



**MILLTHORPE SCHOOL**

**MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING**

**Held on Wednesday 13<sup>th</sup> February 2013 at 6pm**

**Present:** Mr Trevor Burton (Headteacher) Mr Bill Schofield  
Mr Tim Hooper (Chair) Mr Bob Sydes

**In Attendance:** Mr Paul Hay (LA Governor) [until 6.30pm]  
Mr Richard Newton (Community Governor) [until 6.30pm]  
Mrs Helen Thomas (LA Governor)  
Mr Alex Collins (School Business Manager)  
Mrs Sheila Sweeting (Bursar)  
Miss Amy White (Clerk) [from 6.15pm]

		<b>Action</b>
<b>1</b>	<p><b>Apologies for Absence &amp; Declarations of Interests</b> Apologies for absence were received and accepted from Eileen Robertson, Steve Boorman, Penny McIntyre and Mark Glover. Apologies for late arrival were received from Richard Bridge and the Clerk. Notes were taken until the arrival of the Clerk.</p> <p>There were no declarations of interest.</p>	
<b>2</b>	<p><b>Minutes of the previous meeting held on 28<sup>th</sup> November 2012</b> The minutes were agreed as a true and accurate record of the meeting.</p>	
<b>3</b>	<p><b>Matters Arising</b> There were no matters arising not covered by the agenda.</p>	
<b>9</b>	<p><b>SLT Capacity and Budget Implications – previously distributed</b> The Headteacher introduced the paper which outlined the proposal to appoint an additional Assistant Headteacher (AHT) to increase the capacity with the Senior Leadership Team (SLT)</p> <p>With reference to the budget and affordability, the Headteacher highlighted that the school would be receiving £57,000 additional funding following the introduction of the new funding formula. This funding would be permanent and makes the proposal affordable. Governors challenged the possibility of the new post requiring a recruitment premium and the Headteacher clarified that this would be a matter for the recruitment panel to consider.</p> <p><i>Paul Hay and Amy white (Clerk) arrived at 6.15pm.</i></p> <p>Governors considered the immediate shortfall and asked for further information. The Headteacher highlighted that the total cost of the AHT post for 2013-14 would be £62,949 leaving a shortfall from the £57,000 funding of £6,000. The Headteacher acknowledged that there was not a significant amount of budget from which to generate this shortfall, but that income could be increased. It was discussed that lettings would generate additional income, as would a summer school. The new boiler was also highlighted as an area in which efficiency savings would be made.</p> <p>Governors discussed their previous concerns regarding a cumulative deficit and agreed that the additional £57,000 funding was positive. The funding reduced the deficit to a manageable amount that could be addressed through in house savings. Considering previous concerns, governors acknowledged that there had been positive advice from HR regarding the former AHT redundancy and possible challenge and noted that this was outlined within the proposal document.</p>	

