



Summer Finance and Premises (F&P) Committee Meeting
Tuesday 16 June 2020, 17:00 (postponed from 12/05/2020)
DRAFT NON-CONFIDENTIAL MINUTES in landscape for easier screen reading
SIR JOHN CASS'S FOUNDATION (SJCF) AND RED COAT
CHURCH OF ENGLAND SECONDARY SCHOOL & SIXTH FORM
 Held virtually due to the COVID-19 pandemic; schools mainly closed.

Here is [Guidance](https://www.hackneyservicesforschools.co.uk/system/files/cf/mnet/HLT%20Video%20conferencing%20guidelines%20April%202020.pdf) on virtual meetings, and <https://www.hackneyservicesforschools.co.uk/system/files/cf/mnet/HLT%20Video%20conferencing%20guidelines%20April%202020.pdf>

A. MEMBERS AND ATTENDEES

| No | NAME | ROLE, INITIALS | CATEGORY OF GOVERNOR MEMBERS | COMMITTEE | TERM END | ATTENDANCE |
|--|--|----------------------------------|---|----------------|-----------------|---------------------|
| A | B | C | D Sir John Cass's Foundation Governors | E | F | G 16/06/2020 |
| 1. | Rev. Trevor Critchlow | Chair of F&P RTC | Rector of St Dunstan & All Saints Ex-Officio. Chaired meeting | F&P Chair | Ex-Officio | Present |
| 2. | David Richards | <i>Vice-Chair of F&P, DR</i> | <i>London Diocesan Board for Schools (LDBS). Term being extended</i> | <i>F&P</i> | <i>20/06/20</i> | Present |
| 3. | Dermot O'Brien | <i>DOB</i> | <i>Sir John Cass's Foundation Term ends soon</i> | <i>F&P</i> | <i>13/10/20</i> | Present from 17:20 |
| 4. | Hendrika Santer Bream | Vice Chair of Govs HSB | Bishop of Stepney nominee (<i>last minutes said term ends 27/02/21</i>) § | F&P | 09/05/21§ | Present |
| 5. | Angela Hancock | Chair of Governors AH | Parish of St. Dunstan & All Saints Stepney | Member of all | 04/10/22 | Present |
| Non-Foundation Governors | | | | | | |
| 6. | Paul Woods | Headteacher HT | Headteacher <i>Ex-Officio</i> School Leadership Team (SLT) | Member of all | Ex-Officio | Present |
| 7. | Katie Carr | KC | Co-opted Local Community Governor, 2 years from 05/12/19 | F&P | 05/12/21 | Present |
| ATTENDING ADVISORS / OBSERVERS (non-voting) | | | | | | |
| 8. | Abzal Ali # | AA | Parent Governor <i>Elected</i> , from 05/12/19 | P&C | 05/12/23 | Present |
| 9. | Chris AC Baker | Clerk CACB | LB Hackney Education Dept / Hackney Learning Trust | All | - | Present |
| 10. | Nichola Ahmed # | NA | School Business Manager (SBM) | All | - | Present |
| 11. | Nick O'Brien # | NB | Deputy Headteacher, SLT | - | - | Present |
| 12. | Ben Siaw # | BS | Associate Headteacher, SLT | - | - | Present |
| 13. | § Clerk proposes FGB action: School to review previous minutes to confirm all Governor starts and ends of terms of office: a table showing which minutes and agenda items are the sources for terms starting, their lengths and end dates. Where the dates do not match, explain. Most terms are 4 years, except co-opted Governors whose terms are 2 years. | | | | | |
| 14. | KEY: # Not present for confidential Part 2 * Document file name | | | | | |



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B. ACTION TABLE Key to background colours: **Outstanding.** **Complete.** **Urgent.** **Confidential.** None (white): Proposed.

