

# WestBerkshireCouncil college alternative education Management Committee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

<b>Present:</b> Maureen Sims – Community Governor (Chair) Judith Fisher – Community Governor Jacquie Davies - Headteacher		<b>Apologies:</b> Harry James (Community Governor)
<b>Absent:</b>		<b>Duration of meeting: 4 – 6.15pm</b>
<b>In attendance:</b> Karen Price (KP) – School Business Manager Jill Hills (JH) - Clerk		<b>MC members will be referred to as governors</b>
		<b>Action</b>
<b>1.</b>	<b>Welcome &amp; Apologies</b> <b>Declaration of Any Other Urgent Business</b> <b>Declaration of Business Interests</b>	
<b>1.1</b>	Apologies had been received from Harry James.	
<b>1.2</b>	There were no items of any other urgent business raised. There were no declaration of business interests.	
<b>1.3</b>	The Headteacher offered apologies to Governors for the late circulation of paperwork for this meeting. They had needed to be prepared at the same time as the census data. This is a more complicated process for icollege as it needs to complete part of both the Primary and Secondary census return. Errors were found in the system where data did not line up with the census resulting in the SBM needing to manually update the data again. The SBM would usually be supported by Jo Hannington but due to CV-19 she working in a different "bubble". The SBM had not received notification from the LA as to whether the census had been approved yet.	
<b>2.</b>	<b>Minutes of the Meetings on 7<sup>th</sup> July 2020</b>	
<b>2.1</b>	The minutes of the Finance Committee on 7 <sup>th</sup> July 2020 had been circulated with the Agenda. The minutes were agreed as an accurate record and will be signed by the Chair once icollege is able to reopen.	
<b>2.2</b>	<b>Matters Arising/Action Tracking Report</b> The Chair advised that the actions included on the Action Tracking Report were covered by agenda items. See Appendix A.	
<b>3.</b>	<b>Feedback from Heads Funding Group/Schools Forum and Heads Working Group</b>	
<b>3.1</b>	<b>3.1 Heads Funding Group (HFG)</b> The HFG had met on 6 <sup>th</sup> October. The Headteacher had been unable to attend as it clashed with the Management Committee. The meeting had discussed the SEN Strategy and in particular savings which needed to be made and how these would be achieved. The High Needs Block (HNB) is overspent but it was not clear what the strategy is to address this. Secondary Heads wanted to meet outside of the HFG to discuss this further, but this has not happened. For example the increasing number of EHCP's being accommodated within schools is saving the SEN budget but potentially impacting on the HNB. The Headteacher advised that 30% of students placed with icollege have EHCP's. This is where a SLA with the LA is needed as the funding position is becoming more complex. <b>Action: Forward HFG pack to Chair for information.</b>	<b>Headteacher</b>
<b>3.2</b>	<b>3.2 Schools Forum</b> The Schools Forum had met on 19 <sup>th</sup> October. The focus of the meeting had been the Funding Formula and in particular the proposal to transfer 0.5% of the DSG to the HNB. The Forum had been keen to establish if the proposal was on the basis of "invest to save" or to reduce the deficit. The Forum was not keen to agree to taking 0.5% unless there was a good reason for doing so. As a compromise the	

Signed:

Date:

**INSPIRATIONKS1&2**

Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**

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

**INTERVENTIONY9&10**

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

**INDEPENDENCEY11&KS5**

Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

# WestBerkshireCouncil college alternative education Management Committee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
	Forum suggested a 0.25% transfer from the DSG to HNB. It was agreed that there should be a consultation process to look at how funding should be split. <b>Governors asked</b> what the LA position was regarding a 0.25% versus 0.5% transfer. The Headteacher advised that the LA appeared to accept the 0.25% proposed transfer for this financial year. The anxiety over the overspend on the HNB is an additional factor. If the overspend is in the lower millions then it is an issue for the LA to resolve. However, if the overspend should reach £20million+ then it becomes a DfE problem. The overspend is due to a combination of underfunding by the DfE and the increasing numbers of learners with SEN/EHCP's.	
3.3	<b>Governors were advised</b> that for 2021/22, the Teachers Pay and Pensions Grant will be incorporated into the National Funding Formula. However, icollege is not funded via the formula, so it is unclear at this stage how icollege will receive the equivalent of the current grants.	
3.4	The Forum also discussed dedelegation of budgets for certain central services and how much it would cost for schools to buy into these. CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Services) is already delegated and icollege doesn't use EMTAS (Ethnic Minority & Traveller Achievement Service) as the service has been cut back so much that there is hardly any service to buy back into. This is the same for other LA services, for example there is currently a 12 month waiting list for Speech & Language referrals. Whilst savings are being made, the concern is the longer term impact of reducing these services. <b>Governors asked</b> whether icollege buys back into the Trade Union Representative Service but this was unclear.	
3.5	In respect of Health and Safety, icollege buys in at Level 2. The cost for 2021/22 is likely to increase due to the additional demand/workload as a result of CV-19. The cost is changing to a per learner with a top up element for those buying in at Level 2. The LA has supported all schools at Level 1 throughout CV-19.	
3.6	Three Secondary Heads had asked for clarity regarding the proposals for SEND but this was not provided. There are five strategies including increasing capacity in mainstream schools, Therapeutic Thinking, Vulnerable Children Grant and increasing ASD placements. The Forum had agreed that the SEND Strategy and Therapeutic Thinking Officers should become permanent posts.	
3.7	The report to Schools Forum covering DGS monitoring included the following comment "A breakdown of the PRU top up information for the Autumn term has not yet been received, information should be available for month 7 reporting. These codes are currently shown as reporting online, this is a risk which could have an impact on the block's forecast position." <b>Governors asked</b> if the income for placements had been invoiced yet. <b>Governors were advised</b> that invoices for P7 had not yet been raised, however, invoices for the Autumn Term would not normally be raised until after the October half term and then again after Christmas. The LA should have an idea of what the costs are likely to be as the value of the invoices are unlikely to change, unless there had been additional placements. However, the LA would not be aware of additional placements via the Pupil Placement Panel (PPP) or where pupils had been permanently excluded (PEX) until after the event.	
3.8	For schools in deficit, the DfE have offered two advisers to assist two schools to manage their budgets. This will include a financial review with the LA, however, it is unclear how this will be resourced, given that the LA had advised icollege that it did not have capacity to provide additional accountancy support. Annette Yellan, the WBC Accountant who had previously worked with the SBM has left and her post has not been filled. The SBM is now working with Lisa Potts who is a Senior Accountant at WBC. The LA capacity has therefore been further reduced and Lisa is not familiar with the quirks of icollege funding.	
3.9	<b>3.3 Heads Funding Working Party.</b> The report prepared by Michelle Sancho, the Therapeutic Thinking officer and the Headteacher was based on the request from the HFG to review the 50/50 funding split between schools and the LA. The move to an 80/20 split had backfired as there had been an increase in PEX students with schools not being required to meet 50% of the cost of the placement. There have been attempts to get the Working	

