

MINUTES



Noadswood

BOARD: Finance, Audit & Risk Committee

SCHOOL: Noadswood School

DATE: Monday 4th April 2022

TIME: 19:00hrs – 21:30hrs

VENUE: Remotely – via Teams

ATTENDED:

Tim Sunderland (TS)	Chair of the F.A.R. Committee
Kathryn Marshall (KM)	Headteacher
Helen Sanderson (HS)	Parent trustee

ATTENDING:

Angie Drabble (AD)	CFO
Matt Hewitt (MH)	Deputy Headteacher
Luke Wells (LW)	IT Manager (left the meeting at 19:19hrs)
Louise Instone	Clerk

The Code of Conduct for Governors requires governors to be honest and open with regard to conflicts of interest (either real or perceived). Governors must not use their position for personal gain in business, political or social relationships. Therefore, a governor who has, or may be perceived to have, such a personal interest in a particular matter under consideration should declare that interest, withdraw from all discussions relating to it and take no part in any vote on such matter.

Items marked * are those in which a majority of Governors may have an interest because of some shared attribute. When considering these items, Governors should aim to achieve a balanced view, paying particular attention to the sources of information and advice, and remind themselves of their duties as governors and to act in the public interest.

Item	
1	Welcome and Apologies: Those present were welcomed by the Chair.
2	Procedural items: 2.1 Apologies for absence received and accepted from Neil Cotton and Steven Pike. 2.2 Confirmation of Quorum (3 Trustees, one of which must be the Head Teacher or appointed representative) The meeting was confirmed as quorate throughout 2.3 Declarations of interest No pecuniary or personal interests were advised for any agenda item for this meeting
3	Any Other Business: Nothing to be added
4	Minutes: The minutes of the previous meeting 8 th November 2021 were approved as a true record of the meeting.
5	Matters Arising from the Minutes: See update of matters arising at the end of the minutes.
6	Correspondence: To note any correspondence received by the Trust / Chair No correspondence was received by the Trust / Chair to be discussed.
11	IT Strategic Document (update on capital projects) This item was taken first as LW had kindly attended the meeting.



	<p>Full documentation is available on the GovernorHub in the meeting papers, including, a summary of all IT equipment in the school, what is being done, overview of all the network, switches, laptops, PCs and where everything is.</p> <p>The wireless is old and now out of support, backup controller has been purchased to keep this going.</p> <p>Music suite of computers and software: As this is subject specialist and very expensive it isn't a decision the IT department can make. Leadership and Music department will need to decide what needs to be purchased to replace what is currently being used.</p> <p>The Wireless refresh is a key need. The needs of the school are completely different now, the need is ever growing as more departments want to use the wireless system and more equipment wants to connect to it. The network switching will follow next year, and this will again increase the speed of the wireless.</p> <p>IT suite upgrades will be needed in the future. The current computers can't run Windows 11 so once that is forced in, the computers will no longer work.</p> <p>With the move to Arbor there will need to be a development of curriculum software.</p> <p>Chair agreed it was a good summary but was still concerned something may go out of date and become unavailable before it is broken. He would like a 5-year plan and what order things needs to be replaced in.</p> <p>LW suggested the wireless is the only item needed this year from a budgetary point of view. The music will also need replacing in the near future.</p> <p>Chair asked for an IT spend plan from the budget point of view.</p> <p>CFO agreed, whilst the wireless is in the budget it would be good to get a plan for the next 3 years.</p> <p>LW agreed he could do a ball part amount of the next 3 years.</p> <p>KM explained this could always change but would be good for guidance.</p> <p>LW suggested he cost the music equipment with iMacs and some alternative solutions.</p> <p>It was agreed a strategic discussion needs to be had around the proposed music spend due to the small number of students that benefit.</p> <p>Chair wondered whether there would be a possibility of finding sponsorship for this type of equipment as it is niche. It was discussed that sponsorship for the Arts is very difficult to find.</p> <p>Chair agreed it would be good to have a plan in the budget and then anything extra that is needed can be discussed.</p> <p>LW explained the wireless prices are going to rise in the near future, it would be good to secure a deal for this and get it implemented over the summer.</p> <p>Trustees agreed the spend for the wireless could now go ahead.</p> <p>Luke left the meeting at 19:19hrs</p>
7	<p>Internal Scrutineer's Report of visit 1 Feb 2022</p> <p>The Internal Scrutineer's Report is available, in full, on the GovernorHub in the meeting papers.</p> <p>CFO explained she found the process very useful and reviewed all points raised by the external auditors.</p>



