

ARCHERS BROOK SEMH RESIDENTIAL SCHOOL

MINUTES OF THE FINANCE AND PREMISES SUB-COMMITTEE MEETING HELD AT THE SCHOOL ON THURSDAY 16 FEBRUARY 2017

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 3.50pm.

1. APOLOGIES

Apologies were received from Mr 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 20 October 2016 have been agreed as a true record electronically by Governors.

4. MATTERS ARISING

5/10 vision will be reported on in the Summer Term.

The letter sent to the Local Authority has been received and a response has been made.

SJMW has a meeting after half term with Michelle Parks, Teaching Schools Director. After this meeting the School Prospectus can be updated.

Any other matters arising will be covered in the Headteacher's Report.

5. HEADTEACHER'S REPORT

The School Business Manager presented the Headteacher's Report which is attached.

JGS asked the Governors if they would like to email a profile to her to be added to the Governors Page on the Website.

6. SFVS

JGS presented the School Financial Values Standard, plus additional information, and the Manual of Internal Financial Procedure which was discussed in full, signed by Mr Crompton and will be ratified at Full Governors.

7. PREMISES

Discussed in the Headteacher's Report, which is attached.

8. SCHOOL DEVELOPMENT PLAN

To be tabled at Full Governors. The format is currently being reviewed as recommended by ASIA.

9. SIC REPORT

There is currently no updated SIC Report.

10. SCHOOL SELF EVALUATION

To be tabled at Full Governors. The format is currently being reviewed as recommended by ASIA.

11. BUDGET v ACTUAL

Mr Crompton and Mrs Sedgwick have met to discuss the Budget v Actual. A summary was handed out. Not recorded was the outdoor classroom (to be fitted in half term) and the windows for Ash and the Canteen which have been put on hold.

Is it hoped that from the carry forward amount we will be able to carry out the kitchen refurbishment.

12. COST ALTERNATIVE PACKAGES

Discussed in the Headteacher's Report, which is attached.

12. CHARITABLE STATUS

Discussed in the Headteacher's Report, which is attached.

13. FUND RAISING

Discussed in the Headteacher's Report, which is attached.

14. ANY OTHER BUSINESS

Imprest

Imprest is the Petty Cash system that we currently use. Unfortunately CWAC have decided that this system will cease at 31 March 2017. JGS, along with other Special Schools, have spoken to the Finance Department to explain how much having an Imprest means to our School. JGS has had two ideas which need a bit more research for the best ways to go forward.

1. Dinner money and uniform money that come in be used as petty cash and then the canteen/uniform codes be reimbursed. As this is the School's money.
2. £1,000 donated from Charity and the reimbursed to Charity – JGS needs to find out if we can do this.

Server

The Server warranty is up in July. Quotes are currently being received. Governors agreed it can be built into the Budget.

Part I of the meeting closed at 4.10pm

Signed by the Chair: _____

Date: _____

PREMISES AND FINANCE SUB COMMITTEE

Spring 2017

Headteacher's Report

Part One

Delivered on behalf of the Headteacher by the Business Manager

(This report will form part of the Headteacher's report)

Welcome to the Spring Term 2017/4 Premises and Finance Sub Committee Meeting.

Premises

We have a new Caretaker who has joined the Maintenance team, Mark Morris he is working well with Mr Edwards.

The SBM is still working on 5/10 year vision for premises which the school have in relation to works/ modernisation of the grounds and property, a draft will be presented at the Summer term meeting.

The residential/nurture base/staffroom have had major leaks, the costs of repairs are in excess of £15,000 the SBM is at present in contact with CWAC as she has asked if they can contribute to the repairs. Mr Rob Jones CWAC representative has been out to look at the pipework and is submitting a report to CWAC.

The residential two storey block is closed due to no heating. SBM did send a letter on behalf of the Chairman and Governing Body in regards to the renewal of the boilers, the school is now on the list for the replacement programme 2017/18, and we should know shortly whether it is going ahead. If it is agreed works would start in May.

At present the SBM has put on hold the replacement windows in Ash (residential) and the Canteen until confirmation is received that CWAC will contribute towards the renewal of pipework. If school has to fund all the repairs then the new windows will have to be put on hold.

The SBM has met with the CWAC representative about the trees which are growing through the roof and pushing the walls of the stables, the CWAC rep did a report and submitted to the insurance and legal team at CWAC. A letter is being sent to two residents of Kendal Drive in respect of trees and removing them. They are not subject to any orders as far as CWAC are aware but they will be checking.

A survey of all trees on the site will have to be done and the beautiful tree opposite the kitchen is likely to be cut down as it has a disease. The survey needs to be done every 3 years, the LA always paid and arranged it but it has now been devolved to schools.

The school is hiring the premises ie the Sports Hall, 3 nights a week to footballers and line dancers this raises some income.

Finance

The Chairman of Finance, Vice-Chairperson, Headteacher and SBM will be meeting to discuss the current budget and the 2017/18 budget, the Budget –v- Actual has been emailed. The carry forward at the present time is in excess of £100,000+, in year adjustments for this term are not included in the carry forward as we have not been given the figure. The SBM is not sure of the funding for next year so at present, this carry forward will be used to keep staffing levels. If the 2017/18 budget is increased and there is 'surplus' it will be used to update/modernise the kitchen, new windows for canteen and Ash and new flooring in Mrs Frosts Maths room and various other projects. The SBM will ask for the Governing Body agreement before going ahead with any projects that haven't already been agreed.

The school presently has 76 pupils, we have informed the LA which year groups we have spaces and that we can only take up to 85 pupils. Just as a reminder to Governors the school is only funded for 65 places. In response to future funding, the Headteacher will feedback against the high needs reform consultation. CWAC are conscious of the number of pupils with SEMH in the entire educational system and the funding therefore is not simply about SEN schools. A letter on behalf of the school from the Governing Body has been submitted to the LA about physical space.

The SFVS (School Financial Value Standards) documents have been updated by the SBM and discussed with Chairman, Vice Chairperson and me. As part of the SFVS the School Financial Manual has also been discussed and updated.

If Governors of this Committee agree then these documents will be will be tabled at full Governors for ratification then submit to the LA.

The SBM has prepared a summary report of the 2016/17 budget for each Governor.

The Three Year Plan will be updated for later this term.

The alternative provision remains the same as last term apart from one pupil who is now accessing another package which is free.

Mrs Taylor and the Business Manager have continued to update the VLE (website), IGNITE partnership commented on how easy it was to find things and were very impressed with the whole site. As mentioned at the last meeting it would be really great if Governors could supply articles and a profile of themselves to put on the Governors page, many other schools have this and it would look positive, if Ofsted viewed page on the VLE.

This site can be accessed by putting into the search engine Archers Brook and it should be the first item. If Governors sent the information to the SBM then she would upload it. Governor's reports are available on the site along with Policies.

Charity has a balance of £25970.69 at the end of December 2016. Care and some teachers have put in bids for funding. Care for bedding, Art for additional funding for his budget, CDT for a new turning lathe (very exciting) and Mrs Chetty for more laptops for Spanish. The Trustees have granted the requests.