	<p>It was noted that all governors had received a copy of the proposal and comments and feedback had been received. Governors were made aware of these comments which highlighted the change in funding position. Governors unanimously approved the proposal for an additional Assistant Headteacher as outlined within the document. Proposed: Bob Sydes                      Seconded: Bill Schofield</p> <p>Governors were made aware that an advert would be published after the February half term for a September 2013 start. Interviews would be held over two days and an interview panel would be arranged.</p> <p><i>Richard Newton and Paul Hay left the meeting at 6.30pm</i></p>	
4	<p><b>Review of Period 9 Monitoring Report – previously distributed</b> Governors reviewed the Monitoring Report for Period 9 and noted that the figures reflected 75% of the financial year. The following aspects were highlighted and discussed:</p> <p><u>Staffing/Supply</u> Current predictions showed a Teaching Staff total overspend of (£17,676) due to <i>Agency Teaching Supply Staff</i> (E26) being higher than anticipated with an overspend of (£15,730). In response to a question regarding supply trends, the Bursar noted that supply cover had increased and explained that supply was used to cover teachers on training courses as well as sickness. Governors asked if the impact of sickness could be monitored and the Bursar replied that the school maintained an accurate record of sickness but not of the specific budget implications.</p> <p>The Headteacher provided a brief overview of the current supply cover, which was for maternity and long term sick, and offered to make available statistics for teacher sickness absence compared to other types of absence. The Bursar also offered to review the actual cost of supply cover for all types of absence and with reference to different budget codes. Governors agreed that this information would be useful. Further considering sickness absence, the Headteacher explained that the school followed the LA Absence Management Procedure and if a member of staff met a sickness trigger point they would have an interview with the Headteacher. Governors were advised that four trigger interviews had been held since September 2012 and the impact of the staffing restructure was considered.</p> <p>Governors were made aware of changes in legislation regarding payment of supply and temporary members of staff and the subsequent impact on the budget.. Governors asked if it was more expensive to employ a supply member of staff and the Bursar advised that it was due to contributing to on-costs.</p> <p>Considering <i>Supply Teaching Staff Costs</i> (E02) and <i>Agency Teaching Supply Staff</i> (E26), governors asked for clarification on the difference between the types of supply cover. The Bursar explained that (E02) presented the budget expenditure for supply cover provided by the LA, LA supply had since become a trading company and supply expenditure was coded under (E26). It was further clarified that the (E02) expenditure was the actual amount prior to LA supply becoming a traded service.</p> <p>In response to a question, the School Business Manager (SBM) clarified that in previous years both LA and agency supply cover was used depending on the post being covered and availability. Governors reflected on the impact of supply staff on the budget and teaching and learning. It was agreed that governors should monitor the impact of supply staff in greater detail.</p> <p><u>Non-Teaching Staff</u> With reference to <i>Education Support Staff Costs</i> (E03), the Bursar highlighted that there had been an under-spend of £17,602. This was a result of a change in contracted hours for some Teaching Assistants and support staff vacancies being filled later than anticipated.</p> <p><u>Buildings and Premises</u> Governors noted the variance of (£12,004) for <i>Energy</i> (E16) and discussed that there were two months remaining to pay but there would be some impact from the new boiler. Governors further highlighted that the percentage of the Energy budget spent was 49.9% and asked the Bursar why this percentage did not reflect the 75% of the current financial year. The Bursar explained that the school was paying in arrears and the winter bills were anticipated.</p>	<p>Head</p> <p>Bursar</p>

The SBM made governors aware that the school was awaiting an invoice for work completed on the old boiler in the region of £5,000 - £6,000 and additional expenditure for temporarily heating classrooms. This would appear as expenditure under *Buildings Maintenance and Improvement* (E12) and show a potential overspend of approximately (£5,000). Considering the installation of the new boiler, governors were made aware that the LA would open an account to process all payments and the boiler would then be under warranty.

Following governor questions, it was noted that *Catering Supplies* (E25) showed an estimated variance for the following two terms as the Free School Meals (FSM) numbers were unknown.

Learning Resources

Considering the overspend of (£6,490) for *Learning Resources* (E19), governors were advised that subject departments would buy resources (e.g. revision guides) which would then be sold to pupils. Governors further noted that £20,000 income was from the departments for capitation.

Supplies and Services

Governors were made aware that Pupil Premium expenditure had been budgeted under *Special Facilities* (E24) which had an estimated remaining budget of £26,237. It was proposed that the remaining balance from (E24) should be transferred to cover staffing costs (E01) as there had been significant expenditure on staffing to provide targeted intervention. The interventions had supported and significantly impacted on the attainment and progress of pupils eligible for Pupil Premium. The Headteacher further clarified that the Pupil Premium support had included TA support in Y11 and reading catch-up in Y7.

Governors discussed the importance of monitoring and presenting the expenditure of Pupil Premium funding and the impact on the eligible pupils. It was considered that one way of demonstrating impact could be by presenting the salary required to provide targeted intervention in comparison to the predictions and outcomes of the pupils supported.

Governors asked what the *Loan Interest* (E29) referred to. The Bursar explained that LA funding was allocated as a lump sum and received in twelve equal installments. Some of the funding would be spent by the LA on behalf of the school and if this was more than expected then the school would be charged interest. The school would then have the option to pay the negative cash flow as a lump sum.

Income

In response to a governor question, it was clarified that *Standards Funds* (I05) referred to Pupil Premium Funding and *Other Government Grants* (I06) represented teacher training agency grants and additional DfE grants.

