

WestBerkshireCouncil college alternative education Management Committee

D2 16.11.21 Finance Committee (virtual meeting) Tuesday 2nd November 2021 at 6pm

Present: Tim Pritchard – Community Governor (Chair for this meeting) Maureen Sims – Community Governor Judith Fisher – Community Governor Jacquie Davies – Headteacher Darren King – Community Governor		Apologies: Harry James - Community Governor Richard Thompson – Community Governor
Absent: None		Duration of meeting: 6 – 7.23pm
In attendance: Karen Price (KP) – School Business Manager Jill Hills (JH) - Clerk		MC members will be referred to as governors
		Action
1.	Welcome & Apologies Declaration of Any Other Urgent Business Declaration of Business Interests	
1.1	Tim Pritchard welcomed those present and advised that Harry James had sent apologies as he was unwell. Tim had been asked to step in and Chair the meeting. Richard Thompson had also sent apologies as he was unable to attend due to a family commitment.	
1.2	There were no declaration of business interests or any other business.	
2.	Minutes of the Meeting on 29th June 2021 and Matters Arising where not elsewhere on the agenda.	
2.1	The minutes of the Finance Committee on 29 th June 2021 had been circulated with the Agenda. The minutes were agreed as an accurate record and will be signed by the Chair as soon as covid restrictions permit. Matters Arising (where not elsewhere on the agenda) In the absence of HJ, there were a number of actions which would need to be carried forward. <i>Clerks note: Jacquie Davies had problems with the zoom connection during this section of the meeting.</i>	
2.2	There were some actions arising from previous meetings either because the implementation date had not been reached or the implementation had been delayed:- Matters arising from the minutes for 26th January 2021:- 2.3 Book Maureen Sims onto Safer Recruitment training in the Autumn 2021. – The SBM advised that she would book both Maureen Sims and Tim Pritchard onto the NSPCC Safer Recruitment training and forward information to them. Action: SBM to book MS and TP on Safer Recruitment Training. 2.15 Clerking Hours review – Action carried forward - Action: Clerk to provide update to FC 14.12.21 Matters arising from the minutes for 20th March 2021:- 2.7 Chair to provide the SBM with information about an apprenticeship scheme from another school, including the pro's and con's to aid discussion. HJ was going to chase the information requested. The Headteacher advised that icollege had looked into the use of the Apprenticeship Levy in the past but it was difficult for icollege to take advantage of this scheme due to the nature of the service. Action carried forward. Action: HJ to chase in time to report back to FC 14.12.21. Matters arising from the minutes for 29th June 2021:- 3.4 Schedule meetings to discuss Budget Monitoring Reports (BMR) with SBM. The SBM advised that HJ had not yet been in touch to set up meetings for the rest of the academic year. Governors asked for clarification of the timing of these meetings. The SBM advised that her understanding was that the meetings would take place before the BMR is sent to Governors however,	SBM 12.11.21 Clerk FC 14.12.21 HJ 30.11.21