| Ref | Minute Item | | Description | By whom | Due date | Pre 16/06/2020 Status |
|-----|-------------|------|--|----------------------|--------------|--|
| | Date | Ref | | | | |
| a) | 2020-02-04 | 9.1 | A meeting to be arranged for KC to meet the business manager and headteacher at school. | Business Manager, KC | ASAP | COMPLETE Today |
| b) | 2020-02-04 | 9.1 | Budget forecasts to be submitted to future meetings. | Business Manager | This meeting | COMPLETE |
| c) | 2020-02-04 | 9.2 | The headteacher will send the swimming pool draft to F&P committee before half term, asking for comments and then it will be ready for submission to the SJCF in early March. | Headteacher | 2020-02-14 | The SJCF had given feedback. The School was responsible for <i>maintenance</i> . The School will meet the foundation to discuss a three-year <i>development</i> programme, which could go to the next meeting. |
| d) | 2020-02-04 | 11.1 | Honorarium Policy: The headteacher to clarify the wording around the reward and incentive aspects to ensure it is consistent. Also to work with HSB to refine the policy to take on board the many helpful comments that have been made. | Headteacher & HSB | ASAP | PENDING To FGB with Policy Register |
| e) | 2020-02-04 | 11.3 | Performance Management Policy: To change which policy is seen by which committee on the ToRs. [Previous] Clerk to consider this with NA. | NA, Ex Clerk | ASAP | PENDING |
| f) | | | {Confidential} | | | |
| g) | 16/06/20 | 9.2 | Clerk proposes: Chair to sign non / confidential minutes at next opportunity | RTC | ASAP | PENDING |
| h) | 16/06/20 | A 13 | § Clerk proposes: School to review previous minutes to confirm all Governor terms of office: a table showing which minutes and agenda items are sources for terms starting dates, lengths and end dates. Where the dates do not match, explain. Most terms are 4 years, except co-opted Governors whose terms are 2 years. | School, FGB | Next FGB | Proposed |



C.

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PART 1 NON - CONFIDENTIAL

| No A | Title and purpose B |
|---------|---|
| 1. | Join meeting: All had followed the instructions on accessing the meeting. It started at 17:01. |
| 2. | Welcome and introductions |
| 3. | Agreement to Virtual Meeting: Agreement that the meeting will proceed virtually (remotely, electronically, by Zoom video) due to the Coronavirus COVID-19 pandemic, in line with current official guidance. Governors had AGREED to meeting virtually via email to the Clerk and School by Fri 12 June, to cover this and the next two meetings. And to mention any access support needed – none was requested. |
| 4. | <p>Communication Policy for virtual meetings, compliant with alternative arrangements for governors to participate or vote at meetings, School Governance Regulations 2013 PART 4, 14 (8). A policy was agreed 9th July 2015:</p> <p>(1) Meetings may be held by video- or telephone conference and Governors may participate in meetings and/or cast their vote at meetings by telephone instead of in person.</p> <p>(2) Urgent matters may be consulted on and/or decided between meetings by email consultation or telephone conference provided that any decision taken must have the support of a majority of the Governors able to vote on the issue and the decision should be reported to the Governors' next meeting for approval."</p> <p>4.1 This means voting was by phone only. A new policy was a work in progress:</p> <p>4.2 * File: "Virtual Meeting Policy.docx" https://hackneylearningtrust.box.com/s/br12g408g2nqaqpx9xjhkxlgavwmpzq</p> <p>4.3 QUESTION: Doesn't the policy say that FGB must meet face to face?</p> <p>ANSWER: The policy was being amended to allow virtual meetings in exceptional circumstances, such as now with COVID-19. The policy was on the policy register and would go to the next FGB. Committees should initially meet face-to-face. Then they had the option to meet virtually. All participants AGREED to meet virtually today.</p> |
| 5. | Opening prayer |
| 6. | <p>Apologies and acceptance or rejection of absences: Everyone was present as at Table A. DOB's apology was accepted, although he joined from 17:20.</p> <p>6.1 QUESTION: Was it correct that DOB did not attend the previous two meetings?</p> <p>ANSWER: DOB's involvement was very much welcomed, and the Chair would be in touch with him.</p> |
| 7. | Declarations of interests , pecuniary or otherwise, in any item on this agenda, not already in the Register of Business Interests: Rev. Trevor Critchlow reminded members that he was a member of the LDBS. |
| 8. | Review agenda: Agreed, and there would be a confidential item. |



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| No | Title and purpose |
|-----|--|
| 9. | <p>Minutes of the previous 4 Feb 2020 meeting, and matters arising not on the agenda</p> <p>9.1 * File: "SJC Sec FP Minutes_Public_2020-02-04 V2" https://hackneylearningtrust.box.com/s/eyfmdnbn761s4bafbjcvtdqinnhvhh1w</p> <p>9.2 Approval / amendment: Minutes AGREED.</p> <p>9.3 ACTION: Chair to sign minutes at the next opportunity.</p> <p>9.4 Action Points – See Action Table B above.</p> <p>9.5 Matters arising: None.</p> |
| 10. | <p>Committee Terms of Reference (ToR)</p> <p>10.1 * File: "SJC Sec FP ToR Nov 2018 NA.docx"</p> <p>The School had updated the coversheet. The F&P ToRs were previously made similar to those for the Policy and Curriculum Committee.</p> <p>10.2 QUESTION: How far in advance should documents for meetings be circulated? ANSWER: The Clerk said that the aim was to offer a draft agenda to the Chair three weeks in advance, to allow for documents to be issued two weeks ahead. The agenda should go to all participants seven working days ahead of the meeting.</p> <p>10.3 AGREED: Documents should be issued at least seven working days ahead of meetings.</p> |
| 11. | <p>Leadership & Headteacher's (HT's) Report: None; this would go to FGB.</p> |



