



**Finance & Resources Committee Meeting**  
**Queen Emma School**  
**Thursday 29<sup>th</sup> June 2023, 5.30 p.m.**  
**Minutes**

Governors present:

Hannah Lewis  
 Harriet Phillips (Chair)  
 Stanley Wilson

Others present:

Catherine Monument  
 Julia Neal  
 Zoe Vassiliou (Clerk)

|   | Item                              | Supporting Paperwork  | Minutes  | Action |
|---|-----------------------------------|---|--|--------|
| 1 | Apologies for Absence             |   | <ul style="list-style-type: none"> <li>Apologies were received and accepted from Toby Allebon, Sarah Jarman, and Richard Wilson</li> <li>The meeting was quorate and held virtually due to an Ofsted Inspection taking place on site.</li> </ul>   |        |
| 2 | Declaration of Interest           |   | None received  |        |
| 3 | Agree Minutes of the last meeting | Minutes 02.05.2023  | Minutes 02.05.2023 were ratified by the Committee.   |        |
| 4 | Matters Arising                   |   | <b>Governor: Has CM received information about how to calculate ground rent for CKC mobile?</b> CD has offered to share a formula that he uses but they have not met yet. Catherine has contacted several people at the Local Authority for guidance on how ground rent is worked out but has not received a response.   |        |
| 5 | Personnel up-date (SJ)            |   | SJ was absent due to Ofsted Inspection; update will be shared at next meeting.   |        |
| 6 | Budget Overview (SJ/CM)           | Chart of accounts – review<br>Supply – Queen Emma<br>Supply – Queen Edith | <ol style="list-style-type: none"> <li>Due to limitations of the new financial reporting system CM was only able to put together a Chart of Accounts. Governors will note there is an overspend at both schools under “Agency Staff Pay – Teachers” which has been highlighted to DHs and reported to the Local Authority. Further investigations are being made into this.</li> <li>Can see that INSET Supply of £40k and non-teach supply of £20k has not</li> </ol> |        |

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|    |                               |  | <p>been used so may provide some wriggle room and CM hopes to provide further information at the next meeting.</p> <ol style="list-style-type: none"> <li><b>Challenge: During discussions when the budget was being set the Federation was aiming to significantly reduce spending on agency staff so is this of concern?</b> Yes we are concerned and concerned enough to have emailed the Local Authority about it.</li> <li><b>Challenge: Could it be due incorrect coding to cost centres?</b> There is a small chance it could be and information from the DHs will help us clarify this. The finance manager has looked back over invoice details but they have all been correctly coded.</li> <li>CM and MA have attended a brief overview of the new budgeting tool but it looks exactly the same. Logins have not yet been received so they haven't been able to have a little look around; these should be received in July so that we can report June. Very tricky situation as it makes it difficult to report to Governors who are responsible for having over-sight of the budget.</li> </ol> | <p><u>CM to up-date Governors about over-spend</u></p> |
| 7  | Managing heat (SJ)            |  | To be carried forward  |  |
| 8  | CKC mobile classrooms (SJ/CM) |  | Up-dated governors under matters arising.  |  |
| 9  | Nurture provision (SJ)        | Job Description – Nurture Group Leader   | To be carried forward  |  |
| 10 | Catering tender               | <ul style="list-style-type: none"> <li>Email from CM shared 16<sup>th</sup> June 2023</li> </ul> | <ol style="list-style-type: none"> <li>One piece of good news is that funding for UIFSM is going up from £2.41 per meal to £2.53 per meal which is very pleasing so calculations will be more positive than those provided.</li> <li>Moving forward our options for catering are to go with Aspens or remain in house and we seek governors ratification of a decision at this meeting.</li> <li><b>Challenge: Looks like a good financial decision for school; the quoted cost of each meal is £2.74 – how long is this price guaranteed for?</b> During the meeting Aspens advised that the maximum increase will be up to 5% each year. They guaranteed not to exceed this for the duration of the 3 year contract but reserve the right to increase by 5% annually</li> </ol>  |  |