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	<p>no regular pattern of meetings had been established yet. Action carried forward. Action: HJ to schedule meetings to discuss the BMR's with the SBM.</p> <p>3.6 Governors to email questions regarding the budget reports/process to HJ. Action carried forward. Action: HJ to feedback on Governors questions regarding budget reporting/process.</p> <p>10.5 Confirm preferred date for FC on either the 29th March or 5th April 2022. The SBM advised that the 29th March was the preferred date, but asked if the 5th April could remain an option in case a weeks leeway was needed for finalising the 2022/23 budget.</p>	<p>HJ FC 14.12.21</p> <p>HJ FC 23.11.21</p>																																																																												
3.	P6 Budget Monitoring Report																																																																													
3.1	<p>The P6 Budget Monitoring Report had been circulated with the agenda. The SBM advised that year end forecasting would normally start from P6 onwards, however, due to the increased workload resulting from the recent localised spike in covid cases, forecasting had been delayed until P7. The P6 position was as follows:-</p> <table><tr><td>21/22 P6 (Sept 21)</td><td>Original Budget</td><td>Current Budget</td><td>Current Position</td></tr><tr><td>Budget Summary for Main School Budget (98422)</td><td></td><td></td><td></td></tr><tr><td></td><td>£</td><td>£</td><td>£</td></tr><tr><td>STAFFING BUDGET</td><td>2,162,450</td><td>*2,209,950</td><td>1,004,899</td></tr><tr><td>NON STAFFING BUDGET</td><td>758,800</td><td>*708,920</td><td>304,799</td></tr><tr><td>TOTAL EXPENDITURE</td><td>2,921,250</td><td>2,918,870</td><td>1,309,580</td></tr><tr><td>TOTAL INCOME</td><td>-280</td><td>-280</td><td>-4,639</td></tr><tr><td>NET EXPENDITURE</td><td>2,920,970</td><td>2,918,590</td><td>1,304,941</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>FUNDED BY (input as negative)</td><td></td><td></td><td></td></tr><tr><td>BALANCE BROUGHT FORWARD</td><td>-352,760</td><td>-352,760</td><td>-352,757</td></tr><tr><td>101 FUNDS DELEGATED BY THE LA</td><td>-842,550</td><td>-842,550</td><td>-707,954</td></tr><tr><td>I03 HNB/SCHOOL FUNDING</td><td>-1,987,020</td><td>-1,987,020</td><td>-98,778</td></tr><tr><td>I05 PUPIL PREMIUM</td><td>-20,660</td><td>-20,660</td><td>-7,001</td></tr><tr><td>I18B/C COVID GRANTS</td><td>-6,600</td><td>-6,600</td><td>-31,650</td></tr><tr><td>I18D ADDITIONAL GRANT FOR SCHOOLS</td><td>-220</td><td>-220</td><td>-3,333</td></tr><tr><td>TOTAL FUNDING</td><td>-3,209,810</td><td>-3,209,810</td><td>-1,198.140</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>SURPLUS (-)/DEFICIT(+)</td><td>-288,840</td><td></td><td></td></tr></table> <p>* Post Meeting Note: The SBM clarified that the difference between the original budget and current budget for Staffing and Non Staffing budgets was due to a discrepancy between the two types of cost. In P4 the two lines in the BMR were corrected so that the figures reflected the budget allocation as per Agresso (the WBC Accounts system). Prior to this £31,500 for Indirect Employee Expenses and £15,900 for Development and Training had been included within the Non Staffing Budget.</p>	21/22 P6 (Sept 21)	Original Budget	Current Budget	Current Position	Budget Summary for Main School Budget (98422)					£	£	£	STAFFING BUDGET	2,162,450	*2,209,950	1,004,899	NON STAFFING BUDGET	758,800	*708,920	304,799	TOTAL EXPENDITURE	2,921,250	2,918,870	1,309,580	TOTAL INCOME	-280	-280	-4,639	NET EXPENDITURE	2,920,970	2,918,590	1,304,941					FUNDED BY (input as negative)				BALANCE BROUGHT FORWARD	-352,760	-352,760	-352,757	101 FUNDS DELEGATED BY THE LA	-842,550	-842,550	-707,954	I03 HNB/SCHOOL FUNDING	-1,987,020	-1,987,020	-98,778	I05 PUPIL PREMIUM	-20,660	-20,660	-7,001	I18B/C COVID GRANTS	-6,600	-6,600	-31,650	I18D ADDITIONAL GRANT FOR SCHOOLS	-220	-220	-3,333	TOTAL FUNDING	-3,209,810	-3,209,810	-1,198.140					SURPLUS (-)/DEFICIT(+)	-288,840			
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3.2	<p>The Chair referred to the matters arising in 3.10 of the June FC minutes which related to the review of areas of potential fully costed savings listed in 2.1 of the BMR. The SBM advised that this list has been rolling forward for several years as areas where potential savings could be made if it looked as if icollege was heading for a deficit. Governors asked if the costed list would be available for P7. The SBM felt that this was a list for discussion should the forecast for 2023/24 still look like it was likely to result in a significant deficit when it comes to setting the 2022/23 budget in May 2022, then these would be areas which would need to be taken into consideration. If it looked as if 2021/22 was going to result in a deficit then the SBM would stop expenditure in the “nice to have” areas of the budget. The Clerk clarified that she thought the intention behind HJ requesting at earlier meetings that the list was costed, was so that there was an indication of the potential level savings available for each point, which could be used to inform budget decisions in the event of a deficit forecast. The SBM advised that it would be</p>																																																																													

