



**FEDERATION of BOROUGHBRIDGE HIGH SCHOOL & KING JAMES'S SCHOOL**  
**Minutes of Meeting of the Executive Finance Group**  
**Tuesday 14<sup>th</sup> September 2021 at 6pm via zoom**

**Present:** Brian Horner (BBH); Kathryn Stephenson Head BHS (KS), Justin Waters (JW) - Director of Business Services; Rob Whitehead (Chair); Carl Sugden Head KJS (CS), Pat Dunnill (PD)

**In attendance:** H Turner - Clerk

**Apologies :** Malcolm Dawson, Ian Yapp

No.	Agenda Item	Detail/Questions/Comments
1	<b>Welcome to the meeting. Reminder to Governors of the rules about Confidentiality and Code of Conduct</b>	The Chair welcomed all to the meeting.  There was one agenda item noted as being confidential.
2	<b>Apologies</b>	Apologies were received and consented to from Malcolm Dawson and Ian Yapp

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3	<b>Approval of the Minutes of the meeting of the Executive Finance Group – 15<sup>th</sup> June 2021</b>	The previously circulated minutes and confidential minutes of the meeting held on 15 <sup>th</sup> June 2021 were agreed as a true record.
4	<b>Matters arising from the minutes</b>	No matters arising where raised.
5	<b>Management Account</b>	<p>Papers for both BHS and KJS for Periods 3, 4 and 5 Management Accounts had been circulated prior to the meeting for the Committees review.</p> <p>There were no queries/questions raised on both BHS and KJS Periods 3 and 4 Management Accounts.</p> <p><u>KJS Management Accounts – Period 5</u></p> <p>As a consequence of the labour market and higher than expected catering income the surplus in year cash position is higher than expected.</p> <p>Total pro rata income for the year is £4,065.4k which is £146.9k ahead of the £3,919.5k budget. Total expenditure is £3,901.5k equating to a saving of £77.3k resulting in a year-to-date operating surplus of £163.9k. It should be noted that there is £68.7k committed revenue balance for Catch Up projects that have been carried forward.</p> <p>The following variances where highlighted: -</p> <p>Income</p> <ul style="list-style-type: none"> <li>• GAG income is £15.2k ahead of budget due to £8k additional funding for Sixth Form large programmes – it should be noted that this will smooth out by year end.</li> </ul>

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		<ul style="list-style-type: none"> <li>• There is a £37.9k payment for lateral flow testing</li> <li>• Lettings is ahead by £7.5k</li> <li>• A contribution of £10k from the Tennis Club has been received for the LED lighting</li> <li>• A Kickstart programme grant of £10k</li> <li>• Lettings is £6k ahead of budget</li> <li>• An increase of £40.4k relates to stronger catering sales against a prudent budget. A minor increase on charges has taken place including the meal deal costs at an increase of 0.10p.</li> </ul> <p>Expenditure</p> <ul style="list-style-type: none"> <li>• A reduction of £9.8k in Teaching expenditure related to savings in supply costs.</li> <li>• £30k saving related to delays in recruitment predominantly due to difficulties in recruiting Teaching Assistants along with the Careers Post and Attendance Manager</li> <li>• £13.5k saving in Non Education Support relates to the savings from the late recruitment of site cleaners. Currently the staffing is down 140 hours and it will be necessary to bring in agency staff to ensure infection control standards are met</li> <li>• £991.k underspend on Learning Resources including the £68.7k carry forward of committed revenue and late delivery/invoices of items due to Covid.</li> <li>• £19.1 overspend on Catering supplies relates to market costs. Some bulk buying of supplies has been instigated to take advantage of pricing efficiencies and anticipation of low product availability.</li> <li>• The £25.7k overspend on the Examination line is expected to be refunded due to the non-completion of exams.</li> <li>• £18.1k overspend in Supplies and Services is due to increased purchases for resale.</li> </ul> <p><i>Question: It has been confirmed that Gas charges are going to increase – how will this affect the school?</i></p> <p><i>Answer? The current contracts are fixed for the rest of the financial year. An early budget review for next year will be required. <b>Action JW</b></i></p>

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		<p><i>Question: What is the Purchase Resale line for?</i>  <i>Answer: This is where the school buys in products – for example calculators or art supplies for resale to pupils.</i></p> <p>JW advised the meeting that it was not the intention to do a reforecast in September. Following receipt of the wage bill for September a reforecast will be completed in October. It should be noted that there is some wage inflation built into the current forecast however the current wage support staff increase offer has been rejected by the unions so the outcome of that agreement may have a negative impact on the projected year end outcomes.</p> <p><i>Question: On the staff cost savings in relation to difficulties in recruiting staff what impact is this having on the school and what can be done to resolve this issue?</i>  <i>Answer: The reduction in Teaching Assistants gives more pressure on the teaching staff and the recruitment initiatives are on-going. The Careers Post is a priority and work is currently being done on enhancing the job description including the possible inclusion of leadership responsibilities which it is felt may encourage more applicants. Comparisons with College Career Posts is being undertaken to see if it is possible to support an increase in the grade for the post. In the meantime the use of a private provider is being considered. The Attendance Officer post is part of the development plan and recruitment will continue although it should be noted that systems and processes are currently in place to support this area. Cleaning is operating on overtime since we can not get labour from agencies at this time.</i></p> <p><u>BHS Management Accounts – Period 5</u></p> <p>Pro rate income for the year is £1,264k which is £47.3k ahead of budget. Total expenditure is £1,273.6k, equating to a £52.1k underspend resulting in a year-to-date operating deficit of £9.6k.</p> <p>The following variances were highlighted: -</p>

