

WestBerkshireCouncil college alternative education Management Committee

D1 30.08.21 Finance Committee (virtual meeting) Tuesday 29th June 2021 at 6pm

Present: Harry James - Community Governor (Chair) Maureen Sims – Community Governor Judith Fisher – Community Governor Jacquie Davies – Headteacher Darren King – Community Governor Tim Pritchard – Community Governor		Apologies: None
Absent: None		Duration of meeting: 6 – 7.12pm
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	Harry James welcomed those present.	
1.2	There were no declaration of business interests or any other business.	
2.	Minutes of the Meeting on 20th April 2021 and Matter Arising where not elsewhere on the agenda.	
2.1	The minutes of the Finance Committee on 20 th April 2021 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 fully.	
2.2	Matters Arising (where not elsewhere on the agenda) There was one action to be carried forward from the minutes of 26 th January 2021 as the implementation date had not yet been reached:- 2.3 Book Maureen Sims onto Safer Recruitment training in the Autumn 2021. A course has been identified with the NSPCC and this will be booked for the Autumn term.	SBM/Clerk AT 1
2.3	Governors were updated on the progress of the remaining action carried forward from the January meeting:- 2.15 Clerking Hours review – carried forward to Summer Term 1. The Clerk advised that she had started to review these but had not been able to finish due to other priorities. Post Meeting Note: The Clerk will monitor the hours worked/needed during the 2021/22 academic year to inform the decision around contractual hours. These will be compared to the guidelines provided by Governor Services. Action: Clerk to provide update to FC 14.12.21	Clerk FC 14.12.21
2.4	Governors were advised of the progress on the matter arising carried forward from the minutes on 23 rd March 2021: 3.5 Headteacher to raise with the Local Authority (LA) how they arrived at the icollege funding figures quoted in their reports to HFG/Schools Forum. At the last meeting, the Headteacher confirmed that she had emailed the LA on 31 st March but had not received a response as yet. A response had now been received dated 7 th May, which stated:- <i>"The figures you queried are calculated by the Accountancy Team using pupil data from the spreadsheet Karen (SBM) sends to us. This is then reviewed by Michelle Sancho's for Top Ups and Nicola Pontin for SEN. As Managers they should be aware of any new placements or learners likely to need the service the following year and they would then make adjustments to the budget based on what they feel the costs are likely to be."</i>	Headteacher FC 29.06.21

Signed:

Date:

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	The Headteacher advised that the information referred to as being provided by the SBM is factual as icollege can inform WBC of the students it knows will remain with the service the following year. The basis of the remainder of the funding calculation remains unclear.	
2.5	<p>The Chair clarified that the question refers back to previous discussions around place funding. The Headteacher advised that if the LA would base the funding on places rather than individual learners then the funding position would be much clearer and therefore easier to manage/forecast. Reports to the Heads Funding Group (HFG) would be more accurate, rather than the current situation whereby it looks like icollege is either significantly overspending and/or finishing the year with a significant surplus. Governors asked if there was any progress agreeing a date to discuss funding with the LA. The Headteacher advised that there are meetings set up for the HFG Working Party to review icollege which were 7th July, 30th September and 21st October at 10.30am. However, it was unclear whether the basis of icollege funding would feature in their review. The Headteacher felt it was more likely to focus on the percentage of funding split between the LA and Schools. Governors asked whether icollege could request at the meeting that the review included the basis of funding. The Headteacher confirmed that it could. Governors asked who would be attending the meetings on behalf of icollege and the Headteacher confirmed that she would be attending. The Clerk sought clarification as to whether it was intended that a Governor should also be present which had been the subject of correspondence between the Chair of Governors and Michelle Sanchos. The Headteacher confirmed that this was correct, but that she was uncertain whether the meeting invites had included a Governor. The Chair of Governors and the Chair of Finance confirmed that they had not seen an invite. Having referred to the meeting invite, the Headteacher advised that the other attendees would be Michelle Sanchos, Lisa Potts (WBC Finance Manager), Lucy Hilliard (WBC Therapeutic Thinking Lead), Ros Arther (WBC Exclusions Lead), Nicola Pontin (WBC SEN Manager), Headteacher from St Michael's as Primary representative and Headteacher from Kennet as Secondary representative. The Headteacher advised that no agenda had been provided.</p>	
2.6	<p>Governors discussed that if it was not possible for a Governor to attend the HFG Working Group, then a separate meeting with the LA should be sought to discuss both place funding and drafting/agreement of a Service Level Agreement (SLA). Governors sought clarification as to who should request the meeting with the LA. The Headteacher advised that ideally the request should come from either the Chair of Finance or the Chair of Governors. Action: Headteacher to advise Chair of contact details at LA.</p> <p>Action: Chair to draft meeting request and circulate to Chair of Governors and Headteacher before sending.</p>	<p>Headteacher asap Chair asap</p>
2.7	<p>Matters arising from the minutes for 20th March 2021.</p> <p>Governors received an update on the following matters arising from the last FC:-</p> <p>3.3 SBM to include narrative in Table 1 on key variances between budget monitoring reports. The SBM advised that she had submitted the P2 (May 21) Budget Monitoring Report in the revised tabular format which could then be discussed and adjusted as the year progressed. The Chair and SBM had been unable to meet as planned the previous week. Action: Chair and SBM to continue to review format of Budget Monitoring Reports.</p> <p>4.11 Chair to provide the SBM with information about an apprenticeship scheme from another school, including the pro's and con's to aid discussion. The Chair advised that he had contacted the organisation who were running the scheme, but they had not provided the information. Action: Chair to chase.</p> <p>4.12 Subscription to The Key. Governors were advised that as access to The Key was not included within the Governor Services SLA, icollege would continue with its own subscription.</p> <p>4.13 SBM to look into whether the budget figures for 2021/22 were being skewed by the set up costs for POD+. The SBM confirmed that inclusion of the POD+ set up costs, had skewed the budget figures.</p>	<p>Chair FC 02.11.21</p> <p>Chair FC 02.11.21</p>