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	difficult to cost each of the points. For example there will always be a need for maintenance e.g. the leaking roof at Independence, but planned maintenance could potentially be held back. Governors asked at what point in the year the SBM would have a clearer idea of expenditure. The SBM advised that this would not be until P10/P11.	
3.3	Governors had raised a number of questions on the P6 report in advance of the meeting and the SBM's responses had been circulated. These are highlighted in green in the paragraphs below. Is there any provision of/ extra spend on ventilation apparatus? The Government was supposed to be providing these for schools but that very few had received them. How has icollege addressed this/ has anyone in high places been in touch on this one? The Government are not providing ventilation equipment, they are providing CO2 monitors. iCollege has received some, but they appear to be defective and getting a sensible answer from the supplier is currently proving difficult. 9 monitors were received - 2 for each classroom, so more have been ordered. Again that is not proving to be easy. The Government are carrying out an air filtration pilot with a small number of schools (this is not ventilation) but the report on that won't be ready until 2022.	
3.4	Overcatering/ staff/ learners' meals' provision/ inconsistencies etc - I know this issue has been discussed at previous meetings but still seems unclear how we can move forward effectively on this one? What steps have been taken more recently to address disparities across the units? No further action, other than a reminder that food for staff is not included in the budget. Governors expressed concern that this has been discussed at numerous meetings and the agreed actions did not seem to be having the desired impact if there are still inconsistencies between units. The Headteacher advised that there had been discussion around whether the provision of meals was part of the ethos of staff wellbeing and duty of care to staff. This would be addressed in more detail within the Action Plan following on from the Strategy Day in September 2021. Governors discussed that their concern was not so much whether staff ate with students but whether there were inconsistencies to this across units. The Headteacher confirmed that at the moment the approach taken remains inconsistent across units. Governors asked if there was an action to resolve this issue. The Headteacher advised that it is difficult to unpick. In some units, some staff will access the food available but take it back to their offices rather than eating with students. The SBM advised that in some units staff save on wastage by eating "left overs" and it is the planning of the quantities that are cooked that could be an issue. Governors concurred that there could be an issue with the number being catered for if there was regularly a significant surplus. Governors asked if there was a motivational issue for staff. The SBM advised that she didn't feel that staff were anxious about the arrangements but there were anecdotal conversations around some staff who always eat meals provided by icollege and the expectations in some cases that food should be provided.	
3.5	Chasing of outstanding payments from several schools: this seems like a significant amount of money and, again, an issue that has been raised/ discussed on previous occasions - is there any constructive approach that can be taken to minimise this? With the exception of one out of area invoice, the amount outstanding is not historical. It is from Summer Term 21, and is for 6 schools. The P7 report has just been received and one of the schools has paid, leaving 5 outstanding. One of the Summer term invoices was raised just before half term as SEN/HNB advised that the school would be paying and not HNB as originally thought. Outstanding invoices are chased regularly.	
3.6	The much smaller spend in the Sports Premium is likely because of covid imposed restrictions? It was difficult to spend or even plan to spend the Sports Premium due to lockdown and the closure of schools and sports provision (swimming was one planned activity). Due to the difficulty in spending the fund, the Government have extended the spend period. The Lead Teacher at Inspiration and Intervention are currently planning on how to spend it. They are looking at Forest School activities as one area. Governors asked when the deadline for SPG expenditure had been extended to. The SBM advised that funding must be spent by the end of the academic year. Post Meeting Note: The DfE guidance confirms the deadline is 31st July 2021. The Headteacher advised that the use and impact of PPG is reported annually, but that this year the format has changed and includes reporting on Recovery Premium and other covid related grants. The deadline for reporting is 31 st December 2021. The Headteacher is working on pulling the information together. The PPG expenditure is not detailed	

