



HEDGEWOOD SCHOOL NON-CONFIDENTIAL FINANCE, PERSONNEL & RESOURCES COMMITTEE Thursday 28 November 2024 at 7pm via Teams

Governors	Category	Attendance
Andrew Fenlon (AF)	Co-opted Governor	PRESENT
John Goddard (JG)	Co-opted Governor	PRESENT
Avishka Kumarasinghe (AK) - Chair	Parent Governor	PRESENT
Bryony Smith (BS)	Co-Headteacher	PRESENT
Pearl Greenwald (PG)	Co-Headteacher	PRESENT

Other attendees	Category	Attendance
Kate Boulter (KB)	Clerk to Governors	PRESENT

GB Core Functions

- 1 Ensuring clarity of vision, ethos and strategic direction** – *engaging with stakeholders; strategic planning including succession planning; meeting statutory duties.*
- 2 Holding the Head teacher to account for the educational performance of the school and its pupils and the performance management of its staff** – *school self-evaluation including working with data, monitoring visits and responding to reports; performance management.*
- 3 Overseeing the financial performance of the school and making sure its money is well spent** – *annual report; Pupil Premium and PE and Sport Budgets.*

Ref	Item
001-24/25 FPR	Statutory Duty: Election of Chair and Vice Chair of the Committee <ul style="list-style-type: none"> Avishka Kumarasinghe was ELECTED Chair of the Committee for 2024/25. Election of Vice Chair was DEFERRED to the next meeting.
002-24/25 FPR	Statutory Duty: Apologies for absence and the Governing Body's acceptance or rejection for all There were no apologies. It was reported that Sally Channing had expressed interest in joining the Committee and would be invited to the next meeting.
003/24-25 FPR	Statutory Duty: Declaration of Any Other Business None.
004/24-25 FPR	Statutory Duty: Any declarations of Pecuniary Interests to be declared. No interests were declared in relation to the items on the agenda.
005/24-25 FPR	Statutory Duty: Governing Body Approval of the accuracy of the Minutes of the last meeting <ul style="list-style-type: none"> The minutes of the meeting held on 2 May 2024 were AGREED as a true record of the meeting.

	<ul style="list-style-type: none"> There were no matters arising. All actions had been completed or were on the agenda for discussion.
006/24-25	Chair's Actions Since the Last Meeting (if any) None.
007/24-25	Finance, Personnel & Resources Committee Terms of Reference The Committee NOTED the Terms of Reference, which had been agreed by the FGB at its last meeting and subsequently amended to include approval of the disposal of obsolete or surplus items of equipment valued at more than £500, but not exceeding £5,000, which was an LA requirement.
008/24-25	Co-Headteachers' Report The Committee considered the Co-Headteachers' Report to the Committee and supplementary documents, which had been circulated before the meeting. The Committee asked questions and the following points were discussed: a) LA Finance Audit Feedback <ul style="list-style-type: none"> This was the first LA finance audit for over 8 years. The audit report had not been provided yet and would be shared with governors when available. Oral feedback provided by the auditors had overall been positive. Some development points had been raised which were all manageable and easily actioned. One recommendation related to having a contingency plan in the event of the School Business Manager being absent so that a second person could maintain essential functions such as running the payroll. A member of staff who already worked closely with the SBM had been identified to do this. b) Chart of Accounts Review <ul style="list-style-type: none"> Teachers would receive a 5.5% uplift in January 2025, backpaid to September 2024, and support staff would receive a fixed increase of £1,290 (pro rata for part-time), backpaid to April 2024. The impact of these increases was approximately £215K. 301 Building and Repairs (Revenue) - over budget due to intruder alarm, access control panel and front gate costs. The contractor used had been unreliable and had been changed. 303 Energy - within budget but high due to the site not being energy efficient. 307 Cleaning – a cheaper quote for cleaning products had been found. 434B HAF funding – there would be further clubs in the spring term. Questions from governors: Q: A repair schedule totalling £49K was provided. Was the £49K included in the £59K for 301 – Building and Repairs? A: Some of it was. All the repairs needed to be done for the security of the building and to prevent hazards such as slips and trips in wet weather. Q: Could the 2023/24 outturn be provided alongside the 2024/25 forecast for comparison? A: The two sat on different systems which did not overlap. AK offered to work with the SBM to provide this information to improve usefulness of reports. c) Staffing Update This confidential item was minuted separately. d) Planned Spending (Update on Asset Management Plan) The following updates to the Asset Management Plan were highlighted: <ul style="list-style-type: none"> New conservatory for Ladybird and Turtle classes at a cost of £70K-£100K. This would require a tender process of 5 quotes and could be approved by the FGB. Work over £100K required LA approval. If agreed by the Committee, the tender process would commence with a view

	<p>to the FGB making a decision in February. The cost would be included in this year's budget and work would take place over the summer.</p> <ul style="list-style-type: none"> Equipment to finish playground improvements at a cost of around £65K. <p>The Committee AGREED the work subject to completion of the required tender process.</p> <p>e) LA Updates</p> <ul style="list-style-type: none"> The LA's banded funding review was close to completion. Figures were to be confirmed however the school was anticipating a reduction in funding. A 'worst case scenario' estimated a reduction of up to £400K. The new banding would be used by panels to determine funding. All current pupils with EHCPs would move over to the new system by 1 April 2025. Schools would need to ensure that funding under the new banding was sufficient to meet pupils' needs. The LA had proposed a transfer of 2.5% from the Schools Block to the High Needs Block. This was to help reduce the substantial deficit in the High Needs Block, and schools supporting pupils with high needs would not receive any of the transferred money. The transfer had not been agreed by Schools Forum and had gone to the DfE for decision. Planned expansion of secondary special school places within Meadow High School had been paused as the building contractor had gone into administration. This could mean pupils needing to go out of borough for special provision. The LA did not appear to have informed parents that Meadow had been paused, and places were being offered in out of borough schools not chosen by parents. There had been a huge increase in tribunals with 11 so far this year compared to just 1 at the same point last year. The school was receiving consultations from as far away as Oxford.
009/24-25	<p>Statutory Duty: Any Other Business Declared</p> <p>None.</p>
010/24-25	<p>Date of Next Meeting</p> <p>Thursday 16 January 2025 at 7pm via Teams</p>

The meeting closed at 9pm

ACTIONS

Minute ref	Action	By Whom	Date Posted	Date Closed
001/24-25	Vice Chair of FP&R to be elected at the next meeting.	All	28.11.24	
002/24-25	Sally Channing to be invited to attend the next meeting.	Clerk	28.11.24	
008b/24-25	AK to liaise with SBM to include previous year's outturn and current year's forecast in budget reports.	AK/SBM	28.11.24	
0084/24-25	Tender process for agreed building works to be commenced.	PG/BS	28.11.24	