	<ul style="list-style-type: none"> • Old debts were addressed • Salary statements are complete • Disclosure information to ESFA is still ongoing due to link issues • Investment income is ongoing • Trustee members – recruitment is ongoing • KPIs are in the January Management Accounts pack • Scheme of Delegation will go to the May FGB for approval • Forecasting for end of year accounts was all in order • CFO is now approving all entries by Finance Assistants • Monthly Management Accounts pack is new <p>There was a discussion on Pupil Premium and Catch-up monies, and it was confirmed this will be spent by the end of the academic year.</p> <p>Chair agreed with CFO that the forecasting is much improved.</p> <p>CFO and Chair agreed to discuss the budget and assumptions for next year at a date to be organised.</p> <p>CFO has sent out budget review forms to departments a few have come back but the rest will be chased through Line Management. After Easter she will be asking people for their requests for next year, again CFO will discuss that with Chair.</p> <p>The next meeting with the internal scrutineer will take place in April. This meeting will include:</p> <ul style="list-style-type: none"> • Cyber Fraud • HR & Payroll procedures • Review of Budget • Review of governance documentation. <p>Chair stated that good process has been made.</p>
8	<p>Writing off Bad Debts</p> <p>Documentation is available in the meeting papers regarding writing off bad debts.</p> <p>It was agreed the football club is question wouldn't be able to make further bookings unless they paid the debt off.</p> <p>Trustees agreed that all debts could be written off.</p>
9	<p>Support Staff: Pay Scale Uplift</p> <p>The pay increase for support staff of 1.75% has now been agreed and has to be back dated to April 2021. The budgeted amount was 1.5%. CFO will clarify the impact on the budget at a later meeting.</p> <p>ACTION: CFO to advise budget impact of 1.75% increase from budgeted 1.5%: CFO</p>
10	<p>Delayed March 2021 onwards HCC Pay Award – Ex-Employees – Guidance to follow</p> <p>It was explained that any member of support staff that has left since April 2021 is entitled to this 1.75% pay increase but they will have already left. The guidance is, unless they ask for it, we don't give it to them. However, this isn't how the school would usually operate and governors were asked whether they agreed with this?</p> <p>Governors discussed this and decided the right thing to do would be to pay the 1.75% pay increase to those who have left.</p> <p>ACTION: CFO to ensure 1.75% back pay is paid to those staff who have also left since April 2021: CFO</p>



12	<p>January Management Accounts Pack incl: Key Performance Indicators Capital projects 2021/22</p> <p>Two version of KPIs – one based on total income, and one based on percentage against GAG income Both were shared on the GovernorHub</p> <p>After discussion about which version should be used going forward, it was decided GAG income should be used.</p> <p>Comments:</p> <p>Chair commented there was a higher percentage of teacher costs which is above average, but it was static. The proportion of GAG funding on leadership positions continues to go up but it was assumed that was due to a change in the leadership structure.</p> <p>KM reflected the board approved two Assistant Headteacher positions, 1 for 3 years and 1 permanent, a request has been made for some leadership benchmarking.</p> <p>Ratio contact teacher:</p> <p>It was explained the leadership team impacts both the higher percentage costs and ratio contact teachers, as Senior leaders have very little contact with the classroom. Staff with extra responsibilities also impact this figure.</p> <p>KM asked CFO to ask for bench marking of contact ratios to include senior and middle leaders.</p> <p>Chair asked whether there was concern about National Insurance and whether there will be extra funding.</p> <p>CFO explained the budget has been updated with the new rates and there will be funding to off set by the next set of accounts.</p> <p>Capital Projects:</p> <p>There was no update on the Capital Projects: CFO to contact Carys for an update.</p> <p style="text-align: right;">ACTION: CFO to contact Carys to an update on Capital Projects: CFO</p>
13	<p>ICFP / Staffing Model</p> <p>Year 7 has been increased by 1 class and the teacher contact ratio has been increased to 0.72, the ideal would be 0.79 so the school is close to reaching their target.</p> <p>There is a surplus of 74 lessons across the whole school. It was reflected it is impossible to have an effective timetable with a surplus of less than 50 periods. There is a small surplus in most subject areas which is a good balance. Citizenship will be absorbed across all the teachers.</p> <p>Previously main scale teachers were expected to teach 43 lessons this has now increased to 44.</p> <p>There are 23 teachers who are part time.</p> <p>A Food teacher needs to be appointed and there is consideration of appointment a MFL teacher to up the capacity in Spanish. There may still be changes with staff moving to other schools.</p> <p>Chair thanked MH for this clear analysis</p>
14	<p>Student Admissions Forecasting</p> <p>Full details are on the GovernorHub in the meeting papers.</p>