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	separately within the budget i.e. there is no separate expenditure code for the use of PPG as this is not a requirement. Action: Include PPG/SPG/Recovery Premium statement on agenda for MC 07.12.21.	Clerk & HT MC 07.12.21
3.7	<p>Covid Related Funding</p> <p>The SBM advised that the P7 report from WBC confirms that icollege has received £2,150 for Tutor Led Funding (TLF) and £1,700 Recovery Premium (RP). With the TLF, the SBM advised that it has to be spent on specific areas and reported on in terms of impact etc as per Pupil Premium Grant (PPG), otherwise the funding can be clawed back. The funding is being used for 1:1 teaching for catch up but this needs to be looked at in more detail in conjunction with the AHT Quality of Teaching and Learning. Governors asked whether the guidance provided examples of how the funding could be used. The SBM clarified that the government has a tutor service scheme through which tutoring can be obtained, however, it has only recently been clarified that schools can use their own staff to deliver the additional tutoring needed. Governors were reassured that icollege would be using existing staff as bringing in tutors with whom students would not be familiar would not be appropriate given the nature of the cohort. Action: SMB to review use of Tutor Led Funding with the AHT (T&L) and report back.</p>	SBM FC 14.12.21
4.	Review of Combined Action Plan	
4.1	Governors discussed that the suggestion of a combined action plan had arisen from the Internal Audit Report and the SFVS etc which all contained recommendations. The Chair had proposed to pull these together into one document so they could be monitored by the FC. In the Chairs absence this item would need to be carried forward to the next meeting. However, Governors discussed that in light of an imminent return visit from the Internal Auditors to follow up the recommendations made in their report, Governors would run through those that were outstanding as reported in section 5 of the P6 BMR. Action: Chair to produce combined action plan for next FC.	Chair FC 14.12.21
4.2	4a Hold copies of agenda and minutes in office files. – The Clerk advised that MC and Committee paperwork remains at her home as it has not been possible to go into Intervention to deposit these in the office due to covid restrictions. The SBM advised that it should now be possible to do so if this was after students had left for the day and co-ordinated with when the Health and Safety/IT Co-ordinator was working on site so that someone was available to lock up. The Chair of Governors could meet the Clerk on site to sign minutes etc ready for filing. The Clerk advised that minutes etc pre July 2020 were at Independence and would need moving across. Action: SBM to check on access for the Clerk to Intervention and location of keys to the filing cabinet. Post Meeting Note: The Clerk advised that she would prefer to wait until after her booster covid vaccination which should be by the end of November, before going into Intervention on a regular basis.	SBM/Clerk/MS FC 14.12.21
4.3	7 Review the use of Outdoor Academy and formalise existing arrangements or seek an exemption. The SBM advised that the review had been delayed by the need to focus on capital projects towards the end of the Summer Term along with the additional workload due to the pandemic. Governors asked if this could commence shortly and the SBM agreed to action this. Action: SBM to undertake review of the use of Outdoor Academy. The second part of the recommendation related to the need to raise purchase orders or seek an exemption for Offsite Activities. The SBM confirmed that all Offsite Activities including those provided by Outdoor Academy are now covered by a purchase order.	SBM FC 14.12.21
4.4	10 Undertake variance monitoring and reporting from an earlier stage than the minimum suggested (P6). There had been disagreement around this recommendation. The LA recommendation is that all schools start to forecast to year end as at P6 which is September. The Auditor had commented that icollege should start to forecast earlier than this because of the volatility of the year-end position. However, icollege student numbers and therefore income vary across the year, making it difficult to forecast accurately what the year-end position will be until later in the year. The Headteacher advised that this ties in with the LA review of icollege which is being undertaken by the Heads Funding Group Working Party. Should it be agreed that the LA would commission places and therefore funding would be less volatile, it would be easier to forecast accurately from P6 onwards.	
4.5	Governors noted that there were several recommendations which related to the Admin Team and are	

