

WestBerkshireCouncil college alternative education Management Committee

Final Finance Committee (virtual meeting) Tuesday 14th December 2021 at 8am

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| Present: Harry James - Community Governor (Chair) Tim Pritchard – Community Governor Maureen Sims – Community Governor Judith Fisher – Community Governor (from 6.12pm) Jacquie Davies – Headteacher Darren King – Community Governor | | Apologies: None |
| Absent: None | | Duration of meeting: 8 – 9.10am |
| 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 | The Chair welcomed those present. There were no apologies, all Governors were present. | |
| 1.2 | There were no declaration of business interests or any other items of urgent business. | |
| 2. | Matters Arising from the Minutes on 2nd November (where not elsewhere on the agenda and excluding HFGWP actions which were dealt with at the meeting on 25 th November 2021) | |
| 2.1 | The minutes of the FC on 2 nd November had been approved at the FC on 23 rd November 2021. As that meeting focused on the Heads Funding Group (HFG) review of icollege, actions relating to the review were dealt with on 25 th November but any actions relating to routine FC business were carried forward to this meeting. Governors noted that a number of actions had been completed, including:- 2.2 (2.3) Safer Recruitment Training – Maureen Sims and Tim Pritchard had completed training. 2.2 (2.7) Clerking Hours – This had been discussed at Pers Committee on 30 th October 2021 which had confirmed that the number of hours allocated were sufficient to cover anticipated workload. 3.6 PPG/SPG/Recovery Premium Statement for MC.7.12.21 – Document had been discussed at MC on 07.12.21 and was now on the website. 8.2 Clerk to forward letter from LA to Governors (covid risk assessment) – completed 9.1 Website – Governors were updated at the MC 07.12.21. 10.2 Annette Priestly visits to units – completed 12.1 FC start times – revised dates have been agreed and circulated. | |
| 2.2 | The two remaining actions were:- 2.2 (2.7) Apprenticeships info – The Chair had obtained information relating to schemes run at other education providers and advised that it was cost prohibitive as the funding that use to be available had been withdrawn by the DfE. The apprentice is not an employee but would still need to be paid from the icollege budget, the total cost (including oncosts) being c£25,000 per annum. In addition there is the commitment to train and mentor the apprentice which would also involve staff costs and the apprentice was not under any obligation to join icollege at the end. The Headteacher advised that they had looked previously at the Teaching Assistant Apprenticeship and had concluded that it did not represent value for money and that the inhouse training already being provided on an individual basis was a better route for staff development. 3.7 SBM to review use of Tutor Led funding with AHT (T&L) – The SBM advised that she had discussed the use of the funding with the AHT and that they were working with individual learners who needed additional support to catch up following covid-19 restrictions etc. A spreadsheet would need to be completed and submitted in Jan/Feb 2022. Any unspent funding would be reclaimed by the Government. The Headteacher advised that Tutor Led Funding was included within the PPG statement | |

Signed: Approved 18.01.22

Date:

INSPIRATION KS1&2

Foxglove Way . Thatcham
 Berks . RG18 4DH
 01635 877114

INTEGRATION KS3&4

22 Highview . Calcot
 Reading . Berks . RG31 4XD
 01189 416636

INTERVENTION Y9&10

88 Newtown Road . Newbury
 Berks . RG14 7BT
 01635 49397

INDEPENDENCE Y11&KS5

Richmond House . Bath Road
 Newbury . Berks . RG14 1QY
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WestBerkshireCouncil college alternative education Management Committee