Signed:

Date:

**INSPIRATION KS1&2**

Foxglove Way . Thatcham  
Berkshire . RG18 4DH  
01635 877114

**INTEGRATION KS3&4**

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

**INTERVENTION Y9&10**

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

**INDEPENDENCE Y11&KS5**

Richmond House . Bath Road  
Newbury . Berkshire . RG14 1QY  
01635 48872

# WestBerkshireCouncil college alternative education Management Committee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
	Party meetings up and running, but there was poor attendance, especially from Secondary Heads, the majority of placements with icollege being from secondary schools. Then CV-19 resulted in schools needing to focus on other priorities. A 60/40 split had been proposed with Therapeutic Thinking covering the 40%. It was subsequently agreed that the 50/50 split would remain for a further financial year i.e. to April 2022.	
<b>4.</b>	<b>P6 Budget Monitoring Report</b>	
<b>4.1</b>	<p><b>4.1 Emerging Issues since budget set.</b></p> <p><b>Governors had received</b> a copy of the P6 Budget Monitoring Report in advance of the meeting. The SBM advised that there were no issues. <b>Governors commented</b> that the report seemed to represent a much calmer budget position than in previous reports. <b>Governors noted</b> that P6 is forecasting a small surplus of £3,350 which is positive. In part, this is reflective of there not being a massive spend over the summer term due to CV-19 and icollege hadn't spent more than the savings made on CV-19 related expenditure. Overall expenditure was running at 46.5% of the annual budget compared to an expected 50%. Likewise, income was running at 52% so everything is in line with the anticipated position at P6.</p>	
<b>4.2</b>	In terms of funding, there are currently 72 students who will remain on their current banding as they are likely to be with icollege for the full academic year. There is a possibility that one student may not complete the year, but they currently attend for 2 days a week. Others may be on different banding for certain days but are full time overall. There was no census in the Summer Term due to CV-19, but icollege would have had c88 students. This compared to 104 students in the Summer Term 2019.	
<b>4.3</b>	<b>Governors congratulated</b> Suzanne and Emma on their successful fundraising efforts for the Music Project. It was hoped that the tuition could start at Intervention in January 2021. Berkshire Maestros had confirmed they would be able to deliver the tuition. Since the papers had been issued a further £500 had been received plus an additional £190 from the second Bags to School collection. Income raised is being match funded via The Good Exchange. The Headteacher commented that the exercise had developed the SBM's skills regarding raising income.	
<b>4.4</b>	<b>Governors queried</b> expenditure under E0303 Consultant Fees, described as Medical Tuition costs for a student. The SBM advised that this related to last Spring/Summer Term when icollege had been working with the Home Education Service and paying the students tuition fees as they had remained on the icollege roll. The Headteacher advised that this was a one off situation.	
<b>4.5</b>	<b>Governors queried</b> E05 Admin/Clerical and reference to overtime payments for Inset days and whether these training days were contractual. The Headteacher advised that this varies for each member of staff and in part how new they are. Some staff have one day paid Inset which is compulsory for the September day. If other staff are asked to attend Inset or undertake additional work i.e. TA's they will submit timesheets. WBC HR had advised it makes calculation of pay more straight forward when staff leave if there is no Inset included in their contracted hours. Inset is therefore included in contracts for Teachers but not TA's. In addition, those staff working at Integration have their own children in Reading schools and are not always able to attend Inset days if the dates clash. Teachers pay is pro-rata'd but not all want to attend if it is a day they would not usually be working. In the past, icollege had paid staff for 5 Inset days per annum. This was stopped by WBC HR so staff now have to claim if they attend. <b>Governors asked</b> how this impacted on icollege if staff decided not to attend. The Headteacher advised that this has not been an issue. Attendance is usually good and in the main staff can be persuaded to attend when the training is relevant to their role. <b>Governors asked</b> what the arrangement was for unqualified teachers. The Headteacher advised that if they were contracted they would be paid for Inset on a pro-rata'd basis, alternatively they would submit a claim. The arrangement can benefit icollege, as if a member of staff only needs to attend part of an Inset day, they only claim for the hours they attended rather than being paid for a full day if included in contract.	
<b>4.6</b>	<b>Governors noted</b> that under Development and Training, the SBM had started AAT training. The SBM advise that she had not started yet as the additional workload arising from CV-19 had impacted on her time. The course could however, be started at any time. <b>Governors asked</b> if there was a budget for	

Signed:

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  
01635 48872

# WestBerkshireCouncil college alternative education Management Committee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
	Governors training outside of that offered by WBC, to cover areas such as Safer Recruitment. The SBM advised that there is. <b>Action: SBM advised how to book Chair of Governors onto Safer Recruitment Training.</b>	<b>SBM FC 26.01.21</b>
4.7	Mileage costs – The Headteacher advised that CV-19 had considerably reduced the amount of mileage being claimed by staff as there was less travel between units to maintain “bubbles” and less transporting of students to offsite activities as many of the providers had been shut during lockdown.	
4.8	Governors queried E28 Bought in Professional Services which included within the budget an amount for website design. The Headteacher advised that this was to cover any updates needed as a result of the review of the website.	
	<b>4.2 Staff Changes/Budget</b>	
4.9	The Headteacher had provided an anonymised breakdown of Teaching Staff who would be receiving increments as a result of the performance management process and those who are at the top of their grades who would be receiving the nationally agreed 2.75% pay increase. The annual pay award had been budgeted for at 3%. The document had not been fully costed as not all of the teaching staff appraisals would be completed until Friday's Inset day. This would be discussed in more detail at Personnel Committee on 1 <sup>st</sup> December. Teachers performance management is now documented on SIMs.	
	<b>4.3 Outstanding Debtors.</b>	
4.10	In respect of Table 2 Funding Forecast, <b>Governors noted</b> that the sentence at the top “Funding from 1 April 2020 has not been requested. This is being prepared and invoices will be sent by 17 July 2020” needs to be removed. <b>Action: SBM to amend table.</b>	<b>SBM FC 26.01.21</b>
4.11	The SBM advised that the majority of the Spring Term 2020 invoices had been paid by schools and so there had not been the need for many provisions to be carried forward into the 2020/21 financial year. In contrast, schools had been slow to pay Summer Term invoices. There had been numerous queries around schools being closed but icollege was still charging. Schools had been invoiced for Year 11 students up to the end of July 2020. These queries had been responded to and schools had subsequently agreed to pay. <b>Governors were advised</b> that invoices had been raised at the end of the Summer Term so schools would have processed them on return in September 2020. <b>Governors asked</b> if the invoices could be issued earlier. The SBM advised that under normal circumstances, invoices would have been raised at the May half term, however, the impact of CV-19 had meant that there were other priorities. <b>Governors asked</b> whether there could be two sets of invoices raised per term, one at half term and then at the end of term. <b>Governors were advised</b> that currently schools were being invoiced three times a year but in the past this had been half termly. <b>It was agreed</b> that the SBM would invoice half termly moving forward, especially in light of the comment in the Schools Forum report around P7 invoiced amounts not being available. <b>Governors discussed</b> whether it would be possible to invoice right through to the end of the Autumn Term given that those students currently with icollege would be remaining for the rest of the term at least. The SBM advised that student numbers at Integration and Inspiration may vary, but those at Independence, Intervention, The POD and PEX students could be invoiced for the full financial year. <b>Governors discussed</b> that this would mean all parties would have a clearer idea of committed expenditure and would reduce the SBM's workload. If students did leave icollege a credit could be raised and used against another learner placed by the school. HNB funding from the LA had been received. <b>Action: Wherever possible, raise invoices for students to the end of the financial year. Where this was not possible, invoices to be raised half termly.</b>	<b>SBM FC 26.01.21</b>
4.12	The Headteacher advised that the Welsh Authority had now agreed to pay the outstanding invoice but this had not yet been received. Payment will be by Bac's transfer. The HNB element prior to the EHCP being approved has not been received from the LA. <b>Action: Update at next meeting.</b>	<b>SBM FC 26.01.21</b>
4.13	Hampshire County Council have also confirmed payment for a student placed with icollege. The Headteacher had unfortunately had to threaten to withhold access to icollege until the invoice was paid.	

