

CHELMSFORD COUNTY HIGH SCHOOL FOR GIRLS

Minutes of a meeting of the FACILITIES & FINANCE COMMITTEE **held via Zoom at 7.45am on Wednesday 23rd June 2021**

Present:	Richard Vass Stephen Miles Richard Brown Mark Rowell Mary Argent	Chair Chair of Governors Associate Member
In Attendance:	Melissa Mulgrew Wendy Newton	Business Manager Clerk to Governors
Apologies:	Stephen Lawlor	Headteacher

ITEM 1 – APOLOGIES FOR ABSENCE

1. Apologies for absence were received from the Headteacher.

ITEM 2 - DECLARATION OF INTERESTS

2. There were no declarations of business interest further to those already stated on the Register of Business Interests for 2020-21, or conflicts of interest, or receipts of gifts or hospitality.

ITEM 3 - MINUTES OF THE PREVIOUS MEETING

3. The minutes of the Facilities & Finance Committee meeting held on 28th April 2021 were approved as a true record.

ITEM 4 - MATTERS ARISING

4. Item 8, Para 13 – Utility Letter. The Clerk confirmed that a letter had been sent to Vicky Ford MP concerning the delay in SSEF utility sign off and that DfE approval had quickly followed.
5. Item 9, Para 15a – Lettings Policy. The Clerk had been advised that the Lettings Policy and Rates for 2021-22 had now been revised in line with the discussions of the last meeting.

ITEM 5 – CHAIR’S ACTION

6. There had been no Chair’s Action since the last meeting.

7.58am – The Business Manager joined the meeting (after technical difficulties)

ITEM 6 – FINANCIAL UPDATE

7. Item 6.1 - School Financial Management Reports. The School Management Accounts for March and April 2021 were received for information and included: Income and Expenditure Reports, Cash Flow Forecast Reports, Balance Sheets and Full Year Outturn v Budget Reports. The Committee reviewed and discussed the assumptions relating to the accounts. The issue of public examination fee payment was raised and the Business Manager advised that the School had been directed to pay 50% of the invoiced amount. It was hoped that a refund would be forthcoming as occurred last year. The accounts showed a predicted end of year deficit of £(7198), an improvement of £23,594 since the last report, and did not include an possible exam rebates. Unexpected Government funding had been received for holding lateral flow test clinics and it was hoped that the School would achieve a break even by the end of the financial year. The major loss of income had been the result of reduced lettings but lettings were now beginning to improve to usual levels. It was confirmed that no significant losses of regular lettings. The Committee were advised that the School had offset some of Chartwells losses with their normal guaranteed payment, an accrual from last year. The effect of the

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loss of the trips administration charge was queried but the Business Manager advised that the charge was now so small that it had not had a major impact.

ACTION

8. Item 6.2 - School Fund Report. A School Management Account report for unrestricted funds to 31st March 2021 was received for information. The Business Manager advised that little income was coming into the School Fund at present.

ITEM 7 – SCHOOL BUDGET 2021-22- & THREE-YEAR FORECAST

9. The proposed School budget for 2021-22, 3-year forecast and a summary of premises contracts were received and discussed. The Business Manager advised the budget had been revised slightly since it had been reviewed by the Management Committee and the reasons for the changes, increasing the curriculum and training budgets, were explained. An in-year surplus of £33,595 was predicted for FY 2021-22 which was based on very prudent figures and deemed achievable. It was suggested that additional lettings income could be forthcoming with the opening of the new SSEF buildings. Whilst there had been no formal indication on the staff salary increases, the budget had included an assumed 2% cost of living increase. The budget would be formally presented on 9th July for formal Full GB approval. Governors reviewed the summary of premises contracts costs and noted the grounds contract figure was above £10,000, hence the need for Governor review.

ITEM 8 – AUDIT RESPONSIBILITIES

10. The Juniper Internal Controls Evaluation Report 2, for a review undertaken in April 2021, was received for information. The only finding was that the School's contract list was not shared with or reviewed by Governors. The meeting discussed the finding and noted that all major contracts were regularly discussed by the Committee and that any new procurements followed a standard approval process. The Finance Team were thanked for their continuing hard work.

11. Decision. It was agreed that the School's contract list for any contracts over £10,000, which was in line with the Academies Handbook threshold for governor viewing, would be presented to all Governors termly at Full GB meetings alongside the Risk Register.

ITEM 9 – SSEF PROJECT & CAMPUS DEVELOPMENT

12. The SSEF Project Status Dashboard as at 28th May 2021 and Progress Report 15 were received for information. The dashboard showed that all status areas of the project were green. The last phase of the SSEF project, the Gym repurposing, was beginning with Horizon and had a current expenditure cap of £200,000. The work is due to start on 5th July and was planned to be completed before the start of the Autumn Term, however there was a risk of material shortage in the building industry at the moment and could lead to delayed completion. The meeting discussed the revised design plans for the new Library with particular reference to possible acoustics problems with the barrel ceiling. Everything was back on track with the main project and the only recent issue had been with complaints of dust from neighbours during the recent spell of hot weather. Governors put forward queries on the dashboard and project which were answered by the Business Manager. It was confirmed the formal handover of the SSEF buildings should be by mid-July although the three new tennis courts would not be available by September. The issue of the formal opening of SSEF building was queried and the meeting was advised that School plans were in hand. The Committee noted how well the project had run thanks to the exceptional work of the Business Manager and the contractors.

13. Decision. The Clerk agreed to obtain further information on the School's plans for the opening of the SSEF buildings.

Clerk

ITEM 10 – IT UPDATE

14. A slightly revised IT Asset Replacement Plan was presented for information and the addition of staff computers was explained. It was noted that all the replacement costs for 2021-22 were to be covered by the School budget but thereafter the sums of £17,200 and £50,000 would be required from School Reserves in 2022-23 and 2023-24 respectively. It was confirmed that all the IT in the

new SSEF buildings was to come out of the project budget. The Committee discussed the information presented and noted that reliable IT was essential for efficient teaching. It was stated that the School was now hopefully heading out of a period of enforced austerity and that the future financial situation of the School would allow for the earlier replacement of IT equipment if required. The Business Manager confirmed that everything, except for any unknown catastrophic situations, had been included in the replacement plan.

ACTION

ITEM 11 – GDPR

15. The Business Manager advised that everything was satisfactory in relation to GDPR, the annual Data Protection Officer (DPO) report was to be received at the Full GB meeting on 9th July. There had been an increase in information requests from unions and pressure groups on such topics as vaccinations and Covid testing which were being addressed in line with DPO guidance. It was noted that some information requests could be very time-consuming for the School.

ITEM 12 – RISK REGISTER

16. **Decision**. The Facilities & Finance Committee and SSEF sections of the CCHS Risk Register were received for termly review and approved as presented.

ITEM 13 – ANY OTHER BUSINESS

17. No other matters of business were raised for discussion.

ITEM 14 – DATE OF NEXT MEETING

18. **Decision**. The date of the next meeting was agreed as 7.45am on Wednesday 6th October 2021 (subject to Full GB approval on 9th July 2021).

All

The meeting closed at 8.40am.

Agreed as a true record.

R Vass
Chair

6th October 2021