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		<p>Income</p> <ul style="list-style-type: none"> <li>• £14.1k in Other Grants relates to the improved Pupil Premium funding from the October 20/21 Census</li> <li>• £20.9k contribution to the Lateral Flow Test Centre</li> <li>• £9.9k PE grant awarded</li> </ul> <p>Expenditure</p> <ul style="list-style-type: none"> <li>• £12.4k underspend relates to a change of sickness absence insurance strategy</li> <li>• £19.1k saving in Education Support relates to savings in Teaching Assistants and non-replacement of the Sixth Form Pastoral post</li> <li>• £12.2k Exam overspend is due to the full payment of bills and a 25% discount is expected in year</li> <li>• £16k saving in Indirect Staffing costs relates to a late payment of insurance to profile and is not a saving</li> <li>• £13.1k increase in Supplies and Services relates to increased ICT costs</li> </ul> <p><i>Question? Have new boilers been installed at both sites and where are the costs for these? Yes – LA via Salix loans Both schools applied and where successful in gaining a grant for the boilers and windows and as such there is no capital cost to the schools. The fencing at BHS was seen as a safeguarding issue and therefore a capital spend of £27k had been agreed with the Local Authority as a fully funded project. It should be noted that the windows and fencing projects are behind schedule due to short supply of materials. The roofing work at KJS cost £5K contribution to the LA after negotiations.</i></p> <p><i>Question: Looking at the costs for power – it appears that Electric is showing as an overspend and Gas and underspend?</i></p>

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		<p><i>Answer: The costs shown in the Management Account are estimates as the billing for both schools is 2 months in arrears so are estimates.</i></p> <p><i>Question: Are both schools in contract for both Gas and Electric and are they the same deals?</i>  <i>Answer: Yes – YPO tender framework.</i></p> <p><i>Question: On the Professional Services line there is a query – what does this relate to?</i>  <i>Answer: The IT contract has been allocated to the wrong nominal. The recruitment of an apprentice or IT support was not successful.</i></p> <p><i>Question: Is the Sports Hall back up and running?</i>  <i>Answer: Yes – although it should be noted that some small providers have not returned as yet due to the take up in their services. 3G is going well. BHS have received a tentative enquiry from Boroughbridge Football team who want to support the building of a 3G at BHS. An initial meeting is diarised. <b>Action: JW</b></i></p> <p><i>Question: Would a new 3G replace what is already there as it is not in particular good condition at present?</i>  <i>Answer: Yes – but this enquiry is very tentative at the moment and the overall cost will be circa £500k so would need a lot of support from the local community, football team and other grants (£100K). BH offered his support in speaking to local people if/when that is needed.</i></p>
6	<b>Insurance claims and updates</b>	<p>There are currently no claims in process. There has been 3 floods at KJS in the last 2/3 weeks but they are not significant enough to claim for.</p> <p><b>POST MEETING NOTE – following a flood in the kitchen, KJS have booked in a loss adjuster.</b></p> <p>Work is currently being undertaken with RPA around international travel/trips to ensure that the school is not exposed should restriction result in cancellations. Both schools are looking at</p>

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		<p>international trips in 22/23 although a trial trip may be planned this year subject to the outcome of the discussions with RPA.</p> <p>A UK residential trip for Drama has been agreed for this year.</p>
7	<b>Any Other Business</b>	There was no other business to discuss.
9	<b>Date of Next Meeting</b>	<p>The Committee agreed that meeting face to face would be a preference.</p> <p>The next meeting of the Executive Finance Group will be held on the 9<sup>th</sup> November 2021. Location to be agreed at the next FGB. <b>Action JW</b></p>

The meeting closed at 1900 hours.

Signed .....(Chair)

Dated .....

**ACTIONS ARISING FROM MEETING:**

JW	<p><i>Question: It has been confirmed that Gas charges are going to increase – how will this affect the school?</i></p> <p><i>Answer? The current contracts are fixed for the rest of the financial year. An early review for next year will be required to increase the budget (framework agreement). <b>Action JW</b></i></p>
JW	<p><i>Question: Is the Sports Hall back up and running?</i></p> <p><i>Answer: Yes – although it should be noted that some small providers have not returned as yet due to the take up in their services. 3G is going well. BHS have received a tentative enquiry from Boroughbridge Football team who want to support the building of a 3G at BHS. An initial meeting is diarised. <b>Action: JW</b></i></p>

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