Signed:

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  
01635 48872

# WestBerkshireCouncil icollege alternative education Management Committee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
4.14	<p><b>4.4 CV-19 related expenditure</b></p> <p>The first claim covering additional expenditure from Easter to June had been paid and £1,840 had been received. This related to resources/PPE etc when icollege was open for keyworker and vulnerable children. Expenditure during the Summer Term had been £3640 which related to the purchase of additional computers. This would be claimed in the Autumn Term. <b>Governors asked</b> if icollege was able to claim back the full cost. The SBM advised that the system for claiming the grant had changed and it was unclear if all expenditure could be claimed. This was being followed up by the SBM.</p> <p><b>Action: SBM to update at next meeting.</b></p>	<p><b>SBM</b> <b>FC 26.01.21</b></p>
4.15	<p><b>4.5 The Key – School Business Management during CV-19.</b></p> <p><b>Governors discussed</b> the report produced by The Key and how CV-19 had impacted on the SBM. The balance of time spent on Finance, HR and Premises matters had shifted heavily to focusing on the Health and Safety elements around ensuring that premises were set up to be compliant with ever changing government guidance. Risk assessments had needed to be completed and training relating to COSHH in regard to sanitisers etc. A brand of sanitiser had been agreed for use which became the only one units could use, otherwise a fresh risk assessment needed to be completed for every new brand/product. One of the challenges had been around staff understanding the credibility of the advice and procedures being put in place by the SBM as there was a tendency to consider her remit to be just finance focused. Guidance was being issued by the LA, DfE and Central Government. Advice had been good and received in a timely manner but was constantly changing as the pandemic unfolded. In particular the LA were very good at providing schools with information and the Health &amp; Safety Team had been really supportive throughout. A series of Frequently Asked Questions (FAQ's) had been developed.</p>	
4.16	<p>Monica Romano, icollege H&amp;S Co-ordinator had put a lot of effort into ensuring that staff and students were kept as safe as possible. The SBM had worked longer hours (overtime) and needed to be proactive in researching what was needed and complete training to fill any gaps. Procurement of PPE had been stressful and initially could only be purchased at high cost due to shortages nationally. This raised concern about the budget. The speed at which guidance changed required short turnaround times to ensure requirements could be met. This involved being in units more frequently than other staff due to lack of remote access to key systems e.g. FMS.</p>	
4.17	<p>The Headteacher advised that all staff have one day a week at home, but the SBM was restricted as to what she could do remotely. Being in the office more frequently meant that the SBM was also absorbing the stress and anxiety from other members of staff. The SBM had kept her cool and ensured everything was pulled together. <b>Governors thanked</b> the SBM for her hard work under difficult circumstances.</p>	
5.	<b>Funding Implications – Strategies</b>	
5.1	<p><b>5.1 PPG</b></p> <p>The PPG statement, Overcoming Barriers and Primary Impact 2019/20 had been discussed at the MC on 6<sup>th</sup> October 2020. The Chair expressed her disappointment that the information was not available on the icollege website. The Headteacher advised that she would follow this up with the website provider as not all documents sent to them had been uploaded. <b>Action: Follow up with website provider to ensure PPG information is added to website.</b></p>	<p><b>Headteacher</b> <b>FC 26.01.21</b></p>
5.2	<p>The Headteacher advised that whilst icollege offered offsite and bespoke provision using PPG, capacity had reduced as a result of concerns relating to CV-19 and whether provision could meet government requirements re social distancing etc. For example, Path Hill had closed for three weeks (one of which was half term) due to a positive CV-19 case. icollege may therefore need to supplement with more on site provision for specific learners. This may impact on attendance and emotional regulation for some learners.</p>	
5.3	<p><b>5.2 SPG</b></p> <p>The Headteacher advised that SPG information which had also been discussed at the October MC, had been uploaded to the website earlier in the day. Funding had been used to purchase passes for a</p>	

Signed:

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  
01635 48872



# WestBerkshireCouncil college alternative education Management Committee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
	number of offsite activities e.g. Four Kingdoms, National Trust. A pass had not yet been purchased for Beale Park. <b>Governors were advised</b> that the pupils could only access the provision in smaller groups during CV-19. Jon Willey is providing on site PE for primary pupils and Siobhan Harvey has introduced Trailblazing which involves offsite woodland based activities which is more focused than just taking pupils for a walk. Forest School is on hold for now as there is a significant financial impact for staff training. There is currently no swimming as icollege is not able to access group lessons. Resources combining maths with mobility and exercise have been purchased for Inspiration. Units are trying to do as much as they can given the current restraints.	
5.4	<b>Governors discussed</b> the sign off of the last page to be uploaded to the website and that for security reasons this should be a printed name rather than a signature.	
5.5	<b>5.3 Transition Funding</b> Angie Palmer and Ali Haines (Independence) are in the process of pulling together a summer programme. More work is needed to look at whether learners are engaging with where they are now. The claim is due to be submitted by the end of December so more will be known by then. In order to claim learners will need to have stayed in P16 education. Use of Transition funding will be a focus of any Ofsted visits. <b>Action: Provide update on use of Transition Funding at next meeting.</b>	<b>Headteacher FC 26.01.21</b>
5.6	<b>5.4 Catch Up Funding</b> icollege will be using funding to provide support for learners where needed including smaller groups (which is a natural process for icollege). The Headteacher, SBM and AHT Raising Standards are meeting to look at the different approaches being taken at each unit. For example, Independence are providing 1:1 support for learners whereas Integration are using an on line package which students can dip in and out. icollege will receive £240 per learner paid over three terms (£80 Autumn Term, £60 Spring Term and £100 Summer Term). This will be for £15,840 in total as it is based on 66 learners rather than the 88 currently placed with icollege. icollege will be required to account for how the money is spent and its impact on outcomes for learners.	
6.	<b>Capital/Building Maintenance</b>	
6.1	<b>6.1 New Build at Integration.</b> The Headteacher advised that there was still no progress to report in respect of the new build. The Contractor was lined up and Planning Permission is in place but WBC have not been able to agree the lease with Tilehurst Parish Council. The Parish Council have asked for a 15 year lease whereas WBC had asked for a 99 year lease, due the the amount they were investing in the build. WBC have since offered a 50 year lease but there has been no response from the Parish Council. If the contract is not let by mid November, then it will need to be retendered. In light of this the decant to Moorside is on hold. The site vacated by Theale Primary School has been considered as an alternative but is derelict and unsuitable.	
6.2	<b>6.2 Garden and Car Park – Intervention.</b> Work to the Car Park has been completed and looks good. Jo Hannington is looking into the Garden work which will include two patio areas, flattening the ground and lowering drain covers. <b>Governors asked</b> what was happening with the space outside The POD. The Headteacher advised that staff had opted for grass instead of play equipment. The work needs to be completed before the winter to make it safe.	
6.3	<b>6.3 IT replacement/upgrades.</b> Monica Romano has been looking at a recycling company for the old kit and has discussed reconditioned equipment at a reduced cost. Initially two Laptops and two desktops will be purchased at a total cost of £500 so the quality can be assessed before committing to additional equipment. They are the same specification as the ones quoted for by WBC IT. New equipment can be difficult to get hold of due to increase in demand as companies switch to working from home during lockdown etc.	
6.4	The SBM has reviewed system storage with IT to see if the existing equipment can operate faster. The speed would be improved if staff cleaned up whats stored on their laptops e.g. deleted download	

