

spending opportunities arising from a surplus. NA also noted the school could not guarantee a surplus each year. The Committee agreed to discuss further with PW, KC and TD about how best to develop a document outlining decision-making principles used for transparency in prioritising areas for spending.

RESOLVED: that PW, KC, and TD would further discuss the development of decision-making principles to enable transparent spending choices.

**5.2. 2022-2023 Budget**

The Stepney All Saints Three-Year CFR Budget Plan had been circulated to the meeting to accompany the Item 5.3.

**5.3. Draft Budget Commentary**

The Report to Governors' Finance and Premises Committee 26<sup>th</sup> May 2022, Draft Budget Summary had been circulated to the meeting.

NA noted that there had not been much change to the indicative budget released in March 2022. NA informed the Committee that there was an increase in the number of funding streams for the current financial year and included a supplementary grant from the DfE for £270,000.00. The 2023-2024 financial year would see the introduction of the National Funding Formula and as there had been no clarity for year three NA had mapped income from years one and two into year three. The following in-year surpluses were noted:

- Year 1: £709,212.00
- Year 2: £119,015.00
- Year 3: £99,448.00

NA stated that the document detailed key headlines which included:

- the National Tutoring Programme would continue to be partially funded for the remainder of academic year 2021-2022 and into 2022-2023
- there were 108 teaching staff on payroll with four vacancies being advertised and included across all three financial years; ten UPS teachers leaving had been mapped with replacements of MPS teachers
- staff pay increments and pension contributions had been mapped across the three years
- national insurance contributions for all staff had been mapped although there was a possibility that the increases may be partially funded by the government
- staffing expenditure was set at 77% due to the school's curriculum vision
- significant rises in energy costs were expected and the school was waiting for an update from the local authority
- service level agreements had been budgeted at 2021-2022 levels as there had been no solid updates to increases but a 3% increase had been mapped for future years; insurance prices had also not been published
- the budget balanced across the three years and did not rely on carry-forward balances.

The Committee asked if the committed balances remained within uncommitted balances whether the total would exceed the 12% of allowable income. NA stated that if the amount was not strategised that would be the case.

**SASS FP NonConfMins 260522 CDv2**

The Committee asked, due to the cost-of-living increases, whether Governors could offer financial support such as with food and uniform costs. PW stated there was scope to do so. PW and KC agreed to think further about how the school could offer financial support and to correspond via email.

The Committee asked whether the school had started to witness the assumed 10% staff turnover which had been factored into the budget. PW said that the current year seemed stable and the 10% was modelled on the national average. PW noted however, that staff turnover was difficult to predict.

RESOLVED:

1. that PW and KC would correspond via email to discuss ways in which the school could offer financial support due to the cost-of-living increases
2. that the Committee recommended the Budget 2022-2023 for approval at the Full Governing Board.

**6. BUILDING DEVELOPMENT**

NA referred the Committee to the following documents which had been circulated to the meeting:

- Building Strategy
- Proposal and Costings
- Building Development Plans
- Sports Provision Masterplan Feasibility Study Report

NA noted that the school had looked at the ten-year condition survey in response to the Governing Board's request to understand strategic oversight of the building. NA noted the following infrastructure areas to enable outstanding facilities to support the curriculum offer:

- air circulation – heating and cooling
- lighting
- sporting excellence
- building fascia and modernisation
- sixth-form modular buildings.

NA noted that the school had received three quotes for the MUGA pitch, as follows:

- Playcubed: £295,258.00
- Smiths: £310,450.00
- Blakedown: £224,379.00

NA stated the anticipated expenditure for the project was £300,000.00 and proposed to commit £350,000.00 to allow for contingency.

The Committee asked how decisions would be made if the school was required to choose between areas of spending. PW noted that it was a planned and phased project over five years and that it was not a case of making choices between any area. PW said that the budget was healthy for the next two to three years.

## **SASS FP NonConfMins 260522 CDv2**

The Committee agreed that a sum of £350,000.00 was committed to spending on the MUGA pitch.

RESOLVED: that the Committee recommended the spend of £350,000.00 for the MUGA pitch to the Full Governing Board.

### **7. CONTINUATION OF RECRUITMENT AND RETENTION ALLOWANCE**

The Committee discussed the recruitment and retention allowance and highlighted the following points:

- the allowance equated to £1,002.00 per year
- the allowance was not awarded to new teachers
- the funds for the allowance had reduced from £100,000.00 to £60,000.00 in the period of three years
- removal of the allowance would currently prove contentious.

The Committee agreed for the recruitment and retention allowance to remain for one financial year and to be reviewed again in the future.

RESOLVED: that the Committee agreed to recommend to the Full Governing Board that the recruitment and retention allowance remained for one financial year, with a view to future review.

### **8. TERM DATES 2022-2023**

To be agreed and approved at the Full Governing Board.

### **9. PREMISES AND HEALTH AND SAFETY UPDATE**

No updates reported.

The Committee asked how the school had publicised and celebrated the success of the swimming pool works project. PW stated an advert had gone out in the local press, eight to ten primary schools were already using it, there was an official opening, staff were using the pool at 7.00 a.m., and Tower Hamlets had enquired about it.

### **10. GDPR**

NA advised that there had been no GDPR breaches.

### **11. POLICIES**

The Committee noted policies as circulated and relevant changes.

- Governors Allowance Policy – no changes
- Uniform Policy – included an uplift to some uniform prices due to inflation

**SASS FP NonConfMins 260522 CDv2**

The Committee noted that absorbing the inflation costs on uniforms could be an area the school could choose to alleviate the cost-of-living increases.

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

**12. DATE OF NEXT MEETING**

- To be confirmed

**13. ITEMS FOR NEXT MEETING**

- Time Allocations for Subject Areas in SDP
- Decision Making Principles for Spending Areas

**14. ANY OTHER BUSINESS**

None.

Meeting closed 6.00 p.m.

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

DocuSigned by:  
*Trevor Critchlow*  
7EDBA7ACD0A24D0.....

01-02-2023

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