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	<p>ongoing, namely:-</p> <p>11 Raise Purchase Orders (PO's) on FMS prior to receipt of order and invoice;</p> <p>12 Establish procedures for receipt of goods and services;</p> <p>14(e) Card holders to log transaction at point of transaction.</p> <p>The SBM advised that the implementation of these recommendations was partly around changing the mindset of staff. In relation to recommendation 12, there is a procedure for the receipt of goods and services, but it was not always possible to maintain segregation of duties depending on which staff are on duty in the front office at the time of delivery. The procedure may not always be followed when there are minimal staff on site and in some cases this may mean that the goods are signed for by one person who may be the person who raised the order.</p>	
4.6	<p>The Headteacher advised that one of the findings in the Audit had been that icollege had not been using the most up to date version of the Financial Management Policy. This had been addressed and approved by Governors. A further update had however, been received on 28th October 2021 which icollege would need to review and Governors approve. However, as the document does not highlight where changes have been made, it involves the SBM and Headteacher going through and comparing the two versions to see whether there were any changes which impact on icollege procedures. It was agreed that the document would be reviewed and brought back to the December FC for approval, which would be just over a month from date of receipt. Action: Review latest version of Financial Management Model Policy and update to reflect icollege practice and procedures in time for approval at December FC.</p>	SBM/HT/Chair FC 14.12.21
5.	Feedback from HFG 06.10.21 and Schools Forum 18.10.21	
5.1	<p>The Headteacher gave feedback on the matters discussed at the above meetings. There had been no significant business that impacted on icollege. The meetings had focused on the Schools Funding Formula and Sparcity Fund. De delegations had also been discussed covering Speech and Language, Education Welfare Officer, Health and Safety, Union, Minority Support etc. The Scheme for Financing Schools was reviewed and approved. Benchmarking data for funding children with physical disabilities and an update on savings on the High Needs Block. It wasn't clear how the figures had been calculated but it had been reported that funding for Therapeutic Thinking and work around emotional based school avoidance had saved the LA £250,000. This has been achieved by reducing the number of Permanently Excluded children (PEX). Deficit Schools and the DSG monitoring was also discussed.</p>	
5.2	<p>Within the Forward Plan, the deadlines for the icollege review are HFG 5th January 2022 for the report, with meeting being held on 12th January 2022 and then Schools Forum on 24th January 2022. The Headteacher advised that there could be three decisions made at these meetings covering the daily rate, split of funding between the LA and Schools (currently 50/50) and whether the LA will fund places upfront.</p>	
6.	HFG Working Party Review of icollege	
6.1	<p>The Headteacher advised that the meeting scheduled for the 21st October had been deferred until 18th November 2021. Governors discussed whether in light of this it was necessary to hold the FC on 23rd November as its focus was the icollege review and whether it would be more appropriate to provide feedback to the FC on 2nd December 2021 instead. The Headteacher had provided the LA with all of the information they had requested at the July 2021 meeting and icollege was aware that the LA had allocated £821,000 for top up funding. How this was going to be allocated is still being discussed. It is likely that the LA will continue to pay the 66 places Base Funding @£10,000 per place (as currently). They will then pay the top up funding upfront for all of the existing PEX learners and all the existing long-term learners who will be staying with icollege. The LA will also pay upfront for a number of commissioned places. icollege will then only have to invoice for short term placements made via the Schools. SEN places will be funded upfront as well. This will make a huge difference for icollege financing and budgeting. Whilst there will be some residual issues, it will provide much more stability around the budget and forecasting will be more sensible and reliable.</p>	