Signed:

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  
01635 48872

# WestBerkshireCouncilcollege alternative educationManagementCommittee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
	history.	
6.5	<p><b>6.4 The POD.</b></p> <p>The POD roof has been fixed however, there is still an issued with damp in the toilets which has been getting worse since the roof was mended. This will be looked at during half term. In addition, the doors need straightening as they are slightly too big and therefore don't work properly. The problem had been identified before the project was completed but icollege had been told it would be okay. A door panel also needs replacing due to damage caused by a pupil.</p>	
7.	<b>Health and Safety</b>	
7.1	<p><b>School Trips</b></p> <p>The Headteacher advised that there are less trips taking place due to CV-19 restrictions. Those that can take place will involve a smaller number of learners than usual. At the moment, only regular trips/offsite provision such as Four Kingdoms and horse riding are taking place. Once day trips can take place these are recorded on Evolve (WBC risk assessment database for trips). Information is then shared with the Health and Safety Governor.</p>	
8.	<b>Policies</b>	
8.1	<p><b>8.1 First Aid Policy</b></p> <p><b>Governors asked</b> about keeping the contents of the boxes up to date and whether this includes masks given the current CV-19 situation. The Headteacher advised that PPE needed for CV-19 is kept in a separate box in the Isolation Area in each unit. The policy refers to standard first aid boxes not CV-19 first aid. <b>Governors queried</b> this as staff may need to get closer to students than social distancing permits in order to administer first aid. <b>Governors were advised</b> that secondary age students are likely to deal with cuts etc themselves so would not involve contact by a member of staff, whereas the need for contact is more likely with primary age pupils. <b>Action: Check whether masks etc are included in First Aid boxes and whether policy needs to reflect that they are needed to comply with CV-19 precautions.</b></p>	SBM FC 26.01.21
8.2	<p><b>Governors asked</b> how often the boxes are checked as this isn't documented in the policy. Likewise, where the First Aid boxes or the Red Book are kept is not included. This may vary from unit to unit e.g. at Independence they are in the Headteachers office. <b>Governors discussed</b> the need for regular checks of the Red Book/record of incidents by the Health &amp; Safety Governor and whether the incidents are reviewed to look for trends/common problem areas etc. <b>Action: SBM to feed back discussion at meeting to Monica Romano.</b></p> <p><b>Action: Health and Safety Governor to include monitoring of First Aid incident log/Red Book as part of their checks.</b></p>	SBM FC 26.01.21 Health & Safety Governor - ongoing
8.3	<p>The Headteacher discussed with Governors the system for feeding back to those members of staff responsible for each policy when it had been approved. For example, the Child Protection Policy had been approved at the MC on 6<sup>th</sup> October 2020 but the policy holder had not been advised. <b>Governors discussed</b> that it is ultimately the policy holders responsibility to check when approval has been given. When there are questions raised about the content of the policy this also needs to be fed back. In these cases the Clerk is not always going to be aware of the detail which needs to be fed back. <b>Action: Consider how best to feedback to policy holders approval of policies by Committees/MC and any queries which need to be addressed</b></p>	Headteacher FC 26.01.21
8.4	<p><b>9.2 Critical Incident Plan</b></p> <p><b>Governors asked</b> if there had been any recent practice of lockdown procedures. The Headteacher advised that there had not been any practices since CV-19. There had however, been a real lockdown at Independence just pre CV-19. <b>Action: Headteacher to raise with Health &amp; Safety Co-ordinator and bubbles about setting time aside for practice lockdowns.</b></p>	Headteacher FC 26.01.21
8.5	<p><b>8.3 Pay Policy.</b></p> <p>The Headteacher advised that there had been feedback from the consultation with unions around the use of half point increments which was not consistent with the national guidelines. The unions had also</p>	

Signed:

Date:

**INSPIRATIONKS1&2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

# WestBerkshireCouncilcollege alternative educationManagementCommittee

D2 12.12.20 Finance Committee (virtual meeting) Tuesday 20<sup>th</sup> October 2020 at 4pm

		Actions
	commented on the criteria used to quantify performance as good, very good or exceptional. Their argument was that good performance is what is expected and therefore this should warrant a full point not a half point incremental progression. <b>It was agreed</b> that this would be discussed further at the Personnel Committee on 1 <sup>st</sup> December 2020. <b>Action:</b> Headteacher to email from unions to Chair in advance of Pers Committee.	<b>Headteacher Pers 01.12.20</b>
<b>9.</b>	<b>Any Other Urgent Business - None</b>	<b>Actions</b>
<b>10.</b>	<b>Date and Focus of Next Meeting</b> – The next meeting is 15 <sup>th</sup> December 202 at 4pm. The focus will be:- P8 Budget Monitoring, Covid-19 related expenditure, Heads Funding Group and Schools Forum feedback, SFVS 2020/21 first draft, New Build at Integration, Annual Inventory Check – outcome, Policies – Charging and Remissions, WBC T&C's Goods and Services.	

There being no further business, the meeting closed at 6.15pm.

