

**SASS NonConfMins 0171120 Ca**

**STEPNEY ALL SAINTS CHURCH OF ENGLAND SECONDARY SCHOOL**

**Minutes of a Meeting of the Finance and Premises Committee held via Zoom on  
Thursday 17<sup>th</sup> November at 5.00 p.m.**

**In attendance**

**Governors**

Mr Paul Wood (PW) Headteacher  
Mrs Angela Hancock (AH)  
Ms Hendrika Santer Bream (HSB)  
Ms Katie Carr (KC)  
Rev. Trevor Critchlow (TC) Committee Chair

**Present**

Ms V Freeman (VF) Clerk, Clerking and Appeals Associates Ltd  
Ms Nichola Ahmed (NA) Observer, School Business Manager  
Mr Benjamin Siaw (BS) Observer, Deputy Headteacher

The meeting opened with a prayer.

**1. APOLOGIES**

None.

**2. DECLARATIONS OF INTEREST**

None.

**3. ELECT COMMITTEE CHAIR**

Governors unanimously elected TC as Chair of the Committee for the 2020-21 academic year.

RESOLVED: that following a unanimous vote in favour TC was appointed as Chair of the Finance and Premises Committee for the 2020-21 academic year.

**4. COMMITTEE TERMS OF REFERENCE**

Governors reviewed the Committee Terms of Reference and agreed that there be no changes.

RESOLVED: that the Committee Terms of Reference be approved with no changes.

**5. MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> JUNE 2020**

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Governors received, and approved, the non-confidential minutes of the meeting held on the 16<sup>th</sup> June 2020.

RESOLVED: that the non-confidential minutes of the meeting held on the 16<sup>th</sup> June 2020 were approved and would be signed as an accurate record.

### **6. MATTERS ARISING**

The following matters arose from the minutes that were not were not covered on the agenda.

- Action 9.2 – The minutes of the meeting held on the 4<sup>th</sup> February 2020 had been signed by the Chair.
- Action 11.1 – The decision has been taken to withdraw the Honorarium Policy and consideration would be given to bringing reward and incentives in line with the Terms and Conditions for Support Staff.
- Action 11.3 – The Performance Management Policy had been included on the Policy Register for review.

### **7. BUDGET MONITORING**

#### **Period 6 September 2020**

The Committee received the Budget Monitoring Report for September 2020. There had been a reduction of the school's sixth form funding stream and this had been investigated with the Local Authority Data and Finance Teams. The issue had arisen due to the funding having been based incorrectly on the census two years previously. As a result, the school was owed approximately £70,000 from the Local Authority.

Governors questioned whether further projected figures should be presented to assist in strategic financial decision making in future years and to create long term financial sustainability, upon which it was explained that a three-year budget had been presented to the Board in June/July 2020. The forecast was currently to the end of the financial year and discussions were being held throughout the year which would contribute to the final budget.

Governors discussed the staff budget of 80% and were advised that consideration would need to be given to incrementally reducing staffing costs to 75-76% through natural wastage.

Governors agreed that budget planning be considered at the next meeting. The Committee approved the Budget Monitoring Report as presented.

RESOLVED: that the Budget Monitoring Report for September 2020 be approved.

#### **Uniform Strategy**

Governors received the Uniform Strategy which was circulated in advance of the meeting. The sale of uniform was to be trialled in-house and there would be a 10% administrative charge on the cost of each item which would go toward the cost of rebranding. Governors felt that the £85,000 cost to the school should be funded by the

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Foundation. Uniform would be replaced like for like unless a different size was required so as to ensure that there would be no negative financial impact on families. Governors expressed their dissatisfaction that the school had only received £30,000 from the Foundation which was equivalent to that received by the one-form primary school. Governors sought the reasoning behind the rejected Foundation grants.

Governors noted that it had been agreed that the uniform would be purchased and that the Foundation would be approached for a grant to cover the outstanding sum.

RECEIVED.

**8. CHANGES TO THE STPC**

Governors were advised that the policy had been agreed locally and had been ratified by the trade unions.

RECEIVED.

**9. PREMISES HEALTH AND SAFETY**

Governors received the Premises Report which was circulated in advance of the meeting. An update on the heating was received, during which it was noted that the Diocese had agreed further urgent remedial heating and plumbing works and a proposed phase of works would be presented to the Committee in March 2021.

Governors expressed concern regarding the financial support provided by LDBS and it was suggested that consideration be given to how the school could finance minor works and how this would fit in with the LDBS plan. Governors sought clarification on VAT and were advised that there would be no financial implications through LDBS capital works, but if through the school, VAT would be payable through the accounts and subsequently reimbursed via the Local Authority.

RECEIVED.

**10. GDPR**

None.

**11. POLICIES**

Governors reviewed and approved the following policies for ratification by the Governing Board:

- Pay Policy
- Disabled Access Policy – Governors sought clarification on whether the policy related to staff or students and were advised that although reference to staff could be inserted, this was in the Accessibility Plan. It was noted that consideration would be given to linking the documents. Governors suggested that the scope of the policy be widened to address hearing and visual impairment or alternatively ensure that other forms of disability were covered elsewhere.

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RESOLVED: that the policies circulated to the meeting were reviewed and approved which included:

- Pay Policy
- Disabled Access Policy

**12. DATE OF NEXT MEETING**

- 2<sup>nd</sup> February 2021

**13. ITEMS FOR NEXT MEETING**

- Budget Planning.

**14. ANY OTHER BUSINESS**

Governors sought an update on the laptops allocated by the Department of Education.

The school had been received 40 laptops in the first allocation round and 217 in the second allocation. In response to questioning, NA explained that all students would be provided with a laptop due to the demographics of the area, particularly the above average deprivation. There were a number of families who fell outside of the Free School Meal eligibility and it was evident that there had been a lack of access to online learning during the lock down.

Governors supported the proposal to supply all students with a laptop on the proviso that there be contingency for damage or theft. The laptops were to be leased at £60 per item per year including accidental cover, however consideration was being given to the purchasing of the devices and insurance cover. Governors questioned the provision of IT support and were advised that 24-hour support was being investigated.

Governors suggested that there be a news release, highlighting that each student had received a laptop.

Governors requested that their disappointment that their bid for laptops had been declined by the Foundation be noted.

*NA left the meeting at this point (6.09 p.m.).*

**15. CONFIDENTIAL MINUTES OF THE MEETING HELD ON 16<sup>TH</sup> JUNE 2020**

Governors received, and approved, the confidential minutes of the meeting held on the 16<sup>th</sup> June 2020.

RESOLVED: that the confidential minutes of the meeting held on the 16<sup>th</sup> June 2020 were approved and would be signed as an accurate record.

**16. ANY URGENT CONFIDENTIAL BUSINESS**

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Confidential minute refers.

Meeting closed 6.18 p.m.

**CHAIR'S SIGNATURE:.....**

DocuSigned by:  
*Trevor Critchlow*  
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12-10-2021

**DATE SIGNED:...../...../.....**