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7.	icollege Internal Financial Review	
7.1	<p>The draft terms of reference for the icollege Internal Financial Review had been circulated with the agenda and are as follows:</p> <p>Governors have agreed to conduct an internal financial review of icollege. These terms of reference will outline the parameters of that review. It is accepted that some processes that impact on our finances are outside of our control. Where this is the case, we will seek to influence those processes.</p> <p>The review will include;</p> <ul style="list-style-type: none"> • Reviewing the budget setting process to ascertain how the system is aligned to SDP priorities, how individual budgets are allocated, and how best value for money is guaranteed. • Reviewing the process for producing reports to governors so that, as far as possible, governors can have confidence in the accuracy of data. • Reviewing the format and presentation of reports, and other financial information, in order to inform governors' understanding of icollege finances, including any constraints under which we have to operate. • Review the level of financial training and communication that governors receive to enhance their knowledge and allow them to make informed contributions. This to include contributions from the local authority. • To facilitate an independent review of the icollege group size to ensure that staff are being paid at the right level. • Contribute to any funding review of icollege. 	
7.2	<p>The Headteacher advised that the review also needed to include ensuring that icollege was charging the correct daily rate. A 3% increase had been applied in most years since 2017 when the daily rates were last set, but that icollege has not reviewed whether the daily rates remain an accurate reflection of costs, which was where the basis of the internal review had begun. Governors discussed that whilst this was not specifically referred to the assumption had been that the Headteacher had worked with the Finance Chair to draft the TOR's. The Headteacher advised that whilst there had been a meeting with the Finance Chair, the draft TOR's had not been shared until this meeting. Action: Finance Chair to revisit TOR's with the Headteacher and make any revisions necessary ready for them to be approved at the next meeting along with next steps i.e. what, when, who.</p>	Chair & HT FC 23.11.21
8.	Health and Safety	
8.1	<p>As the Finance Chair is also the Health and Safety Governor this item was carried forward to the meeting on 2nd December 2021. Action: H&S Governor to liaise with the Health and Safety Co-ordinator to schedule meetings for the rest of the academic year and to report back on any visits completed so far.</p>	Chair (H&S Governor) FC 14.12.21
8.2	<p>Covid Risk Assessment Update</p> <p>icollege is currently applying the LA Contingency Plan as of just before half term when icollege experienced a spike in covid cases amongst staff and students, most likely as a result of the localised false negative PCR tests. The LA had held a meeting on 29th October 2021 with Headteachers, who have been advised to add the following sentence to schools risk assessment documentation <i>"In the event of an outbreak, icollege will implement actions based on Public Health guidance and impose additional control measures as appropriate."</i> The LA had also sent a letter to all Headteachers on 28th October 2021 outlining the next steps. Action: Clerk to forward letter from LA to Governors.</p>	Clerk 08.12.21
8.3	<p>Governors asked for an update on the current position regarding the number of covid cases within icollege. The Headteacher advised that it was too early to say whether the half term holiday had acted as a "fire break" in terms of the spread of covid amongst staff and learners. There were currently three Lead Teachers affected by covid. Two are based at Independence and there is an SLT meeting on 3rd</p>	

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D2 16.11.21 Finance Committee (virtual meeting) Tuesday 2nd November 2021 at 6pm

		Actions
8.4	<p>November to discuss how to manage this until the end of the Autumn Term if necessary. There are no additional/new covid cases at the moment. icollege had been really unlucky with the first two false negative PCR results which meant the staff had continued to circulate within the unit. All Public Health England advice had been followed and yet icollege was still caught out. The majority of learners have been vaccinated and there is a process in place to ensure that any that haven't will be picked up by either the School Nurses or their GP's. In addition, Lead Teachers have been asked to follow this upto ensure icollege is aware of which learners haven't been vaccinated.</p> <p>The spike in cases had a significant impact on both the SBM and the Administrator (HR & Support). The NHS are no longer operating Track and Trace and so this work had to be done within icollege. which had been very time consuming during the last two weeks of term.</p>	
9.	Website	
9.1	<p>The Headteacher advised that e4Education have been appointed for the website revamp. Their fees consist of £3,000 for website design and £1,728 for rebranding giving a total cost of £4,728 which is below the £5,000 threshold above which Governor approval is required. Edupic will be taking photos for the website at a cost of £1,935. Governors asked about the dates for them to go into units to have photos taken with students as this had been postponed before half term due to covid. The Headteacher advised that the dates had been rescheduled for 16th, 17th and 18th November and that she would be emailing governors later in the week with details of which units the photographer would be at and when. Governors asked about Richard Thompsons involvement in the project as he had volunteered at the last MC. The Headteacher advised that she had not made contact with RT as yet as there was nothing that needed his input at this stage. The photos would be taken first and then the project would move onto the web design. Governors queried the taking of photos before the structure/design of the website had been agreed as this would inform the type of photos needed. The Headteacher advised that the package which had been procured included a large number of photos which icollege could then choose from for the website. There was an outline of how the website would be built. Governors asked if there was any contingency in the event of bad weather on the day impacting on outdoor shots. The Headteacher advised that this was an aspect that had not been covered. Action: Headteacher to consider timing and nature of photos needed for the website, to avoid as far as possible the need for photographers to return at a later date. Headteacher to contact RT about being involved in the website project.</p>	Headteacher asap
10.	Governors Financial Skills Audit	
10.1	<p>MS advised that she and the Clerk had undertaken some work on producing a main Skills Audit looking at the broader composition of the skills and experience of the MC. As part of this process, they had looked at combining the more detailed Financial Skills questions with input from the FC Chair in order to comply with the SFVS. However, it has not been feasible to combine the two and therefore it had been agreed that the Clerk would circulate the main skills audit for Governors to complete and then the FC Chair would focus on producing a separate Financial Skills questionnaire. Action: Produce a Financial Skills Audit questionnaire for completion by FC Governors.</p>	FC Chair FC 14.12.21
10.2	<p>MS advised that it was still anticipated that Annette Priestly who Governors had met on the Strategy Day would be joining the MC. Her planned visits to units had to be postponed due to covid. She has an HR background which is one skills area where the MC would benefit from her knowledge and experience. Action: Headteacher to contact Annette Priestly to arrange visits to the remaining units.</p>	Headteacher 15.11.21
11.	Policies	
11.1	<p>Pay Policy</p> <p>The updated model Pay Policy from WBC had been received during half term. The Headteacher had updated the policy to reflect icollege policies and this would be circulated after the meeting. There are two main areas which have changed and these had been highlighted in blue. Firstly there is no national pay award for teachers this year. A payment of £250 will be made to all unqualified teachers. Secondly there has been a change to the arrangements to TLR3, which can be given to teachers if they are doing additional work as a result of the pandemic. Salary ranges remain unchanged. There are some other areas in the policy which are tied in with the Group size for the school which requires</p>	