Final Finance Committee (virtual meeting) Tuesday 14th December 2021 at 8am

| Finance Committee (Virtual Meeting) Tuesday 17 December 2021 at 5pm | | | | | Actions | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| | referred to in 3.6 above. £6,670 had been received which equated to 14 students. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Minutes of the Meeting on 23rd November 2021 and Matters Arising (where not elsewhere on the agenda) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.1 | The minutes of the Finance Committee on 23 rd November 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3.2 | Matters Arising (where not elsewhere on the agenda) - None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | P7 Budget Monitoring Report and Year-end Forecast | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.1 | <p>The P7 Budget Monitoring Report along with the Forecast Fund Spreadsheet for the Main School Budget had been circulated in advance of the meeting. The Chair advised that he had met with the SBM and Headteacher to discuss the reports prior to their circulation. The P7 position was as follows:-</p> <table><tr><td>21/22 P7 (October 21)</td><td>Original Budget</td><td>Current Budget</td><td>Current Position as at 31.10.21</td><td>Year-End Forecast</td></tr><tr><td>Budget Summary for Main School Budget (98422)</td><td></td><td></td><td></td><td></td></tr><tr><td></td><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>1,183,603</td><td>2,118,712</td></tr><tr><td>NON STAFFING BUDGET</td><td>758,800</td><td>708,920</td><td>318,169</td><td>787,097</td></tr><tr><td>TOTAL EXPENDITURE</td><td>2,921,250</td><td>2,918,870</td><td>1,501,772</td><td>2,905,809</td></tr><tr><td>TOTAL INCOME</td><td>-280</td><td>-280</td><td>-5,086</td><td>-5,366</td></tr><tr><td>NET EXPENDITURE</td><td>2,920,970</td><td>2,918,590</td><td>1,496,686</td><td>2,900,443</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>FUNDED BY (input as negative)</td><td></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><td>-352,787</td></tr><tr><td>101 FUNDS DELEGATED BY THE LA</td><td>-842,550</td><td>-842,550</td><td>-707,954</td><td>-867,954</td></tr><tr><td>103 HNB/SCHOOL FUNDING</td><td>-1,987,020</td><td>-1,987,020</td><td>-611,167</td><td>-1,906,509</td></tr><tr><td>105 PUPIL PREMIUM</td><td>-20,660</td><td>-20,660</td><td>-13,001</td><td>-25,001</td></tr><tr><td>118B/C COVID GRANTS</td><td>-6,600</td><td>-6,600</td><td>-35,513</td><td>-40,058</td></tr><tr><td>118D ADDITIONAL GRANT FOR SCHOOLS</td><td>-220</td><td>-220</td><td>-1</td><td>-1</td></tr><tr><td>TOTAL FUNDING</td><td>-3,209,810</td><td>-3,209,810</td><td>-1,720,393</td><td>-3,162,280</td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td>SURPLUS (-)/DEFICIT(+)</td><td>-288,840</td><td></td><td>-223,707</td><td>-261,837</td></tr></table> | | | | 21/22 P7 (October 21) | Original Budget | Current Budget | Current Position as at 31.10.21 | Year-End Forecast | Budget Summary for Main School Budget (98422) | | | | | | £ | £ | £ | £ | STAFFING BUDGET | 2,162,450 | 2,209,950 | 1,183,603 | 2,118,712 | NON STAFFING BUDGET | 758,800 | 708,920 | 318,169 | 787,097 | TOTAL EXPENDITURE | 2,921,250 | 2,918,870 | 1,501,772 | 2,905,809 | TOTAL INCOME | -280 | -280 | -5,086 | -5,366 | NET EXPENDITURE | 2,920,970 | 2,918,590 | 1,496,686 | 2,900,443 | | | | | | FUNDED BY (input as negative) | | | | | BALANCE BROUGHT FORWARD | -352,760 | -352,760 | -352,757 | -352,787 | 101 FUNDS DELEGATED BY THE LA | -842,550 | -842,550 | -707,954 | -867,954 | 103 HNB/SCHOOL FUNDING | -1,987,020 | -1,987,020 | -611,167 | -1,906,509 | 105 PUPIL PREMIUM | -20,660 | -20,660 | -13,001 | -25,001 | 118B/C COVID GRANTS | -6,600 | -6,600 | -35,513 | -40,058 | 118D ADDITIONAL GRANT FOR SCHOOLS | -220 | -220 | -1 | -1 | TOTAL FUNDING | -3,209,810 | -3,209,810 | -1,720,393 | -3,162,280 | | | | | | SURPLUS (-)/DEFICIT(+) | -288,840 | | -223,707 | -261,837 | |