	<p>HCC provided projected numbers and the school would look to gain about 83% of those. If this was the case, intake in year 7 would be 165. Last year we exceeded 83% and have done this year in terms of anticipated figures this year so we should expect 185.</p> <p>The documents confirm there is a falling number on roll over the next few years, there is a dip of 20 pupils and then 30 by the following year. This has an impact financially. It would mean that the school would stand at 913, there is currently 961 on roll. These figures will be reflected in the forecast.</p>
15	<p>Summary of Assumptions 2022/23</p> <p>Sheryl has put these together. Written alongside, in red, is the actual budget to show if there is an increase. This will help with future budgets.</p> <p>Chair explained, just need to be sure it has the right National Insurance and forecasts for pay rises. There is also a need to make sure short-term staff are reflected. It is going to be very negative.</p> <p>CFO will put this together and run through some scenarios with the Chair and see if there is anything that can be done to balance it a bit more.</p>
16	<p>Risk Register – allocated risks to FAC Committee</p> <p>Risk 7 – To work with partners to improve and extend learning opportunities and to contribute (at local & regional level) to the promotion of outstanding learning –</p> <p>Risk External relationships not being effective or threatened by reduced funding resulting in loss of income.</p> <p><i>The school is working with educational partners locally and further up the waterside, along with CPD in other schools in the area and that mitigates against the risk.</i></p> <p>Risk 10 – To achieve and maintain a robust financial status.</p> <p>Risk Funding cuts in future periods (financial viability) resulting in the school having financial difficulties</p> <p><i>The risks are outlined in the assumptions, they can't be mitigated against completely, but they are on top of the issues and are planning for them.</i></p> <p><i>Chair agreed but explained they just need to make sure the budgets are correct and kept an eye on.</i></p> <p>Risk 11 – Clarity of vision, ethos and strategic direction within the Governing body</p> <p>Risk – Trustees not upholding the vision, ethos and strategic direction of the school. Trustees not holding the Headteacher and senior leaders to account.</p> <p><i>There are no compliance issues, and this meeting has been all about this risk</i></p> <p>Risk 14 – Covid 19 Burdon of additional workload due to changing working conditions, cover for absence (due to coronavirus) and increased statutory responsibility placed on the school – Financial risk due to additional measures having to be put in place</p> <p><i>Colleague absence is still being affected but the hope is that this will reduce soon.</i></p>
17	<p>Any Other Business:</p> <p>Expenses Policy – this is a non-statutory policy that hasn't been updated for a while. Senior leaders have reviewed this carefully and now seek approval from Trustees.</p> <p>Trustees approved the Expenses Policy.</p>

MINUTES



Noadswood

	Meeting Dates 14 th July 2021 – 7pm
	To identify any matters to be recorded in the confidential Part B minutes nothing confidential
	The meeting was adjourned by the Chair 20:05hrs

Matters arising from the minutes of the Finance, Audit & Risk Committee meeting held on **4th April 2022**

Item	Action	Actionee	Status
9	Advise budget impact of 1.75% increase from budgeted 1.5% for support staff pay increase	CFO	
10	Pay support staff who have left since April 2021 the 1.75% pay increase.	CFO	
12	CFO to contact Carys to an update on Capital Projects	CFO	

Outstanding items

	Ask Sam Lock to write an analysis behind why these KPIs have been chosen	KM	Complete and discussed in item 12.
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SIGNED BY:	
DATED:	