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|    |                       |  | <p>due to inflationary pressures.</p> <p>4. <b>Challenge: Is there a notice period if we are not happy with their provision?</b> During the meeting Aspens advised that we would need to give 1 terms notice.</p> <p>5. <b>Challenge: Will staff be TUPEd across?</b> Yes they will, along with all their terms and conditions. As our existing staff leave Aspens will recruit their own staff.</p> <p>6. <b>Challenge: If things didn't work out with Aspens are we confident that we could go out to tender successfully for another catering firm? Is there enough range?</b> Yes, there are other companies available who would be pleased to tender for the work, as we are a large Federation.</p> <p>7. <b>Challenge: What does early release look like? Do they have a lot of set up costs?</b> CM will ask Aspens more fully and report back. They will spend £3k on a pre-order system for parents and install other equipment in both kitchens so they do incur a significant outlay.</p> <p>8. <b>Ratification: The Committee agreed to move forward with Aspens.</b></p> <p>9. <b>If possible the committee would like to receive up-dated document with agreed maximum 5% annual increase detailed.</b></p> | <p><u>CM to check</u></p>            |
| 11 | Caretakers honorarium | To be tabled at the meeting  | <ul style="list-style-type: none"> <li>Both site managers have been receiving honorariums for several years which amounts to about £100 per month; it reflects the extra hours at the start of the day. EPM couldn't provide another way to pay them this money.</li> <li>There has been an increase in their salary but not the honorarium; CM has worked out their pay rise was 8.34% and proposes that the honorarium goes up by this amount but this hasn't yet been finalised with EHT.</li> <li><b>Ratification: The committee is happy to ratify an increase of 8.34% to the site manager honorariums as long as it is agreed with the EHT.</b></li> </ul>  | <p><u>CM to discuss with EHT</u></p> |
| 12 | Policies – for review | <ul style="list-style-type: none"> <li>Critical and major incidents policy and plan (up-dated contact details and staffing details)</li> </ul> | <p><b>Ratification: Critical and major incidents policy and plan was ratified by the Finance and Resources Committee.</b></p>  |                                      |
| 13 | Safeguarding          | <ul style="list-style-type: none"> <li>Lettings Policy – point 14</li> </ul>   | <p><b>Ratification: Lettings Policy was ratified by the Finance and Resources</b></p>  |                                      |

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|    |  | <p>– up-dated safeguarding wording from the Local Authority, for ratification</p> <ul style="list-style-type: none"> <li>• Security fobs – to be up-dated</li> <li>• KCSIE – September 2023 – updates have been received</li> </ul> | <p><b>Committee.</b><br/>Committee were informed that Keeping Children Safe in Education has been up-dated for September 2023 and will be circulated to staff, governors and volunteers in September.</p>  |  |
| 14 | Premises up-date (CM)                  |   | <ul style="list-style-type: none"> <li>• Slabs at Queen Edith need re-laying, but the company who previously quoted for the work are no longer interested in the job and we are trying to find someone.</li> <li>• The new security system in place at both schools.</li> <li>• There are holes in the field as children are digging up the grass.</li> <li>• Some rubber that could be a potential tripping hazard needs cutting back at Queen Emma. A new risk assessment is in place until this is trimmed back.</li> </ul> |  |
| 15 | Health and Safety (CM)                 | Queen Emma School – H&S Minutes   | <b>Governor: Have the problems with the fire sensors been resolved?</b> Yes these have been repaired.  |  |
| 16 | Correspondence Circulated              |   | None   |  |
| 17 | Items to be reported to parents        |   | Parents will need to be informed about the catering provision.   |  |
| 18 | Any other business – confidential item | Bullying and harassment complaint   | <ul style="list-style-type: none"> <li>• A formal complaint or bullying and harassment has been made by a member of staff against two other members of staff.</li> <li>• CM is taking advice from EPM and an investigation will need to be undertaken.</li> <li>• Julia Neal offered to act as the Investigating Officer as she has no knowledge of the incidents being raised.</li> </ul>   |  |
| 19 | <b>Date of next meeting:</b>           |   | <b>Monday 2<sup>nd</sup> October 2023, 5.30pm at Queen Emma School</b>   |  |

Signed:  Dated: 2<sup>nd</sup> October 2023