| 21/22 P7 (October 21) | Original Budget | Current Budget | Current Position as at 31.10.21 | Year-End Forecast | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Budget Summary for Main School Budget (98422) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| STAFFING BUDGET | 2,162,450 | 2,209,950 | 1,183,603 | 2,118,712 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NON STAFFING BUDGET | 758,800 | 708,920 | 318,169 | 787,097 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL EXPENDITURE | 2,921,250 | 2,918,870 | 1,501,772 | 2,905,809 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL INCOME | -280 | -280 | -5,086 | -5,366 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| NET EXPENDITURE | 2,920,970 | 2,918,590 | 1,496,686 | 2,900,443 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| FUNDED BY (input as negative) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BALANCE BROUGHT FORWARD | -352,760 | -352,760 | -352,757 | -352,787 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 101 FUNDS DELEGATED BY THE LA | -842,550 | -842,550 | -707,954 | -867,954 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 103 HNB/SCHOOL FUNDING | -1,987,020 | -1,987,020 | -611,167 | -1,906,509 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 105 PUPIL PREMIUM | -20,660 | -20,660 | -13,001 | -25,001 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 118B/C COVID GRANTS | -6,600 | -6,600 | -35,513 | -40,058 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 118D ADDITIONAL GRANT FOR SCHOOLS | -220 | -220 | -1 | -1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TOTAL FUNDING | -3,209,810 | -3,209,810 | -1,720,393 | -3,162,280 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SURPLUS (-)/DEFICIT(+) | -288,840 | | -223,707 | -261,837 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.2 | <p>Governors asked a number of questions relating to the detail of the report.</p> <p>E19 Learning Resources – the narrative referred to need to monitor POD+ for overspend and asked if the SBM was expecting the budget to be overspent. The SBM advised that there would be an overspend relating to POD+, but this would be offset by underspend on this line in other areas of icollege. When the budget had been prepared, icollege did not know how many students would be placed there and as the unit was starting from scratch, there had been no existing learning resources. If necessary, the SBM would close the units ordering earlier than planned.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4.3 | <p>E27 Bought in Professional Services Curriculum – Forecast year-end was showing as 127% spend. Governors sought clarification of what was included in this line. The SBM advised that it included all Offsite provision, including Outdoor Academy. The budget had included £18,000 for agency Teaching Assistants but as it was proving difficult to fill the vacancies, this was likely to increase to nearer £50,000 by year-end, hence the overspend forecast. However, obtaining supply cover was proving to be challenging due to the pandemic. Governors discussed that this was a national problem.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Signed: Approved 18.01.22

