

**WENSLEY FOLD CE PRIMARY ACADEMY, BLACKBURN**

**MINUTES OF THE MEETING of the Finance Committee**

**held virtually on 17/06/20 at 12.30pm**

**PRESENT:** Olwyn Fairless Mary Hargreaves  
Aisha Hussain Tanveer Hussain  
John Leigh Donna Simpson (Headteacher)

**IN ATTENDANCE:** Stephanie Pfeiffer (Observer) Sue Blackwell (SBM)  
Maggie Beck (Clerk)

The meeting started at 1.30pm, chaired by Aisha Hussain, who welcomed everyone and thanked staff for their hard work during lockdown.

**1. APOLOGIES FOR ABSENCE**

**ACTION**

There were no apologies for absence.

**2. MINUTES OF THE LAST MEETING HELD ON 05.03.20 (copy enclosed)**

Received: A copy of the minutes of the last meeting dated 05.03.20.

Resolved: The minutes of the meeting dated 05.03.20, having been previously circulated were accepted as a true record.

**3. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**4. REGISTER of BUSINESS INTERESTS**

There were no changes to the register.

**5. YEAR END ACCOUNTS & AUDIT TIMESCALES**

All governors had received a copy of the documents, via email, before the meeting. Sue Blackwell informed the meeting that the accounts and audit can be done virtually if necessary and is due by the end of September.

**6. BUDGET OUTTURN FORECAST 19/20**

It is estimated that there will be a £30 000 carry forward at year end, due to there being little expenditure during lockdown.

**7. RESPONSIBLE OFFICER REPORT**

This has been postponed from March 2020. The next report is due in September 2020.

**8. BENCHMARKING REPORT**

This will be presented at the next meeting of the Governing Body, on July 9<sup>th</sup> 2020.

**9. SERVICE LEVEL AGREEMENTS (SLAs)**

The following SLAs will all continue:

Governor Training  
HR Consultancy  
Insurance  
SIMS Support

Payroll  
ICT Services  
Occupational Health

Question: A governor asked a question regarding the HR SLA.

Answer: The SBM explained that school have transferred the SLA to Blackburn with Darwen, from Capita, as the Capita agreement was on a Pay-as-You-go basis, with varying costs, month on month. This is a 3 year SLA, with an increased cost of £2 000, but for a standalone academy offers greater security and all staff can access a free confidential counselling service, through an app.

The Chair commented that this is money well spent, particularly offering staff additional support in this present time of lockdown.

#### 10. **REVIEW POLICIES**

Anti-Fraud & Corruption Policy  
Business Continuity Plan  
Debt Management Policy  
Gifts and Hospitality Policy  
Financial Procedures Manual

Best Value Statement & Quotation Policy  
Charging and Remissions Policy  
Fixed Assets and Depreciation Policy  
Investment Policy

There are no amendments. The above policies have been reviewed and agreed.

#### 11. **SCHOOL DIRECT UPDATE**

The Headteacher gave a verbal update that despite these challenging times, the trainees have continued their studies online, focussing upon the theory of Education. They will graduate with QTS in the Theory of Education, as will all trainees nationally. It may prove challenging for them to find teaching posts in September, as they have missed out on their practical teaching experience.

There are currently 14 trainees for the new cohort in 2020-21, with several interviews to be held shortly. It is expected that the cohort will be full, at a maximum 20 trainees. They will commence in September, using the conference room and school hall, to comply with social distancing rules. To date, 10 local schools have offered placements for the trainees.

#### 12. **GOVERNOR TRAINING**

All training has been cancelled due to lockdown.

#### 13. **GOVERNOR VISITS TO SCHOOL**

No visits have taken place, due to school closure.

#### 14. **ANY OTHER BUSINESS**

##### **BUDGET 2020/21**

The Headteacher and SBM have been working hard to draft a budget for 2020/21. Originally, it was predicted that there would be a £55 000 deficit. However, the lockdown has impacted positively upon expenditure and staff have made the following adjustments, as from September 2020. This has led to a balanced budget.

- For French, Drama and Dance teaching, additional cost of £28 000
- Reduce specialist Gymnastics and Music teaching
- Cancel Blackburn Rovers Sports Coaching – lessons taught by school staff

## SUMMER TERM 2020

- School Direct will bring in an income of approximately £70 000, which will fund Amanda Whittingham's salary, training costs, administration costs and costs for a local Deputy Headteacher, who acts as a mentor for the trainees.
- High Needs Funding: this is usually settled retrospectively by Blackburn with Darwen, who have given school £34 000 now, instead of waiting until March 2021.

The Headteacher thanked Stephanie Pfeiffer for her hard work and dedication as SENDCo since January 2020. She has accessed increased funding for individual SEND children and successfully applied for an ECHP for a pupil. There are six children entering Reception in September, who will need ECHPs. Staff have worked creatively with the new timetable, to use existing support staff to support these children.

John Leigh echoed these comments and thanked all staff for their exemplary hard work.

The Chair thanked everyone for their hard work during lockdown and the governors for attending this virtual meeting.

**DATE & TIME of NEXT MEETING – Autumn Term 2020 – TBC**

Minutes Approved as a True Record of the Meeting

Signed:

Date: