

## **ARCHERS BROOK SEMH RESIDENTIAL SCHOOL**

### **MINUTES OF THE FINANCE AND PREMISES SUB-COMMITTEE MEETING HELD AT THE SCHOOL ON THURSDAY 20 OCTOBER 2016**

**PRESENT:** R Crompton – Chair  
Miss S Kettle  
Mrs D Formby  
Mrs S J Myers-Whittaker - Headteacher

**IN ATTENDANCE:** Mrs J Sedgwick - Business Manager  
Mrs K Skinner – Minute Taker

#### **PART I**

The meeting opened at 4.10pm

##### **1. APOLOGIES**

Apologies were received from Mr J Hilditch.

##### **2. PECUNIARY INTERESTS**

There were no declarations of pecuniary interests.

##### **3. MINUTES OF THE LAST MEETING**

The minutes of the last meeting held on 26 May 2016 have been agreed as a true record electronically by governors.

##### **4. MATTERS ARISING**

There were no matter arising from the meeting held on 26 May 2016.

##### **5. HEADTEACHER'S REPORT**

###### **Premises**

The Maintenance Team have been working hard during the summer break. The ICT room has been painted and has a new floor. The corridor by the Link has been painted. A high fence has been installed surrounding the playground.

Mrs Crompton has completed the Care Inspection which has positive comments with another inspection to be completed this term.

The Ctouch Laser Air Boards for ICT, BTec and Key Stage 2 are working really well.

Work continues to update the VLE (website), Mrs Sedgwick asked the Governors if they would like to contribute to the Governors page.

The 5/10 year visions are currently being worked on and will be presented to Governors in either the Spring or Summer term.

Quotes are currently being obtained for the renewal of some kitchen equipment (ovens/fryers/steamers) and also windows in the canteen. Costs will be reported on in the Spring Subs.

The School Business Manager has met with Mr Crompton to discuss the current heating system as the residential had to be closed due to all three boilers breaking down. Mr Crompton is preparing a letter to send to the Local Authority stating why School should be priority and on the programme for new boilers next year.

## **Finance**

Currently we have 73 pupils and only funding for 65 pupils.

Mrs Formby asked "what the Governors can do to help?" SJMW suggested that a letter is written by Mr Crompton to the Local Authority with regards to funding for Special Schools. Mrs Formby was concerned that the pressure on staff of being oversubscribed might change the dynamics of the school.

The Prospectus update is currently on hold while we wait for the TSA to get up and running.

The Parents with Mrs Bool are currently organising a school Christmas Fair which will take place on Saturday 12 November 2016. Everyone is welcome. The money raised will go to the Charity.

The Charity balance as at 31 August 2016 is currently £24,796.25. Some of the money is to be transferred for the new playground equipment which was installed during the summer.

Mrs Sedgwick has applied for funding towards the Breakfast Club from Kellogg's. Her application has been shortlisted and is with an independent adjudicator. If we win then 5 pupils and 3 members of staff will be invited to a ceremony in London which includes a visit to the Houses of Parliament and the House of Commons.

Mrs Sedgwick asked the Governors to authorise the purchase and fitting of the windows for the Canteen and Ash. The quote was for £6,775 and is the best value for money quote.

The School Fund has been audited and a report has been submitted by the Auditor.

## **6. PREMISES**

Discussed in the Headteacher's Report.

## **7. SCHOOL DEVELOPMENT PLAN**

There are no changes to the SDP.

## **8. SIC REPORT**

SIC is returning after Autumn Half Term and her report will follow.

## **9. SCHOOL SELF EVALUATION**

There are no changes to the SEF.

## **10. BUDGET v ACTUAL**

Mr Crompton and Mrs Sedgwick have met to discuss the Budget v Actual. A summary was handed out. There should be some 'in year' adjustments for additional pupils, therefore, the carry forward will be higher. Also funding for a new pupil from another LA has not been included as we are awaiting confirmation.

Is it hoped that from the carry forward amount we will be able to carry out the kitchen refurbishment, provide CCTV in the classrooms and replace the windows in the Canteen and Ash.

## **11. COST ALTERNATIVE PACKAGES**

We currently have 4 pupils educated off-site. As discussed previously, 2 pupils should have remained in mainstream education and packages put in place by the high schools. We now fund an on-line package and a supply teacher for 2 pupils which is extremely expensive.

Another pupil is still accessing a course in the building trade and is doing well. It is hoped that he will access it for an additional day in the New Year, the School pays for the teaching assistant.

The fourth pupil is accessing a course in Cookery at College, the School have paid for his equipment, college lunches up to the value of £2.30 (same as at school) and his college fees.

Schools no longer receive separate funding for the Free School Meals as it is all absorbed within the budget.

## **12. CHARITABLE STATUS**

Discussed in the Headteacher's Report.

## **13. FUND RAISING**

Discussed in the Headteacher's Report.

## **14. ANY OTHER BUSINESS**

Miss Kettle is attending a Fundraising course and will report back if anything is relevant to for Archers Brook.

**Part I of the meeting closed at 4.40pm.**

**Signed by the Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

KS/21.10.16