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| | | Actions |
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| | <p>especially with TA cover. The SBM advised that icollege was registered with 10 agencies of which only one had been able to provide a TA. Governors discussed that shortage of TA cover should be included as a risk with a fall back position identified. The Headteacher advised that there are currently eleven members of staff absent for a variety of reasons, including, two who are on long term sick leave, three pregnancies, two Lead Teacher absent, one for 11 weeks, a Pastoral Support TA off for 8 weeks, and 3 TA's off with covid, one of which is long term. The strategy for the Autumn Term has been that the Senior Leadership Team (SLT) have stepped into operational roles which has had an impact on strategic development. icollege students are all classified as vulnerable learners and so icollege is unable to close. A range of measures have needed to be applied, including bespoke packages. OA have been able to support icollege by continuing to take students to resolve some of the staffing issues. It does however, mean that staff are constantly firefighting to ensure that adequate staffing is in the right place at the right time. The next fallback is to return to online learning and utilising the 48hour learning packs which were prepared during the first lockdown. Action: Include inability to recruit TA's or agency cover on the risk register.</p> | Headteacher asap |
| 4.4 | <p>Governors congratulated the Headteacher and all staff on how they have coped, reacted and the resilience which they have shown throughout the pandemic. The Headteacher explained that she was self isolating as she had covid and that although she was feeling ok, was unable to be in work. Whilst she could work from home, her absence from units put immense pressure on others. The SLT and SBM had worked over the weekend to try to resolve issues that they knew would occur on Monday and that this level of loyalty and support was priceless. All staff are exhausted leading up to the end of term. The pressure will continue into the new year.</p> | |
| 4.5 | <p>Also on E27, Governors sought clarification of the role of Sports Mentor referred to in the commentary. The SBM advised that this related to an HLTA (Higher Level Teaching Assistant) role who was taking small groups of students for 1:1 PE and also supporting in the classroom in a non-sport capacity. Governors asked if they held a PE qualification. The SBM advised that there had been a number of different people in this cover role all of which had sports related experience, the current mentor being a personal trainer. It had been difficult to find someone to ensure consistency in this role.</p> | |
| 4.6 | <p>Returning to the BMR, Governors asked if the internet issues at POD+ had been resolved. The SBM confirmed that the unit has Internet and thought this now included functioning broadband.</p> | |
| 4.7 | <p>Governors noted that the commentary made reference to the renovation work at Intervention and The POD being incomplete and asked what the current position was. The SBM advised that this referred to the garage at the bottom of the garden. This was in progress and the condition was under review to establish whether the repairs could wait until the next round of capital in April 2022, or whether it needed to be addressed sooner. Governors asked if the structure was dangerous. The SBM explained that the building had been assessed as they had initially been led to believe the garage was unsafe, but this had identified that it was not dangerous. Once the capital funding position was known a decision would be taken about how best to approach the refurbishment as it was a good resource for students for practical skills e.g. use of the kiln. Governors referred to paragraphs 2.5 and 2.6 which both referred to outbuildings and asked if these were the same buildings. The SBM confirmed that they were.</p> | |
| 4.8 | <p>Funding from High Needs Block (HNB) – Governors noted that the funding had risen from £98,000 in P6 to £611,000 in P7 which was a huge swing and asked how secure the forecast was. The SBM advised that some of the difference was due to the historical position whereby the HNB had not accepted icollege's price increases and so the forecast had been adjusted back down to reflect this. However, based on current students and the banding they are on, the forecast was valid and realistic, but was not at the level identified in the original budget. The £611,000 was how much icollege had received from the HNB, which included invoices for the Summer Term which had been paid. Autumn Term funding had not been received as yet as invoices were being prepared. Governors discussed that the title of the column needed to be changed to more accurately describe what the figures in the column represent as the current title was ambiguous. Action: Look to rename column to more accurately describe the figures included.</p> | SBM/Finance Chair/Headteacher For P8 BMR |

Signed: Approved 18.01.22

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|------|---|---|
| 4.9 | Education Support Staff – Governors referred to the commentary which made reference to a “ <i>pastoral honorarium for two months to cover sickness absence</i> ”. This was of concern as whilst icollege was in the process of preparing a policy it had not been approved. The Headteacher advised that the honoraria had been necessary to cover an absent Lead Teacher. Whilst appreciating the operational difficulties, Governors were uncomfortable that a payment had been made prior to the policy being in place. Action: Add Honoraria Policy to next FC agenda. | Clerk FC 18.01.21 |
| 4.10 | Referring to the P7 High Level Summary under Income was a figure of “Budget £53,070 (including £47,269 carry forward)”. Governors sought clarification as to whether this referred to Sports Premium. The SBM advised that the carry forward referred to capital, which schools are encouraged to carry forward to create a bigger “pot” for projects that may be required. Governors discussed that the various carry forwards mentioned in the reports were confusing, for example page 9 of the BMR referred to a carry forward of £20,755. The SBM advised that this did relate to Sports Premium. Governors sought reassurance that the SPG would be spent by the DfE deadline of 31 st July 2022 as it was a considerable sum to be used in a short space of time. The BMR included the statement that no carry forward would be allowed into the financial year 2022/23. The SBM clarified that this should have referred to the academic year. All SPG has to be spent by the end of the current academic year. The Lead Teachers for Primary are looking at a programme of activities which will include Forest Schools. The Headteacher advised that icollege had rented land as part of Forest School. However, a number of opportunities had had to be deferred as they weren’t available due to covid. The Vice Chair advised that the use of Forest School had been discussed during her recent Link Visit. | |
| 4.11 | M.A 2.2 (3.4) Schedule meetings with SBM and M.A.2.2 (3.6) Feedback on Governors questions regarding budget reporting process. The Chair advised that he had discussed a schedule of meetings with the SBM. They had also discussed producing a schedule of when the SBM receives the data she needs in order to be able to report to Governors. Once available the SBM report could be circulated to all FC Governors via the Clerk, so that questions could be asked and answered prior to the FC meeting. This would need careful planning but would mean that all of the questions asked above could be responded to in advance and then discussed if necessary during the meeting. This would help resolve some of the practical difficulties around trying to refer to documents whilst on zoom. Dates for meetings between the Chair and SBM had been agreed. | |
| 5. | Combined Action Plan | |
| 5.1 | The Chair had circulated a Combined Action Plan which had been used to pull together from a number of sources e.g. the Internal Audit Report and SFVS actions needed over the next year into one document. | |
| 5.2 | There were two outstanding recommendations from the Internal Audit report:- M.A 4.2 Clerks access to Intervention – This related to the filing of governance related documents. This had been delayed due to covid restrictions. A target date end of Jan 2022 had been agreed (covid permitting). Action: Clerk to move filing of governance related documents to Intervention. M.A. 4.3 Review use of Outdoor Academy – The SBM would commence this review as soon as practical given the impact of covid on her workload. In addition, the capital projects and POD+ had meant the review had not happened as at P6. Action: SBM to complete review of Outdoor Academy. | Clerk/SBM 31.01.22 SBM FC 18.01.22 |
| 6. | icollege Internal Financial Review | |
| 6.1 | The Chair advised that he had revised the wording of the Terms of Reference (TOR’s) to include a review of the daily rate charged to ensure it covers icollege costs, but needed to forward this to the Clerk to circulate. The Headteacher advised that regardless of whether this showed that the daily rate was set too low, there was no guarantee that the LA would agree to increase the daily rate. Action: Forward updated TOR’s to Clerk to circulate ready for approval at next meeting. | Chair FC 18.01.22 |

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WestBerkshireCouncil college alternative education Management Committee

Final Finance Committee (virtual meeting) Tuesday 14th December 2021 at 8am

| 7. | HFG Working Party Review of icollege | Actions |
|-----|--|---------|
| 7.1 | <p>The Chair of Governors and Headteacher had met with Michelle Sancho (LA Project Lead) on the 13th December 2021 to receive a verbal update on the work of the HFG Working Party and an outline of the proposals that would be in the report to the Heads Funding Group on 12th January 2022, the deadline for the report being 6th January 2022. The report contained a lot of detail, but the key points were as follows:-</p> <ul style="list-style-type: none"> • A 50/50 split between the school and the LA was being proposed to fund places regardless of whether they had been placed with icollege via the Pupil Placement Panel (PPP) or directly by the school; • The LA would commission 37 places for which they would fund at 100%, paid up front and in termly blocks; • Once the LA places were filled, schools would be asked to pay 100% of the icollege cost of placement; • Based on current student numbers, there would be 9 places funded by the SEN Team; and • Schools will be asked to pay 100% of any Fixed Term exclusion places. | |
| 7.2 | <p>When discussing the situation regarding The POD and POD+ and linked to the LA Deficit Recovery Plan for the HNB, the LA were looking to reduce the number of placements at icollege by two students per year over the next 6 years. How the provision would look moving forward was discussed including the number of classes and funding. The LA had recognised that even with the new SEN Secondary provision being built in Theale and the new Primary School proposed by the LA, there would still be a need to have provision at icollege. This is linked to the Invest to Save initiative and how much of the funding available for such initiatives could be allocated to this (max c£90,000).</p> | |
| 7.3 | <p>A key area discussed was icollege Outreach and how that service might look moving forward and who would deliver this. The suggestion had been to move to a Service Level Agreement (SLA) between the LA and icollege. How staffing could be juggled around other commitments to ensure that the service provision worked well was discussed.</p> | |
| 7.4 | <p>The Dual roll status of learners was discussed including who should be the main and the subsidiary organisation. This aspect is fraught with difficulties. The Headteacher advised that this was likely to be contentious when the report goes to the HFG.</p> | |
| 7.5 | <p>Children in Care were discussed and that places should be prioritised within icollege for WBC Children in Care. However, this is complicated by there being a number of students who attend WBC mainstream schools but who live in surrounding authorities. Transport issues were also discussed for those students who live outside of West Berkshire, especially if parents were asked to meet the costs when they live out of area.</p> | |
| 7.6 | <p>The Headteacher added that one of the key drivers for icollege was to receive funding up front for places so that a greater proportion of funding was secure. The LA were now in support of this and it would make the Current Position column on the BMR (as discussed in 4.8 above) more meaningful. The aim was to have place funding, commissioned place funding and 50% of all other places funded up front. This is something that icollege had been asking for for a number of years and the Headteacher thanked Governors for their support with this. The LA is placing a lot of weight on the success of the new school provision. Assuming this would be successful, it could potentially free up icollege resource for Outreach, but this would be a significant change in icollege's approach. Governors discussed that this seemed to be a positive way forward.</p> | |
| 7.7 | <p>The Headteacher advised that icollege now knew exactly how much funding from the HNB was allocated to icollege. The situation was slightly complicated by the Invest to Save initiatives and</p> | |