Signed:

Date:

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		Action
	review. The Headteacher had provided the FC Chair with the paperwork required to start the review. The only other area is that the WBC model policy refers to a Pay Committee which isn't included in the icollege governance structure so this needs to be changed to reflect icollege practices. Post Meeting Note: The review of performance management outcomes for both Teachers and Support Staff falls within the remit of the Personnel Committee. Action: Clerk to circulate Pay Policy ready for approval at the Personnel Committee on 02.12.21.	Clerk Pers 02.12.21
11.2	Accessibility/Access Audit and Plan – The Headteacher advised that this was last reviewed in July 2021 so the only action at this time is to add the arrangements for POD+.	
11.3	Critical Incident Plan – The Headteacher advised that this had been updated to include POD+. Action: Clerk to circulate.	Clerk 09.11.21
11.4	Data Protection/GDPR – The Headteacher advised that this policy had also been reviewed recently so no further action was required at this time.	
11.5	Premises Management Procedure – This needs to be updated to include POD+	
11.6	Health and Safety Policy – This is due for review at the December FC. Action: FC Chair to liaise with the Health and Safety Co-ordinator. Action: Circulate Accessibility/Access Audit and Plan and Premises Management Plan once they have been updated to include POD+, so they can be approved at the next FC.	FC Chair 29.11.21 Headteacher FC 14.12.21
12.	Finance Committee Start Times	
12.1	The Clerk outlined that this years FC's had been scheduled to start at either 8am or 6pm. There had been discussion at the last meeting about whether it would be possible to start some of them earlier in the afternoon i.e, 4pm and/or there to be a more even spread of start times. The Headteacher advised that from the staff side, both the Headteacher and the SBM are required to attend all of the meetings and that Governors needed to be mindful of staff wellbeing. The Headteacher appreciated that some Governors are working so an earlier afternoon start may be difficult, but not all FC Governors attend all meetings anyway. The Headteacher would prefer a rota of 8am, 4pm, 6pm start times. Governors discussed that whilst they are mindful of staff wellbeing, it was important that start times did not preclude those Governors who do work from being able to attend. Whilst some employees allow time off work to attend these type of voluntary commitments this was not always practical. It was agreed that a rota of start times would be trialed and that if this proved problematical then the times would revert to 8am and 6pm. Governors agreed that meetings would continue to be virtual for the time being. Actions: Clerk to review start times with a view to agreeing a rota of 8am, 4pm and 6pm start times.	Clerk FC 23.11.21
13.	Any Other Urgent Business - None.	
13.1	Governors thanked Tim Pritchard for stepping in at short notice to Chair the meeting.	
14.	Date and Focus of Next Meeting – Focus of Next Meeting - 23rd November 2021 start time 6pm - HFGWP and internal Finance Review depending on outcome of WP meeting 18 th November 14th December 2021 start time tba – P7 Budget Monitoring, Heads Funding Group Report (deadline 5th January 2022 for HFG 12th January 2022 then to Schools Forum 24.01.22), Policies: Heath & Safety	

There being no further business, the meeting closed at 7.23pm.

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