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	<p>4.15 Update of 2021/22 Budget information. – This had been actioned and the budget approved at the MC on 27th April 2021.</p> <p>5.3 Schools Financial Values Standard (SFVS) Question 22 – The LA own the buildings and are responsible for any upgrades. The wording on the SFVS had been amended to read “the asset management plan informs the budget for maintenance. Capital funding, beyond the norm, needs LA permission.”</p> <p>6.1 Heads Funding Group (HFG) Deadline for requesting an increase in fees. The Headteacher advised that if icollege wished to request an increase to its fees, the report would need to be submitted to the HFG by 12th January 2022.</p>																																																																													
3.	P2 Budget Monitoring Report																																																																													
3.1	<p>The P2 position was as follows:-</p> <table><tr><td>21/22 P2 (May 21)</td><td>Original Budget</td><td>Current Budget</td><td>Current Position</td></tr><tr><td>Budget Summary for Main School Budget (98422)</td><td></td><td></td><td></td></tr><tr><td></td><td>£</td><td>£</td><td>£</td></tr><tr><td>STAFFING BUDGET</td><td>2,162,450</td><td>2,162,450</td><td>327,226</td></tr><tr><td>NON STAFFING BUDGET</td><td>758,800</td><td>758,800</td><td>169,258</td></tr><tr><td>TOTAL EXPENDITURE</td><td>2,921,250</td><td>2,921,250</td><td>496,484</td></tr><tr><td>TOTAL INCOME</td><td>-280</td><td>-280</td><td>-320</td></tr><tr><td>NET EXPENDITURE</td><td>2,920,970</td><td>2,920,970</td><td>496,164</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>FUNDED BY (input as negative)</td><td></td><td></td><td></td></tr><tr><td>BALANCE BROUGHT FORWARD</td><td>-352,760</td><td>-352,760</td><td>-352,757</td></tr><tr><td>101 FUNDS DELEGATED BY THE LA</td><td>-842,550</td><td>-842,550</td><td>-707,954</td></tr><tr><td>I03 HNB/SCHOOL FUNDING</td><td>-1,987,020</td><td>-1,987,020</td><td>-29,577</td></tr><tr><td>I05 PUPIL PREMIUM</td><td>-20,660</td><td>-20,660</td><td>0</td></tr><tr><td>I18B/C COVID GRANTS</td><td>-6,600</td><td>-6,600</td><td>-13,750</td></tr><tr><td>I18D ADDITIONAL GRANT FOR SCHOOLS</td><td>-220</td><td>-220</td><td>-3,333</td></tr><tr><td>TOTAL FUNDING</td><td>-3,209,810</td><td>-3,209,810</td><td>-1,107,371</td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td>SURPLUS (-)/DEFICIT(+)</td><td>-288,840</td><td></td><td></td></tr></table> <p>Governors noted that it was too early in the financial year to be able to provide a meaningful update to the year end forecast. This would however, be included in the P6 (September) report.</p>	21/22 P2 (May 21)	Original Budget	Current Budget	Current Position	Budget Summary for Main School Budget (98422)					£	£	£	STAFFING BUDGET	2,162,450	2,162,450	327,226	NON STAFFING BUDGET	758,800	758,800	169,258	TOTAL EXPENDITURE	2,921,250	2,921,250	496,484	TOTAL INCOME	-280	-280	-320	NET EXPENDITURE	2,920,970	2,920,970	496,164					FUNDED BY (input as negative)				BALANCE BROUGHT FORWARD	-352,760	-352,760	-352,757	101 FUNDS DELEGATED BY THE LA	-842,550	-842,550	-707,954	I03 HNB/SCHOOL FUNDING	-1,987,020	-1,987,020	-29,577	I05 PUPIL PREMIUM	-20,660	-20,660	0	I18B/C COVID GRANTS	-6,600	-6,600	-13,750	I18D ADDITIONAL GRANT FOR SCHOOLS	-220	-220	-3,333	TOTAL FUNDING	-3,209,810	-3,209,810	-1,107,371					SURPLUS (-)/DEFICIT(+)	-288,840			
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3.2	<p>The Chair advised that it had been agreed that he would meet with the SBM once a month to run through the budget figures, especially prior to a Finance Committee so that any questions could be identified and clarified in advance of the meeting. It was unfortunate that this had not been possible prior to this meeting and so the report had been discussed via email. These discussions would include the content and format of the Budget Monitoring Reports. Whilst acknowledging the problems with budgeting for alternative provision the aim was to get to the situation whereby Governors could understand where icollege is financially at any point in time.</p>																																																																													
3.3	<p>The Headteacher advised that the meeting with the SBM had been attempted twice that week without success. She was in full support of the pre-meetings between the Chair and SBM but they need to take place early enough for any amendments to be made, prior to the reports being issued to Governors (7 working days prior to the meeting). In relation to P2, Governors questions had not been received in time for this to happen.</p>																																																																													
3.4	<p>Governors discussed how this would work in practice as ideally the Chair and SBM would meet prior to the papers being issued to the Finance Committee members. The Chair would then produce notes</p>																																																																													