Signed:

**INSPIRATIONKS1& 2**  
Foxglove Way . Thatcham  
Berk . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berk . RG31 4XD  
01189 416636

Date:

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berk . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berk . RG14 1QY  
01635 48872



## Appendix A

Finance Committee (FC) - Actions Follow up Report 2020/21 for 20.10.20  
(incorporating H&SPIT)

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
28.01.20	<b>3.4 Debtors Invoices – Terms and Conditions.</b> The expectation is that payment will be received within 30 days of the invoice being raised. <b>Governors asked</b> if the invoice included a statement to this effect. The SBM advised that icollege uses its own format for invoicing and is in the form of a letter. <b>Action: SBM to check that 'payment within 30 days' is included on the invoice and to look at changing the format to a more formal/invoice style document.</b>	SBM FC 30.04.20	Invoices were showing 28 days. Chrys Healy made a minor format suggestion which SBM has made.	
30.04.20	Invoices sent state Payment within 28 days. SBM checked invoices received personally from a secondary school and the format of that is more of a letter style than the invoice sent out by iCollege. <b>Action: SBM to forward icollege example to Chrys Healy to see if format needed to be tweaked to make it more formal.</b>	SBM 05.06.20		
28.01.20	<b>3.33 Staff and Student Travel between sites.</b> The WBC transport budget only covers home to school costs but students have to be transported to Path Hill which is their provision. The LA currently pays for this. However, whilst the taxis transport the students, the member of staff has to travel separately. <b>Governors asked</b> if there had been an analysis of single journeys to see if savings could be made by combining journeys. It was agreed this area needed further discussion and the SBM would undertake further analysis of journeys/claims to see if any ways of making savings could be identified. <b>Action: SBM to undertake further analysis of journeys/mileage claims to establish if any savings could be made by organising these differently.</b>	SBM FC 30.04.20	This was answered in July 2020. Very little travel between sites currently due to Covid restrictions and the need to keep bubble defined. BW has been asked to organise his shopping trips and daily visits to units – it is difficult for him to manage this, but it is monitored and discussed. Planning his work will not only reduce his mileage but would reduce the number of invoices received for his purchases.	
30.04.20	No formal analysis as yet – C-19 has had an impact. SBM has reviewed travel claims over the last year, but has not been able to finalise the findings due to the current situation, staffing changes and time constraints. Action carried forward: <b>SBM to undertake further analysis of journeys/mileage claims to establish if any savings could be made by organising these differently.</b> Post meeting note: The ongoing situation with CV-19 will continue to impact on student travel.		Most of the travel claims (and there are only a handful) for September were for Primary travel to off site activity	

**INSPIRATIONKS1&2**  
 Foxglove Way . Thatcham  
 Berks . RG18 4DH  
 01635 877114

**INTEGRATIONKS3&4**  
 22 Highview . Calcot  
 Reading . Berks . RG31 4XD  
 01189 416636

**INTERVENTIONY9&10**  
 88 Newtown Road . Newbury  
 Berks . RG14 7BT  
 01635 49397

**INDEPENDENCEY11&KS5**  
 Richmond House . Bath Road  
 Newbury . Berks . RG14 1QY  
 01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
07.07.20	SBM had completed review of staff travel which included all travel, not just that linked to transporting pupils. Findings discussed under Part II.	SBM Autumn Term 2020	To be followed up under Part II FC 07.07.20	
28.01.20	<b>3.40 &amp; 3.41 P9 Outstanding Debtors Invoices.</b> – Outstanding invoices for 2018/19 for which provisions were made are coming in slowly. Amounts are outstanding from Theale Green and St Nicholas and these are being chased. In respect of outstanding aged debtors where no provision was made, this is nearly all collected. The amount outstanding from Park House has reduced from £29,839 to £5,820. The SBM has difficulty with her counterpart at Park House who adjusts the invoice totals and has been verbally abusive over the telephone. <b>Governors offered</b> to help chase the debt and it was agreed the SBM would advise if this became necessary. The SBM advised that the Autumn Term 1 direct debit payment had been received for the provisioned Park House Debt. <b>Action: SBM to advise if Governors could assist with the chasing of payments for outstanding invoices.</b>		Invoice Payments are coming in slowly which is as expected due to reduced staffing during Summer Term and the Summer holiday. Outstanding invoices will be chased before October half term.	
30.04.20	18/19 Provisions are mainly paid in full with the exception of a small disputed amount from Park House School. Repeated contact has been made but no answer received.  The SBM advised that a further amount of £19,832 was outstanding from the HNB which related to LAC students. It was unclear whether this payment would be received from the LA. <b>Action: Update for 24.3.20 FC meeting.</b> Will be in Pd13 report and draft budget notes HNB have advised that this payment will not be made – out of area LAC and not the responsibility of WBC. RBC has paid a portion of the charges, but the other LA has not and has not taken responsibility. Debt has not been provisioned for FY 19/20 or into 20/21.	SBM Ongoing		
07.07.20	FC ongoing review of outstanding debts as part of Budget Monitoring Reports. Outstanding debt for St Nicholas School of £4,833.60 is still being pursued by SBM. <b>Action: Update Governors at next FC.</b>	SBM 30.04.20	Payments from SEN/HNB for Summer Term 20 have been received. No payments with the exception of the Torfaen charges are outstanding from HNB	
		SBM Autumn Term 1	Payment received  Inc in Budget Monitoring Report to FC 07.07.20	

**INSPIRATIONKS1&2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
28.01.20	<b>3.51 Debtors Invoices not provisioned.</b> <b>Invoices not provisioned – Governors queried</b> the Park House invoices for £593.60 and £23,332.40 = £23,926, noted as “paid - amount in dispute” and whether this meant the income had been received. If so then would that make total outstanding for Summer Term £17,407 rather than £41,333. The		No further payments have been received from Park House for historical debt. All debt paid, with exception of queried.	Ongoing
30.04.20	outstanding invoices not provisioned from Park House were for Summer Term 18 so wouldn't be counted in the Summer Term received. The total outstanding not provisioned for Park House is £29,738.80. A cheque for £23,918.40 has been received – this is outstanding due to the fact we are still chasing outstanding money on the invoices. Park House added their own credit to the invoice for charges they did not want to pay. The SBM had contacted Park House asking for position to date on the outstanding invoices, and will chase for a reply by 29.1.20. <b>Action: Update Governors on whether outstanding monies have been received at next meeting.</b>	SBM 30.04.20		
07.07.20	In Pd13 report / budget strategy.		Outstanding Debtors included in Budget Monitoring Report to FC 20.10.20.	
25.02.20	<b>2.14 &amp; 2.15 Overtime.</b> <b>Governors asked</b> how much is paid in overtime. The SBM advised that she would need to identify this from the main expenditure report and report back. <b>Action: SBM to provide breakdown of overtime paid per Unit for a year.</b>	SBM FC 30.04.20	Answered during July FPC. OT claims have been reduced. September claims were Inset Days for support staff if not included in contract TA covering absent (unpaid quarantine) TA SBM increased workload No TA's are claiming for teaching.	
30.04.20	The SBM advised that due to the need to focus on arrangements relating to CV-19, she had only been able to complete a rough analysis of overtime per unit for the year. There has been no overtime since lockdown. Less OT has been put into the budget – no TA overtime for teaching, only Inset Days and some for one casual staff member if needed and some for team meetings. Guidance has been revised and sent to JH by Head. <b>Action:- Complete and circulate analysis as soon as possible.</b> <b>Action: Add overtime to the FC agenda for July 2020.</b>	Headteacher 01.09.20  SBM FC 05.06.20 Clerk FC 07.07.20	O/T agreed with MS x 7 days for AP; 1 day ED 05.10.20	
07.07.20	SBM had completed review of overtime. Findings discussed under Part II.			