**5 Schools Financial Value Standards – previously distributed**

The SBM noted that the previously agreed amendments to the SFVS had been made and governors had received the most up-to-date version. It was discussed that the SFVS was a work in progress and could be submitted to the LA with the answers ‘No’ and ‘In Part’ and that it was important to show that a plan was in place to address and monitor these areas.

Governors approved the SFVS for submission to the LA and it was signed by Bob Sydes, Chair of Governors.

The Bursar tabled an SFVS timetable for 2013/14 which outlined when the Finance and Staffing Committee would review sections of the standard. Governors expressed that the timetable was beneficial and thanked the Bursar. The Clerk agreed to e-mail a copy of the timetable to the Committee members.

Governors discussed the skills and competency matrix which was part of the SFVS and the Headteacher offered to send the Chair the financial questionnaire to distribute to the committee.

Clerk

Head

**6 School Fund – previously distributed**

Governors reviewed the School Fund, which had been previously distributed, and noted the General Fund reserve balance of £7,399.53.

Further to discussions held in previous meetings regarding linking the School Council to the School Fund, governors agreed that it would be beneficial to allocate a budget to the School Council. Considering the money raised by the School Council, governors noted that this money

	<p>was raised for charity and reflected the values of the school.</p> <p>In response to a question the Bursar clarified that the School Fund money came from voluntary contributions, school trips, visits and fundraising.</p> <p>Considering school trips and visits, governors asked how the school covered the cost for families that could not afford to attend. The Headteacher explained that if the trip was during curriculum time then the cost would be absorbed. Any remaining balance of less than £10 per pupil would be put into the School Fund Reserve to support this. Balances over £10 per pupil were refunded. If the trip was outside of curriculum time then the pupil would attend depending on parents being able to meet the payment. The exception would be for pupils eligible for FSM, for which there would be support.</p> <p>Governors discussed the number of trips and visits held throughout the academic year and considered the possibility of collaborating with other schools to ensure that trips could go ahead. The benefits and challenges of collaboration were considered and it was agreed that further discussion could take place in a future meeting.</p> <p>Governors acknowledged that parents did not have a clear plan of potential trips and costs and expressed that this would be beneficial.</p>	
7	<p><b>Benchmarking – previously distributed</b></p> <p>Governors reviewed the Benchmarking data and the Bursar highlighted that the data was from 2011/12. The following areas were highlighted:</p> <ul style="list-style-type: none"> <li>· Teaching Staff Total – 64.7% of expenditure: all expenditure was a percentage of total expenditure and it was agreed that it would be beneficial to look at teaching staff totals in further detail and against national levels.</li> <li>· Pupils to Teacher Ratio – 15.7: A high ratio providing economic and efficient class sizes.</li> <li>· Educational Support Staff – 10.78% of expenditure: The Headteacher highlighted that this had increased in 2012/13.</li> <li>· Admin and Clerical Staff – 3.39% of expenditure: Lowest of the comparison schools, governors acknowledged the pressure in the general office and finance and noted that hours had increased slightly to meet demand.</li> <li>· Premises Staff – 1.53% of expenditure.</li> </ul> <p>Governors were made aware that comparisons could be made with schools locally and nationally and across a variety of categories and criteria (e.g. pupil intake, income and expenditure).</p> <p>Learning Resources expenditure was reviewed and governors asked if this area could be linked to achievement. The Headteacher expressed that he would like to allocate an increased amount of budget to Learning Resources and noted that he would welcome suggestions for expenditure to improve standards.</p> <p>Text books and online text books were discussed as a possible future expenditure and it was noted that the new funding formula could provide the opportunity to invest in more text books, allowing pupils to explore subjects in more depth. The Headteacher informed governors that 20 pupils and 10 members of staff would be trialing computer tablets in English and the effectiveness would be monitored to create a realistic view of the benefits.</p> <p>Governors agreed that a beneficial next step would be to benchmark against pupil funding.</p>	
8	<p><b>Lettings Charges – previously distributed</b></p> <p>The SBM presented the lettings charges and explained that the charges had not increased from the agreed amounts but had been presented in a simplified way to highlight the variety of ways lettings could be charged (e.g. per hour and per half day).</p> <p>In response to governor questions, the SBM clarified that charges were in line with other local schools offering similar facilities. Current lettings had been aware of the facilities by word of mouth or association as lettings had not yet been actively promoted. Lettings would be advertised on the school website and a flyer would be produced as further marketing.</p> <p>Governors considered insurance and liability and were advised that all lettings were required to provide a copy of their insurance and groups should have their own liability cover.</p>	