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	of the questions and answers discussed with the SBM and these would be circulated with the FC papers. The FC would then focus on any additional questions Governors had around the Budget Monitoring Report with questions being forwarded to the SBM via the Clerk as per the current procedure. This would need careful planning to ensure that the meeting between the Chair and SBM took place sufficiently in advance for amendments to be made and papers forwarded to the Clerk to circulate. It would also be necessary to ensure that there had been sufficient time between receiving the budget reports from WBC, for the SBM to have prepared the Budget Monitoring Report. Action: Once 2021/22 Meeting dates have been agreed, the Chair will schedule meeting dates with the SBM to discuss the monthly management reports.	Chair FC 02.11.21
3.5	Governors discussed the need to capture the questions asked prior to the FC within the minutes, possibly by attaching as an appendix, so there was sufficient evidence of Governor challenge. The importance of ensuring that pre-meeting questions did not replace robust questioning and challenge during the FC meetings. It was also important to review the headline figures at each meeting.	
3.6	The Chair asked if Governors had any questions relating to the P2 Budget Monitoring Report. Some Governors had questions arising from the process and format of the report. It was agreed that these would be emailed to the Chair to review outside of the meeting. Action: Governors to email any questions around process and format of the Budget Monitoring Report to the Chair to review.	All Governors 30.09.21
3.7	POD+ Governors asked in relation to POD+ what proportion of set up/infrastructure costs were being met by the LA; had a specific figure been agreed as the report referred to the LA meeting "some" of the cost. The SBM advised that the LA would be meeting the cost of "making good" the building at Moorside, painting, alarm testing and locks. The Headteacher advised that icollege would need to provide its own furniture, pay for moving costs and any IT hardware. The Headteacher was not clear what the overall cost was that the LA would be meeting, but there was a detailed list of who would be covering what. The SBM advised that a lot of the set up costs had been included within the 2021/22 budget but the actual cost is likely to be less due to the LA meeting the majority of the costs. With regards to furniture there was some surplus in storage along with some acquired from another school when it closed. The only items which may need to be purchased are filing cabinets and chairs for the office. Recoded IT hardware is on order.	
3.8	Governors asked if POD and POD+ were going to be in separate units, how was Jo Farley in particular going to manage both. The Headteacher advised that she was reviewing the management of both units and this was part of the rationale for requesting at the Personnel Committee on 8 th June 2021, the approval of 3 additional management days for one year. Jo Farley is currently 4 days Lead Teacher and 1 day Outreach. To add some capacity, allocating one day of management time to Jo and someone else providing the days Outreach was being considered. On the assumption that the internal additional days are applied for by staff then additional SENCO and Inclusion Manager Support can be added.	
3.9	Staff Food – Governors queried why the issue of staff food had reappeared in the Budget Monitoring report as this had been discussed at length during previous FC's. However, there still appeared to be some inconsistencies across units and asked what the next steps would be. The Headteacher advised that this needed to be discussed formally. There had been discussion at the last MC around the culture, ethos and values which would be discussed at the Strategy Day and their practical application around for example, charging for student meals where they were not entitled to Free School Meals (FSM) and the approach to staff food was a similar consideration. Only two units were currently providing staff food still. Action: Include Staff Food on the agenda for the next FC.	Clerk FC 02.11.21
3.10	Future Years and potential deficit – Governors asked from the factors listed in the report identified as potential areas impacting on the predicted future years budget deficit, which were the most significant contributory factor in terms of value. The SBM advised that as staffing was the largest area of expenditure, this could be the main area from which significant savings could be made, although this would have an impact on provision. Offsite Provision is also a significant area of expenditure.	