**INSPIRATIONKS1& 2**  
Foxglove Way . Thatcham  
Berk . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berk . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berk . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berk . RG14 1QY  
01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
25.02.20	<p><b>Governors asked</b> if staff appreciate the financial/budget aspect of the need for overtime. The Headteacher advised that where Teachers are on a full time contract they are not allowed to claim overtime. However, icollege has a lot of Teachers on part time contracts which exasperates the system. Where Support Staff need to take on additional hours this can be by increasing their main hours rather than overtime. TOIL is informal but with some structure in the unit and will only usually be allowed if the time can be taken without the need for cover.</p> <p><b>Governors agreed</b> that it is important that there is consistency in practice across icollege. <b>Action: Establish consistent practices for overtime and TOIL across icollege.</b></p>	<p>Headteacher 01.09.20</p> <p>Headteacher 01.09.20</p>	<p>To be followed up under Part II FC 07.07.20</p> <p>All O/T to be agreed with JD in advance.</p>	
25.02.20	<p><b>2.17 Admin Support.</b></p> <p><b>Governors asked</b> what admin duties were associated with The POD. The SBM advised that these include transport arrangements for pupils, updating SIMS.</p> <p><b>Governors discussed</b> whether they needed to be based at The POD to perform these duties. Admin needs to be looked at holistically to determine how best the needs of icollege can be met. It may for example be beneficial to look to recruit a HR specialist. <b>Action: Review admin needs of icollege on a service wide basis.</b></p>	<p>Headteacher/ SBM FC 07.07.20</p>	<p>HR specialist in post from 01.09.20 including general admin – will be moving between units when restrictions ease</p> <p>Pod admin covered by Intervention</p>	
30.04.20	<p>Recruitment plans in place post C-19 and included in draft 20/21 budget. Head decided not to advertise during C-19 closure...White Sheets (and Green Sheets) almost empty and want to attract a reasonable field. <b>Action: Update at next meeting.</b></p>	<p>Headteacher/ SBM FC 07.07.20</p>	<p>Interviews 08.10.20 for two teachers.</p> <p>Adverts in Greensheets – not very much response</p>	
25.02.20	<p><b>2.18 Clerking Hours.</b></p> <p>The Clerk advised that she is contracted to work an average of 7 hours a week. The Clerk maintains a spreadsheet of hours worked and is reviewing hours needed for the rest of the year to determine if this is sufficient. <b>Action: Clerk to provide breakdown of hours worked/needed to Chair.</b></p>	<p>Clerk Chairs Briefing 13.03.20</p>	<p>Outstanding.</p>	
30.04.20	<p>The Clerk advised that she had not been able to review hours needed due to other priorities. Additional hours have been incorporated into the 2020/21 budget if needed. <b>Action: Clerk to complete review of hours as soon as possible.</b></p>	<p>Clerk Chairs Briefing 18.05.20</p>		
07.07.20	<p>Clerk had not completed review of hours. <b>Action: Clerk to complete review of hours as soon as possible.</b></p>	<p>Clerk Autumn Term 1</p>		

**INSPIRATIONKS1&2**  
Fogloave Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
25.02.20	<b>2.25 SLA with WBC.</b> <b>Governors agreed</b> that it is key that the LA is clear on the nature of the service icollege is operating/is able to provide and that this needs to be developed into a formal SLA which includes clarity around funding arrangements. <b>Action: Work towards agreeing a formal SLA for icollege services provided to the LA.</b>	Headteacher & Chair September 2020	See 3.1 of minutes 20.10.20. Action carried forward.	<b>Action: Work towards agreeing a formal SLA for icollege services provided to the LA.</b>
30.04.20	The Finance Review with the LA had been postponed due to lockdown. Once this has taken place the Chair and Headteacher can work on the SLA with West Berkshire.			
07.07.20	Finance Review had not taken place and so no further progress had been made. Action carried forward. <b>Action: Work towards agreeing a formal SLA for icollege services provided to the LA.</b>	Chair and Headteacher Autumn Term 2020	Finance Review pending – see HFG update 3.1 of minutes 20.10.20. Action carried forward.	<b>Action: Work towards agreeing a formal SLA for icollege services provided to the LA.</b>
30.04.20	<b>5.12 &amp; 5.13 Out of County Learner Funding.</b> Governors referred to “ <i>The 20/21 budget may benefit from an additional surplus of £13,545 related to an OOC primary learner where there is an ongoing legal dispute regarding responsibility for payment. As this is very optimistic, this hasn’t been included in budget planning for 20/21</i> ” and asked whether the pupil will continue to be placed with icollege for 20/21 and if so has funding been agreed for this year as well. Has the cost of having the pupil been included in the 20/21 budget. <i>The Headteacher advised that the funding problem resolved when learner received EHCP on 11.03.20, when it is clear that placing authority are responsible for funding. The £13k relates to 16.10.19 - 11.03.20 when referring authority dispute ‘ownership.’ Figures have been requested and sent to IP for consideration. Costs for this pupil are not individually budgeted – the budget is set out on 74 generic places and the income and expenditure that will generate.</i>  <b>Governors discussed</b> that whilst they were sympathetic to the needs of the child, the situation whereby icollege may have to bear the cost of the placement up to the point the EHCP was awarded was outrageous. The Headteacher asked whether icollege should waive the recovery of the cost from the LA in light of its year end surplus. <b>Governors agreed</b> that this was not appropriate as it was the principal of the situation rather than there being a surplus which was the issue. Any surplus was needed by icollege to enable it to be able to deliver on its strategic objectives. Governors accepted that if an emergency placement, then it		Invoices to Wales have been raised with Internal Transfer for remainder to WBC	

