

## Cedars Academy

### Governors Finance & Staffing (Resources) Sub-Committee Meeting

Date & Time: Monday 22.02.21, 2:00pm via Zoom

Present: G Morton (Chair), G Neale, P Hills, J Vincent, K Vincent, E Neale, M O'Reilly, M Flowers

Apologies: M Hall, S Kay, P Finn, J Cairns

Item	Discussion Notes	Who
<b>1. Pupil Data/Info</b>		
<b>1.1 COVID-19 Update</b>	1.1 COVID-19 Update: Presentation & Paper from KV provided at C&P Meeting	
1.1.1 Pupil Attendance		
1.1.2 Staff Numbers	Action: GB to note	GB
1.1.3 Testing		
1.1.4 Home Learning		
<b>1.2 September '21: projected numbers: class/year group sizes: September 2021 classes</b>	<p>1.2 School &amp; College projections Sept 21: Provision Planning Statement Dec 2020 distributed prior to meeting and discussed at C&amp;P Meeting.</p> <p>Proposed Provision Plan Capacity of 154 Cedars School and 71 Cedars College.</p> <p>Currently we have set aside x7 places for EYFS aged children and have around x9 places available at KS4&amp;5.</p> <p>Action: MF/EN to hold discussions with Commissioning on 25<sup>th</sup> February, regarding R aged children, waiting list and priority placements. MF/EN to report back to BPDG &amp; F&amp;S.</p>	MF/EN
<b>2. Staffing, Admin &amp; Facilities</b>		
<b>2.1 SAF Report to Governors</b>	2.1 SAF Report distributed prior to meeting.	
	Action: GB to note	GB
<b>2.2 Buildings development update</b>	<p>2.2 SLG liaising with LEC re internal layout/services/data points/ventilation/lighting.</p> <p>Positive feedback from SLG re LEC flexibility and willingness to accommodate revisions.</p> <p>Discussions with LEC re viability of x2 floors of soft play structure; potential raising of the ceiling height to accommodate structure. The floor to ceiling height has been increased to 2.8m to accommodate a larger, two floor soft play structure.</p> <p>The reinforced concrete raft base scheduled for pour 1 Monday 1<sup>st</sup> March and pour 2 Monday 8<sup>th</sup> March. It is anticipated that the use of the annexe will be unaffected by the pour.</p> <p>Action: Progress/Report back to BPDG/FGB</p>	MF

### 2.3 Staffing Issues

2.3 PD request: letter dated 19.02.21 distributed & discussed.

Action: SLG to consider staffing structure to include identification of Physical Development specific teaching and TA roles & report back to BPDG

SLG

## 3 Proposed Leadership Structure

Revised structure: proposed H & DH of School, H & DH College and H Atl x 2 documents distributed prior to meeting, for discussion:

### 3.1 Proposed Leadership Structure 2021 3.2 Leadership Roles and Responsibilities

3.1 CEDARS Leadership Structure 2021. Agreed.  
3.2 Leadership Roles and Responsibilities Redefined Feb 2021. Agreed.

Action: GB to note

GB

### 3.3 Consultation with staff & Unions

3.3 Consultation period with staff and unions will run from 22<sup>nd</sup> Feb – 8<sup>th</sup> March

Action: MF to email all staff and teaching unions re the proposed leadership restructure.

MF

### 3.4 Appointment Process

3.4 Current pay policy and salary structure has been presented to BPDG. Agreed need to prioritise appointments of redefined SLG during February/March 2021. Structure, roles, salary ranges and process have been discussed with HR/SIP. HR have made a recommendation re leadership scales for Deputy and Head roles:  
Deputy: L16-20  
Head: L18-22  
Agreed.

Action: On successful outcome of consultation the x5 posts will be advertised internally, for interview 18<sup>th</sup> March. Interview panel to include governors and SIP (Ann Muxworthy)

Action: GB to note

GB

## 4 Finance System Update & Development

### 4.1 Audit Completion: lessons learned/recommendations

4.1 JV/MG have been liaising with SAGE to find out what information is required from the Agresso system to populate the new system and we can begin to start using the monthly management report functions that we require to inform Governors.

Unfortunately the required information from the LA was not forthcoming but was available from Clive Owen. We are now able to import the figures and get caught up with regards to an accurate financial picture for the Academy, something that we have been unable to perform owing to a lack of figures/information provided.

Action: GB to note

GB

### 4.2 Gateshead LA SLA/Agresso Invoice

4.2 LA Agresso invoice – JV to go through the existing SLA and check which responsibilities have/ have not been delivered upon by the LA before payment is made in full.

Action: JV to feed back to BPDG once this has been done.

JV

5	<b>Budget Monitoring Processes and Projections</b>	<p>JV/MG are now able start to import figures and the budget for the Academy into the SAGE system and provide budget monitoring reports to the Governors as per the Academies Finance Handbook.</p> <p>JV/MF to look into costs for an external Accountant/Finance Officer to support the Academy with this requirement: possible x2 days per month input may be required.</p> <p>Action: Report back to BPDG/F&amp;S</p>	JV/MF
6	<b>Projected Student Numbers Sept 21 and Staffing Implications</b>	<p>Proposed Provision Plan Capacity of 154 Cedars School and 71 Cedars College. Currently we have set aside x7 places for EYFS aged children and have around x9 places available at KS4&amp;5.</p> <p>Staffing implications for Sept 21 for further discussion with SLG once new leadership structure is in place.</p> <p>Action: MF/EN to hold discussions with Commissioning 25<sup>th</sup> February, regarding R aged children, waiting list and priority placements. To report back to BPDG &amp; F&amp;S</p>	MF/EN
7	<b>Fundraising Team/Projects</b>	<p>KV leading Fundraising Team; to include the creation of a Fundraising Pack/Brochure and to allocate projects to Team members.</p> <p>Discussion of developing partnership with SMILE through Sport to enhance fund raising opportunities and to further develop community use of the new facilities.</p> <p>Action: KV to provide progress report to BPDG and F&amp;S. GN/MF to liaise with Stephen and Rachel Miller to discuss future partnership work</p>	KV/GN/MF

Distribution  
F&S Committee  
FGB 01.03.21