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| | explained that currently Fixed Term Exclusions, which could be up to 45 days, were funded 50/50 by the LA and the school. However, strictly speaking this is not the LA's responsibility, hence the proposal that schools should pay 100% of the cost. The Invest to save element would be to use Outreach to prevent those learners from becoming Permanently Excluded (PEX). The Chair of Governors encouraged FC Governors to read the LA's Deficit Recovery Plan as this put the above into context of the wider LA picture. Action: Clerk to circulate LA Deficit Recovery Plan. | Clerk asap |
| 7.8 | Governors asked if the Headteacher was able to access whether the outcome of the Funding Review would have a positive, neutral or negative impact on icollege. The Headteacher advised that the outcome should be positive in that it would make both budgeting and forecasting more straightforward. Whilst elements of the budget will remain volatile, the majority of it will be more grounded. Although the process around securing Invest to Save funding could be complicated. Overall, the outcome was likely to be slightly positive to neutral depending on the cohort of learners placed with icollege along with schools reactions to the Working Parties proposals. Darren King left the meeting at 9.00am | |
| 7.9 | The Chair referred to a matters arising from discussion at the FC on 23 rd November 2021 around the need to clarify how icollege will continue to receive the Teachers Pay and Pensions Grant moving forward, now that for mainstream schools it is included in the per pupil funding. The SBM advised that the grants would be paid to icollege directly by the LA. | |
| 8. | Schools Financial Values Standard (SFVS) – deadline 31st March 2022 | |
| 8.1 | Governors noted the changes to the SFVS for 2021/22 a summary of which had been circulated with the agenda. These would be taken into account when the SFVS documentation was being completed. | |
| 9. | Financial Skills Audit | |
| 9.1 | The Clerk had circulated the Financial Skills Audit questionnaire ready for FC Governors to complete and return by 22 nd December, so the results could be collated and circulated ready for the FC on 11 th January 2022. | |
| 9.2 | The Clerk advised that there was also a Financial Skills Audit questionnaire for staff that have financial responsibilities and asked whether this exercise should be undertaken at the same time, given the other demands and impact of covid on staff's workload. It was agreed that whilst it was important to undertake the review this would be deferred to later in the year. Action: Review timing of Financial Skills Audit for staff in the Summer Term. | Chair/Clerk Summer Term 2022 |
| 10. | IPR Review – Pay Committee | |
| 10.1 | Following discussion at the MC on 7 th December and the agreement in principle to set up a Pay Committee to review the icollege Group Size, the draft TOR's had been circulated by email to all Governors for final review and e-approval, which would be ratified at the MC on 15 th February 2022. Further clarification of the process and background to the review had been emailed by the Clerk which had been helpful. It was agreed that a zoom meeting for Pay Committee Governors the following week would be helpful to discuss any other points around what the review involves etc. Action: Arrange zoom meeting to discuss the process for undertaking the review of Group Size. | MS/Clerk 17.12.21 |
| 11. | Policies | |
| 11.1 | Financial Management Policy The updated Financial Management Policy had been circulated with the agenda. This was a model policy which had recently been updated by WBC and the financial limits etc had then been tailored to reflect the working practices and signature/approval limits within icollege. The SBM advised that there had been very little change. Governors unanimously approved the Financial Management Policy. | |