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12. Budget 2019-2020 and 2020-2021

12.1 There were several documents in the Box. A Governor had sent in a list of questions. The year-end figure was a little higher than expected, at approximately £334,000. Accruals were higher this year due to earlier Local Authority deadlines. The London Borough of Tower Hamlets (LBTH) accepted the Consistent Financial Reporting (CFR). The allocations from LBTH were based on the Census. Income from catering was lower than budgeted because of COVID-19. This was also the case with anticipated expenditure. Staffing was 82% of the budget, £283,000 was from overstaffing of five teachers within core subjects. A provisional pay rise of 3% has been budgeted for all staff. The Government had promised additional funding for schools, but in the light of the current pandemic the budget was conservative to be sure there were enough funds. The budget included a projected carry forward, and the School was confident that it would earn more income.

12.2 QUESTION: Should the School aim for a surplus of 5%?

ANSWER: The School should be careful about doing that consistently.

12.3 QUESTION: Were £300,000 reserves sufficient, for example to cover risks such as Coronavirus, or rebranding the School?

ANSWER: The surplus was increasing, so likely to be satisfactory.

12.4 The Chair pointed out that the three-year forecast was new; it showed what may happen if no changes were made.

12.5 QUESTION: Did the forecast go to the Local Authority?

ANSWER: It did, but no feedback was so far received.

12.6 The Chair of Governors thanked the School Business Manager and all involved for the budget documents, acknowledging that there must have been difficult decisions to make it rapidly.

12.7 There were higher costs related to COVID-19, for example additional cleaning materials, and additional cleaning staff to ensure regular cleaning of high contact areas.

12.8 The School felt that guidance about the phased return to School was uncertain. From Monday the target was to have 20% of students back at School. However within LBTH there were five or six different models for achieving this. The School conducted academic interviews with each student fortnightly, and each student received an academic tutorial. 96% of staff were fit for work.




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| No | Title and purpose |
|-----|--|
| | <p>12.9 The retention allowance was useful to encourage staff to remain, but was due to disappear through natural wastage. It had not been awarded to new starters since September 2019. Staff turnover was about 10%.</p> <p>12.10 Governors agreed to keep the existing retention allowance policy, including it not being offered since 2019.</p> <p>12.11 The budget documents were AGREED unanimously.</p> |
| 13. | File: * “Re-opening risk assessment COVID- Risk Assessment for partial reopening - June 15th” . AGREED . Trade unions had assisted with the document. It was a working document that would be amended should circumstances change. Governors congratulated the School on the useful document. It was agreed to keep masks and gloves under review. Additional wash hand basins will be installed in the playgrounds. |
| 14. | <p>Amendments to the Financial Code of Practice previously agreed by Chair's Action, AGREED unanimously.</p> <p>File: * “Financial Code of Practice (Summary of changes) 23.03.20 (1).doc”</p> <p>https://hackneylearningtrust.box.com/s/uts4ejfe9cvxoflho5lv218mk7kfnfie</p> <p>14.1 This document was a reaction to the Coronavirus lockdown, to maintain transparency etc. The School was now moving back towards traditional ways of financial management.</p> <p>14.2 QUESTION: Could we have information about the finance consultant? ANSWER: He was an independent financial consultant; he offered quality assurance, assisted with strategic planning and also offered training when necessary.</p> |
| 15. | <p>Policies, all AGREED unanimously:</p> <p>15.1 Data Policy NAH</p> <p>15.2 Behaviour Policy IC</p> <p>15.3 Freedom of Information (FoI) NAH</p> <p>15.4 Premises Management & Fire Safety NAH</p> |
| 16. | Any other business: None. |
| 17. | Next meeting dates: The Clerk proposed that the Headteacher propose a schedule for next year, for agreement at the summer FGB. AGREED . Full Governing Board (FGB) meets 25/6/2020 at 17:30, partly to agree the budget. |

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