	<p>Governors asked what proportion of the income from lettings was profit. Heating and lighting costs were considered and it was acknowledged that this was difficult to proportion the amount of profit. It was agreed that it would be beneficial to compare fixed and variable costs to the income generated from lettings with a view to see the profit. This would include the cost of individuals opening and closing the school and the full cost on the school in such areas as energy. The Bursar highlighted that the income from letting was approximately £27,000.</p>	
<p><b>10</b></p>	<p><b>Policies</b>  <b>10.1 Redundancy – previously distributed</b>  Governors noted that the Policy was an LA model and had not received any changes. Governors unanimously approved the Policy.</p> <p><b>10.2 Staff Discipline, Conduct and Grievance Procedures – previously distributed</b>  Governors noted that the Policy was an LA model and had not received any changes. Governors unanimously approved the Policy.</p> <p><b>School Pay Policy</b>  The School Pay Policy was tabled and governors were informed that it was an LA model policy with school specific annexes. The SBM highlighted sections that had received minor changes since February 2012 and noted that the policy would receive substantial changes in September 2013 in light of the changes to pay and progression.</p> <p>Governors took some time to review the policy and highlighted changes and the Policy was unanimously approved.</p> <p>Governors were advised that Lesley Buckley (Headteacher’s PA) would ensure that the policies received a cover page which would show the date of approval. It was further noted that Lesley was working on a central list of policies for review and the policies would be uploaded onto the website.</p>	
<p><b>11</b></p>	<p><b>Confidentiality</b>  There were no items of confidentiality</p>	
<p><b>12</b></p>	<p><b>Dates of future meetings – all at 6.00pm</b>  Thursday 2<sup>nd</sup> May 2013  Tuesday 18<sup>th</sup> June 2013</p> <p>The Bursar made governors aware that the Start Budget needed to be finalised by 3<sup>rd</sup> May which was the day after the next Finance and Staffing Committee meeting. It was proposed that a working group should meet in the week commencing 22<sup>nd</sup> April to discuss the Budget before approval on 2<sup>nd</sup> May. Governors agreed to the proposal and the Chair offered to e-mail a date and time.</p> <p>Governors were informed that a Pay Review Committee consisting of three governors was required to review pay, progression and performance management. The Headteacher explained that he would make recommendations to the Pay Review Committee who would be able to confidentially discuss the recommendations before presenting them to the Finance and Staffing Committee. The Chair offered to e-mail further information to all governors.</p>	<p>Chair</p> <p>Chair</p>
	<p>Meeting ended at 8.15pm.</p> <p>_____</p> <p><b>Mr Tim Hooper</b>  <b>Chair of Finance &amp; Staffing Committee</b></p>	<p>_____</p> <p><b>Date Signed</b></p>

**Action Plan following the Meeting of the Finance Committee Meeting  
Held on Wednesday 13<sup>th</sup> February 2013**

<b>Action</b>	<b>Agenda</b>	<b>Person</b>	<b>Date</b>
Produce statistics for teacher sickness absence compared to other types of absence	4	<b>Head</b>	02.05.13
Review the cost of supply cover	4	<b>Bursar</b>	02.05.13
E-mail a copy of the timetable to the Committee members	5	<b>Clerk</b>	asap
E-mail financial questionnaire to Chair for distributed to committee	5	<b>Head/Chair</b>	As appropriate
E-mail date and time for Start Budget working group meeting	12	<b>Chair</b>	asap
E-mail all governors regarding pay review committee	12	<b>Chair</b>	asap

**Standing Items:**

- School Fund

**Items for Future Meetings:**

- Teacher absence report
- Benchmarking against Pupil Funding
- Lettings profit