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	<p>Governors discussed that this needed to be a separate agenda item for a future FC so that Governors could consider the costs and cost benefits of each of the areas identified in the report.</p> <p>Action: Include review of the areas of potential fully costed savings listed in 2.1 of the Budget Monitoring Report on future FC agenda.</p>	Clerk & SBM FC 02.11.21
3.11	<p>Aged Debt – The SBM advised that there was currently no aged debt. Park House had paid in full now. There were two outstanding invoices, one of these was for Hampshire County Council (£8,000) and one from Lambourn Primary School (£4,000) which related to Spring 2021. These will be followed up through the usual debt monitoring procedures.</p>	
4.	Capital/Summer Works	
4.1	<p>Independence – There have been a number of problems with the guttering at Independence so the fascia boards are going to be capped and new guttering fitted. This will co-inside with repairs to some of the window cills where the concrete is crumbling. The latter will be repaired by the Caretaker by using the scaffolding needed for the other work. Three quotes had been obtained and the SBM is in the process of putting the report together ready for approval.</p>	
4.2	<p>POD – There is the possibility that the groundworks at the POD could be completed over the summer. One quote is pending, so it could be tight to get this organised before the end of term. If it can be completed it would allow a longer period for the grass to settle before the children need to use it. The caretaker is happy to manage both projects over the summer.</p>	
5.	Feedback from HFG 09.06.21 & Schools Forum 21.06.21	
5.1	<p>The Headteacher advised that she had attended HFG but not Schools Forum as it clashed with another icollege meeting. The meeting had focused on year end school balances. The two Special Schools and icollege all had healthy surpluses along with two of the three LA Secondary Schools. Primary Schools had not fared so well with only 5-6 ending the year with a surplus. The financial impact of the pandemic on schools was considered. There had been some schools which had been ok, others had been hit harder. Deficit recovery for schools was also discussed.</p>	
5.2	<p>The Designated School Grant (DSG) had benefited from savings which were £600,000 more than anticipated which had reduced the overall deficit for the LA. The Vulnerable Childrens Fund was also discussed.</p>	
6.	Health & Safety	
6.1	<p>The Chair in his capacity as Health and Safety Governor advised that there was nothing new to report since the last meeting. He would be arranging a meeting with the Health & Safety Co-ordinator for the Autumn Term. Action: Book visits with the H&S Co-ordinator.</p>	H&S Governor FC 02.11.21
7.	Internal Audit Report	
7.1	<p>The finalised Internal Audit Report had been circulated with the agenda. The SBM had provided an update on the position on the recommendations within the Budget Monitoring Report. There had been c.24 recommendations in total of which half had already been completed with a further 6-7 in hand and some were to be discussed at the Strategy Day. The Chair asked if Governors had any questions and whether there were any outstanding issues which still needed to be addressed.</p>	
7.2	<p>The Headteacher advised that whilst the overall judgement had been “Weak”, this covered three areas, Governance, icollege internal processes and funding from the LA. The Headteacher had discussed this with the auditor as none of these areas individually were identified as being weak. The auditor had confirmed that it was the combination of areas which had resulted in the overall “weak” judgement. The majority of areas are easy to resolve and indeed some had been actioned before the report had been written. The audit visit had taken place in November 2021 which was unfortunate timing re the pandemic etc. The Chair of Governors and the Headteacher had had lengthy and robust discussions with the auditor and their Manager afterwards around the way the audit had been handled. The Headteacher expressed her frustration with the way transactions had been reviewed/sampled and the</p>	