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WestBerkshireCouncilcollege alternative educationManagementCommittee

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| 11.2 | Premises Management Plan The Clerk advised that this was due for review as per the Policy Schedule. Action: Headteacher to check status of document and bring to next FC. | Headteacher FC 18.01.22 |
| 11.3 | There were a number of matters arising from previous meetings which related to policies:- 11.1 Pay Policy to be approved at Pers – delayed pending ISR review. 11.3 Circulate Critical Incident Plan – completed and discussed at MC 07.12.21 11.5 Health and Safety Policy – discussed at MC 07.12.21 11.3 Accessibility/Access Audit – discussed at MC 07.12.21 There had been some really good “what if” questions raised via email and Governors agreed it would be useful to revisit these at a later date. The only outstanding policy pending approval was the Pay Policy which is tied in with item 10. Action: Include Pay Policy on agenda for the next MC (subject to completion of the review of the Group Size.) Action: Revisit “what if” questions raised by Governors at a later meeting. | Clerk MC 15.02.22 Chair/Clerk Summer Term 22 |
| 12. | Health and Safety | |
| 12.1 | The Health and Safety Governor advised that meetings with the Health and Safety Co-ordinator still needed to be scheduled. Post Meeting Note: Harry James resigned from the MC at the end of term and so a new Health and Safety Governor will need to be appointed and then visits can be scheduled (covid permitting). | |
| 13. | Any Other Urgent Business - None | |
| 14. | Focus of Next Meeting - 11th January 2022 4pm | |
| 14.1 | In addition to the actions arising during this meeting, the focus of the next meeting would be:- P8 Budget Monitoring Report Covid-19 related expenditure H&S, Annual Inventory Check – outcome Policies – West Berkshire Terms & Conditions Goods & Services Post Meeting Note: Due to the impact of covid-19 on staffing, the FC on 11.01.22 was cancelled and it was agreed that the business which was scheduled to be covered would be carried forward to the meeting on 18.01.22, which was due to focus on the Budget Strategy for 2022/23. Another meeting will be arranged for the end of January/mid February to focus on the Budget Strategy. | Action |
| 15. | Part II Minutes of the Meeting on 2nd November 2021 | |
| 15.1 | The Clerk advised that these minutes had been approved at the FC on 23 rd November 2021 but had been included so that any Matters Arising could be picked up, as the meeting on 23 rd November had focused on the HFG Working Party review of icollege. MA 2.2 Headteacher and SBM to look into producing a one page summary of the Budget Monitoring Report for all Governors had been covered under item 4. The second part had been carried forward to the minutes of 23 rd November 2021. | |
| 16.1 | Part II Minutes of the Meeting on 23th November 2021 and Matters Arising (where not elsewhere on the agenda) | |
| 16.1 | The minutes of the Finance Committee on 23 rd November 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. | |

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| | Matters Arising (where not elsewhere on the agenda) | |
| 16.2 | MA 2.1- based on advice received from Governor Services, the Part II minutes of the FC on 10 th September 2021 had been reclassified as Part I minutes and so were available to all Governors. | |
| 16.3 | The action in 4.2, Headteacher to raise how icollege would receive the equivalent of the Teachers Pay and Pensions grant with the HFGWP, had been covered in 7.9 above. | |

There being no further business, the meeting closed at 9.10am.

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