**INSPIRATIONKS1&2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872



## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
07.07.20	<p>is not possible to agree funding up front. The Headteacher advised that the situation was complicated by the fact that prior to placement, the pupil had been in a mainstream setting. <b>Action: Headteacher to update Governors on funding situation at next meeting.</b></p> <p>Information relating to the funding of the OCC Learner had been provided to Ian Pearson (Head of Education). A response is awaited from the LA and the Legal Team has become involved. The learner has been awarded an EHCP and the Welsh Authority are now funding the placement. However, funding pre the EHCP is unclear and Ian Pearson has been sent a breakdown of the costs incurred by icollege for which no funding has been received. <b>Governors discussed</b> that it is not feasible for icollege to follow up payment with the Welsh Authority. The learner was taken on by icollege on behalf of the LA who have a duty of care to ensure that they receive an education. WBC need to fund the placement with icollege and then claim back the cost from the Welsh Authority. <b>Action: Update Governors at the next FC.</b></p>	<p>Headteacher FC 07.07.20</p> <p>SBM Autumn Term 1</p>	<p>The Welsh Authority have now agreed to pay the outstanding invoice but this had not yet been received. Payment will be by Bac's transfer. The HNB element prior to the EHCP being approved has not been received from the LA.</p>	<p><b>Action: Update at next meeting.</b></p>
30.04.20	<p><b>5.18 Travel Claims Policy</b> A number of discrepancies in terms of type size and other formatting variances from the policy template were noted. <b>Action: Forward the master template to the IT Co-ordination so that the correct format can be used.</b></p> <p><b>5.23 Appendix A of Policy Governors</b> referred to Appendix 2 of the policy and <b>questioned</b> the section which stated that icollege would pay for lunch if a member of staff would be offsite for more than five hours. The Headteacher advised that this would be for example where a member of staff attended training and lunch was not provided. It was agreed that this needed to be made clear that this did not apply to when staff were at a unit other than their base unit. <b>Action: Amend Appendix 2 – lunches to reflect that this did not apply where a member of staff was at a unit other than their base unit.</b></p>	<p>Chrys Healy 31.05.20</p> <p>SBM 31.05.20</p>		<p><b>Action: Need to confirm policy has been amended. Not on Sharepoint.</b></p>
30.04.20	<p><b>5.28 IT Replacement/PPM and Repairs. Governors asked</b> if there was a budget for IT maintenance or will Capital Funding be used to fund this area. <b>The SBM explained that there is an SLA for IT support @ £6k, and budget of £5,500 for IT hardware; curriculum E0505. Action: SBM to amend budget entries for Non-curriculum IT hardware.</b></p>	<p>SBM MC 21.05.20</p>	<p>This was amended and finalised for budget submission May 2020.</p>	

**INSPIRATIONKS1&2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
07.07.20	<p>The Headteacher advised that it was planned to spend £5,000 for Non-curriculum IT to replace or purchase additional PC's or laptops for staff use. This is part of an ongoing project to replace old equipment. The IT Co-ordinator had spend a lot of time tracking down and reviewing the viability of equipment. There had been a considerable amount of equipment purchased by the Reintegration Service outside of the WBC procurement process which was not necessarily compatible. Capital funds can also be used for a project of IT replacement over a certain value. <b>Action: SBM to review lower spend level for this.</b></p> <p>The SBM advised that the lower spend level for capitalising replacement of IT equipment is £5,000 i.e. if laptops were purchased in bulk they would need to cost more than £5,000 in total in order to be funded from capital. IT equipment can be funded from the Governments Covid-19 Grant, however, laptops are likely to cost more due to demand/availability.</p> <p>The IT Co-ordinator is to provide a list of equipment needed and priority for replacement.</p>	SBM FC 07.07.20	Some funding for Yr10 laptops was provided by LA. iCollege topped this up as not sufficient amount per laptop. A list of the most urgent staff and student IT requirements has been finalised. Will review this and purchase reconditioned equipment – 4 initially to assess then roll out more. More availability, quicker delivery and lower costs.	
30.04.20	<p><b>5.35 &amp; 5.53 Supply Costs/Staff Sickness. Supply costs</b> exceeding budget by £30k due to a small number of long term sickness absence <b>Governors asked</b> if this was covered by insurance. <b>No, not for 20/21 as doesn't represent good value for money – E10 /11 see comments 30 and 31 on draft budget. Supply insurance did not cover the full cost of all supply staff (£845 for FY 19/20 from Sept 19). The staff member on long term sick was not covered by insurance, as they were a new starter Sept 19 and they had not worked the qualifying period to enable iCollege to make a claim for his absence. The majority of the supply costs were to cover vacancies and therefore supply insurance would not cover the costs. NOTE - £1045 claims agreed, one claim recently submitted and 1 more to submit. Can make claims to 31 August 2020. Two claims are under review by the supplier. Staff have been advised to 'call in sick' even if they are working from home and at the moment this is only for non-Covid sickness. To date one person has called in sick – currently on third day (29.4.20), claims are likely to be lower during closure as we will have no way of monitoring sickness. Covid related sickness and self isolation is being monitored separately. SBM waiting for update from HR/Payroll on how to report this and at the moment we have been advised not to log on SIMS or report monthly.</b></p>	SBM 08.05.20		

**INSPIRATIONKS1&2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
	<p><b>Action: SBM to ensure that staff 'call in sick' if they are sick and unable to work – even if they are not part of a rota and self isolating, and provide the relevant paperwork.</b></p> <p><b>Action: Remove portion of supply insurance to reflect that no claims will be made once the policy expires end of August.</b></p>	<p>SBM</p> <p>MC 21.05.20</p>	<p>This was a lockdown requirement. Now back at work need to call in sick in the normal way, or if isolating for self, child, test etc. FM monitoring and logging this</p>	
30.04.20	<p><b>6.1 Health &amp; Safety</b> The Health and Safety Governor had completed a visit on 3<sup>rd</sup> February 2020 using the H&amp;S Checklist provided by WBC's Senior Health and Safety Adviser. The following points were discussed:-</p> <p><b>1.18 Annual Online Checks.</b> This role had been undertaken by the HR Admin Officer but they have stood down from this role. Governors discussed what annual checks were required and whether this related to SIMs and checks on staff photos. <b>Action: H&amp;S Governor to check with the H&amp;S Co-ordinator and report back to the SBM.</b></p>	<p>Health &amp; Safety Governor</p> <p>31.05.20</p>		
07.07.20	<p>The Health and Safety Governor advised that Monica Romano the H&amp;S Co-ordinator/IT Co-ordinator would be checking unit Inventories over the summer holidays and this included updating photos of rooms which formed part of the Inventory record.</p> <p>Risk Assessments, COSH and Health &amp; Safety checks were all being worked on and Monica had produced some good work around what needed to be in place in respect of social distancing etc. The Health and Safety Governor thanked her for the work she had undertaken.</p>		<p>It is still not clear what the annual checks are SBM has not been advised so is unable to comment.</p>	<p><b>Action: To be picked up by new H&amp;S Governor.</b></p>
07.07.20	<p><b>4.1 Staffing Budget. Governors had received</b> a copy of the P3 Budget Monitoring Report in advance of the meeting. The SBM advised that expenditure at the end of June 2020 was at 22.5% compared to an expected 25% at the end of the first quarter. Expenditure on staffing was at 24% and non-staffing 19%. There were currently no significant variances or issues emerging. <b>Governors asked</b> why staffing costs were at 24%. The SBM advised that this was possibly due to a reduction in use of supply cover and a number of vacancies. <b>Governors queried</b> whether this meant that 24% was relatively high if these factors were taken into account. The SBM advised that the P4 Budget Monitoring information will be received from WBC on the 4<sup>th</sup> August and expenditure on staffing can be</p>			