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	<p>way findings were extrapolated which had suggested that the frequency of occurrence was more wide spread than in reality. The actions identified were recommendations rather than statutory requirements. icollege could have its own external audit if it felt this was necessary for its own peace of mind. One of the issues had been around the use of the Financial Management Policy which at the time of the audit had recently been updated (by the auditor) but icollege had not yet adopted it. Governors asked how widely the report was circulated. The Headteacher advised that it would be circulated to Ian Pearson (Head of Education), Donna Fox (SIA) Nikki Cother (Governor Services) Andy Sharp (Executive Director People) Joseph Holmes (Director for Resources), Sarah Clark (Director for Strategy & Governance) and Cllr Domonic Boeck.</p> <p>Post Meeting Note: WBC list all schools which have been audited with the overall judgement within its report to the WBC Governance and Ethics Committee.</p>	
7.3	<p>Governors asked if the WBC Internal Audit was compulsory and the Headteacher confirmed that it was. Governors noted that the auditors would follow up the completion of the recommendations and agreed actions in approximately six months. Governors discussed the inclusion of the areas covered by the audit within its own internal review of its processes. This should ensure that in future audits would be straightforward as icollege would have ensured through its own robust review processes that these were working satisfactorily. Action: Discuss how icollege could undertake its own internal review of processes.</p>	<p>Chair/ Headteacher/ SBM 2021/22</p>
8.	Policies	
8.1	<p>Financial Management Policy – As discussed above the WBC model policy had recently been updated. The policy had been tailored where necessary to reflect icollege requirements e.g. authorisation levels and therefore by adopting the policy, these areas identified in the Internal Audit Report were also being covered. The SBM advised that the auditor had specifically asked that she drew Governors attention to the following paragraph within Section 3 of the Financial Management Policy which relates to delegation:-</p> <p><i>“The iCollege MC’s Finance Committee will review the iCollege budget and longer term forecasts at regular intervals throughout the year – the current (Autumn 2019) recommendation in the SFVS is 6 times per year. The Committee will, in line with its terms of reference, agree any appropriate action in relation to budget variances, anticipated expenditure and income, and significant proposed virements where the amount is either 10% of any budget line in excess of £10,000, or £30,000, whichever is greater. Below this level the Headteacher has full authority to agree budget variances and virements without reference to governors. Virement will be subject to any ‘ring-fencing’ restrictions and other restrictions as defined by WBC iCollege’s Accountancy.”</i></p> <p>The SBM advised that the figures quoted are consistent with the levels currently being reported. Governors unanimously agreed that they would remain unchanged.</p>	
8.2	<p>Accessibility/Access Audit – The Headteacher advised that this had not been completed yet and would be carried forward to the next meeting. Action: Include Accessibility/Access Audit on agenda for next meeting.</p>	<p>Headteacher & MR FC 02.11.21</p>
9.	Annual Review of Terms of Reference (TOR's)	
9.1	<p>As part of the review process the FC considered for each element of the TOR's whether it had covered/completed the task/objective, had it worked well and whether anything needed to be changed or added. The Clerk had produced a template indicating how each element had been addressed which had identified some questions/actions/improvements which could be made. This had been circulated with the agenda. The Chair advised that there were a number of actions for the FC arising from different reviews/documents e.g. the SFVS and Internal Audit Report. He proposed pulling these into one Action Plan which could then be reviewed and updated during the year. This would make monitoring of actions easier as they would all be in one document. The Headteacher advised that this</p>	

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	would also start to tie finance into the School Development Plan. Action: Pull together all actions/recommendations relating to the FC into one Action Plan for monitoring purposes. Action: Clerk to include review of Action Plan on future agendas.	Chair FC 02.11.21 Clerk
9.2	Governors unanimously agreed that no changes were needed to the TORs at this time.	
10.	Meeting Schedule for 2021/22	
10.1	The Clerk had circulated along with the agenda the draft meeting schedule for the 2021/22 academic year based on known statutory deadlines and timelines around the need to approve specific documents etc. The Headteacher queried that all of the meetings were scheduled to start at 6pm and whether this was deliberate or subject to discussion. Governors advised that meeting start times had been discussed previously and 6pm was the time the majority of Governors could make, hence this had been chosen as the preferred start time. The Headteacher advised that she had strong views on this as it was not supportive of the staff team and is not good for work life balance. For all 17 meetings to start at 6pm was not feasible and was not looking after Governors greatest asset i.e. the staff team. In the past start times had been either 2pm, 4pm or 6pm on a rota basis. The Chair asked if there were any Governors who were unable to make meetings unless they started at 6pm. Darren King advised that he would struggle to attend meetings starting before 6pm and the Clerk advised that she thought Richard Thompson would be in a similar position regarding the Management Committees (MC's). The Chair advised that the review of icollege finance would include the number of meetings and there may not need to be so many once the Chairs meetings with the SBM are in place. Governors discussed that not all members of staff needed to attend every meeting and that whilst it was important to look after staff it was also important to ensure that the MC and its Committees could function properly by supporting Governors too. The Headteacher advised that potentially she would be required to attend all of the meetings.	
10.2	The Headteacher queried the date for the first FC being 7 th September which would mean that papers would need to be with the Clerk by 1 st September. In order to achieve this, the SBM would need to work during the school holiday. In addition the information from WBC would not be received in time for the Budget Monitoring Report to be produced and circulated. The Clerk referred to the suggested meeting focus column on the schedule and explained that this meeting had not been intended to be a normal FC and there was no expectation that a Budget Monitoring Report would be produced. The rationale for scheduling an early meeting was to enable Governors to plan what and how it needed to feed into the Finance and Funding Model Review, as any reports would need to be ready for the HFG in January 2022. icolleges input to this process needed to be planned as early as possible next term.	
10.3	The Headteacher advised that the same was true for the FC scheduled for 11 th January 2022 which would require a Budget Monitoring Report. The Clerk clarified that the schedule referred to P8 which was up to the end of November. The SBM confirmed that the P8 report could therefore go out to Governors before the Christmas holidays. The Headteacher advised that as long as the SBM was happy to turn the report around within this timescale then the date was acceptable.	
10.4	The Headteacher advised that the February half term/Easter holiday dates were incorrect. Post Meeting Note: The Clerk checked the school holiday dates which were correct as per the WBC published dates for 2021/22. However, the Clerk had included weekends within the dates quoted.	
10.5	The Headteacher queried that there were two FC's close together on the 29 th March and 5 th April 2022. The Clerk advised that these dates were an either/or suggestion however, the Budget for 2022/23 would need to be approved by the FC at this meeting so that it could be approved at the MC on 26 th April 2022. The Clerk advised that in proposing the FC dates the time needed to process the information received from WBC and the SBM produce the Budget Monitoring Report, have had time to discuss with the Chair and send out 7 working days prior to the meeting, was difficult to juggle within the school holiday dates. Action: Headteacher & SBM to confirm their preferred date.	Headteacher & SBM asap
10.6	The Headteacher queried the MC date for 26 th April which was only six weeks after the previous MC. Due to the Easter holidays, this would mean papers would need to be with the Clerk by 7 th April, which	

Signed:

Date:

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WestBerkshireCouncil college alternative education Management Committee

D1 30.08.21 Finance Committee (virtual meeting) Tuesday 29th June 2021 at 6pm

		Actions
10.7	<p>was a tight turnaround. The Clerk advised that this meeting had been proposed in order that the MC could approve the budget for 2022/23 by the WBC deadline of 1st May 2022. Given when the Easter holidays fell next year it was difficult to see how an alternative date would work. The Headteacher suggested that in light of this the meeting should focus solely on the budget and that reports from the Assistant Headteachers would not be required.</p> <p>The Clerk advised that some of the FC's between December and March were intended to focus on the budget setting strategy rather than budget monitoring, as this had worked well in recent years.</p> <p>Action: Clerk to review meeting schedule including start times in light of the comments above.</p>	<p>Clerk MC 06.07.21</p>
11.	Any Other Urgent Business - None.	
12.	Date and Focus of Next Meeting – to be confirmed subject to the discussion above and revisions to the meeting schedule. The meeting would focus on planning for the HFG Working Party review of icollege and icollege's own internal review of its finances.	

There being no further business, the meeting closed at 7.12pm.

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