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
	reviewed again then. <b>Action: SBM to report to next FC whether expenditure on staffing is as expected given reduced use of supply and vacancies.</b>	SBM Autumn Term 1	Expenditure slightly lower than expected 50%	
07.07.20	<p><b>4.5 &amp; 4.6 CV-19 Transition and Catch Up Funding.</b> Additional government funding is also being provided to help with Year 11 transition and catch up funding for all pupils. This would be on a per pupil basis but it wasn't clear on what census this would be based and therefore it is difficult to know how much funding will be received. <b>Governors asked</b> if there was a plan as to what the Transition funding would be used for. The Headteacher advised that this would be included in the AHT (Raising Standards) report to the Management Committee on 16<sup>th</sup> July 2020. icollege would receive £750 per learner but it can only be used for additional expenditure. If a learner already has a Post 16 place then no further funding would be needed. The AHT was in the process of working out what was needed/could be provided in terms of additional transition support. Over the Summer Holidays, students could come into Independence to work on their CV's and Colin ?. mentor would be available in school. icollege will not be able to determine which students will be NEET until September should they not begin their college courses for example. Funding is available to provide support up to the end of December 2020.</p> <p>Catch up funding could be used for 1:1 support for learners either in school or for vulnerable learners via tutoring companies. Exactly how this funding is to be used is not clear within the guidance currently available. Ways of enabling students to catch up has been discussed at Secondary Heads and one possibility is that schools could club together to maximise the impact of catch up funding.</p> <p><b>Action: Update Governors on receipt and use of Transition and Catch up Funding at next meeting.</b></p>	SBM & Headteacher Autumn Term 1	<p>Transition funding is not a fixed amount. Have to submit a claim outlining what support was offered, who took it up and how those students are now engaged in.</p> <p>Post 16 provision. Have to be successfully engaged in Post 16 for funding to be agreed. AP and AH working on this. Need to claim by end of December 2020.</p> <p>Catch up Funding is £240 per student – 66 students. £140 paid to March 21, the remainder in summer term. £60 per student will be paid Autumn Term, £80 per student Spring Term and £100 per student summer term. TOTAL for ACADEMIC YEAR £15,840 – for FY 20/21£9,240. For year 1 – 11 so to be used on identified gaps across all units. EDOUG.</p> <p>Tutoring programme is a reduced cost tutor programme which schools can access. Can use the Catch up funding to do this, and/or use other funds.</p> <p>See 5.5 and 5.6 of minutes.</p>	<b>Action: Update Governors on use of Transition funding at next meeting. Standing Agenda Item.</b>
07.07.20	<b>5.1 – 5.3 New Build at Intervention.</b> The Headteacher advised that the 50 year lease has now been agreed as had the rent review structure. The starting rent would be £2,500, which had increased from the £1,400 currently paid, but was considerably lower than the £5,000 the Parish Council had originally proposed. The new unit will cover the same size piece of land as currently and there is no			

**INSPIRATIONKS1&2**  
 Foxglove Way . Thatcham  
 Berks . RG18 4DH  
 01635 877114

**INTEGRATIONKS3&4**  
 22 Highview . Calcot  
 Reading . Berks . RG31 4XD  
 01189 416636

**INTERVENTIONY9&10**  
 88 Newtown Road . Newbury  
 Berks . RG14 7BT  
 01635 49397

**INDEPENDENCEY11&KS5**  
 Richmond House . Bath Road  
 Newbury . Berks . RG14 1QY  
 01635 48872

## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
	<p>change of use or profit generation from the site, so it was difficult to see how a five times increase in rent could be justified.</p> <p>Construction could not begin until the lease had been agreed, however, if construction had not commenced by 31<sup>st</sup> October 2020 the Parish Council could remove permission to use the land. This should be achievable, however based on the original timescales, students should have been moving back into the new unit in October 2020.</p> <p><b>Governors asked</b> what impact the delay would have on the budget. The Headteacher advised that the schools budget had been set on an “as normal” basis. On average, icollege has 74 learners. Indications were that there would be c.40 students in September but this has increased to 55. The long term impact of CV-19 on learning is unclear. It could be that students have difficulty settling back into school in September which could result in icollege being overloaded with referrals by October. <b>Action: Keep Governors apprised of the position re the new build, including any budget implications.</b></p>	Headteacher/ SBM Ongoing	The Headteacher advised that there was still no progress to report in respect of the new build. The Contractor was lined up and Planning Permission is in place but WBC have not been able to agree the lease with Tilehurst Parish Council. The Parish Council have asked for a 15 year lease whereas WBC had asked for a 99 year lease, due the the amount they were investing in the build. WBC have since offered a 50 year lease but there has been no response from the Parish Council. If the contract is not let by mid November, then it will need to be retendered. In light of this the decant to Moorside is on hold. The site vacated by Theale Primary School has been considered as an alternative but is derelict and unsuitable.	<b>Action: Standing Agenda Item - Update Governors at next meeting.</b>
07.07.20	<p><b>6.1 Sports Premium.</b> The Lead Teacher at Inspiration had put together a proposal/report on the use of Sports Premium the previous year and for next year. This included the purchase of a Trampoline Park Pass (ground/fixed trampolines). Training via Forest School was also planned at a cost of £2,300. <b>Governors asked</b> how many staff the training related to and were advised that two staff would receive training which they would then cascade down to other staff. <b>Governors queried</b> what the training allowed staff to do. <b>Action: Headteacher to follow up with Lead Teacher what the Forest School training would enable staff to do.</b></p> <p><b>Governors asked</b> about the information published on the website in relation to the impact and use of Sports Premium as it only seemed to include data for 2017/18. The Headteacher advised that the 2018/19 data and evaluation along with 2019/20 needed to be updated on the website. <b>Action: Update Sports Premium information onto the website.</b></p>	<p>Headteacher Autumn Term 1</p> <p>Headteacher Autumn Term 1</p>	<p>Forest School Training on hold.</p> <p>Completed</p>	

**INSPIRATIONKS1&2**  
Foxglove Way . Thatcham  
Berks . RG18 4DH  
01635 877114

**INTEGRATIONKS3&4**  
22 Highview . Calcot  
Reading . Berks . RG31 4XD  
01189 416636

**INTERVENTIONY9&10**  
88 Newtown Road . Newbury  
Berks . RG14 7BT  
01635 49397

**INDEPENDENCEY11&KS5**  
Richmond House . Bath Road  
Newbury . Berks . RG14 1QY  
01635 48872



## Appendix A

FC Date	Agreed Action	Responsibility	Current Status	Further Action Required
	<b>Action: Add Sports Premium to the agenda for the Management Committee.</b>	Clerk Autumn Term	Included on MC agenda 08.12.20	
07.07.20	<b>Website. Governors noted</b> that the Safeguarding and Child Protection Policy had not been updated on the website. PPG information also needed updating. <b>Action: Ensure that the updated Safeguarding and Child Protection Policy and PPG Information is added to the website.</b>	Headteacher September 2020	Completed re CP & PPG info on website	

**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  
01635 48872