



MILLTHORPE SCHOOL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING

Held on Wednesday 13th February 2013 at 6pm

Present: Mr Trevor Burton (Headteacher) Mr Bob Sydes
 Mr Tim Hooper (Chair) Mrs Helen Thomas
 Mrs Eileen Robertson

In Attendance: Mr Alex Collins (School Business Manager)
 Mrs Sheila Sweeting (Bursar)
 Miss Amy White (Clerk)

		Action
1	<p>Apologies for Absence & Declarations of Interests Apologies for absence were received from Steve Boorman and Richard Bridge. The Chair highlighted that the committee was low on numbers with only seven members. It was discussed that if Bill Schofield (former Parent Governor) was re-elected he would re-join the committee. The Chair expressed that an additional member would also be beneficial.</p>	
2	<p>Minutes of the previous meeting held on 28th November 2012 The minutes were agreed as a true and accurate record of the meeting and were signed by the Chair.</p>	
3	<p>Matters Arising With reference to the Action Plan, governors noted that all actions had been completed. Helen Thomas noted that she had not received a copy of the financial questionnaire or financial timetable and it was agreed that these would be sent by the Clerk and Chair.</p> <p>Governors discussed the financial questionnaire, which had been circulated to members of the committee, and suggested that the questionnaire should be circulated to all governors. The Chair offered to discuss with Jonathan Deamer (Curriculum Support) how to make the questionnaire accessible to all governors.</p> <p>Considering the Pay Review Committee, the Headteacher highlighted that there would be significant changes to Teachers' Pay and Conditions from September 2014 and the Pay Review Committee should be briefed in detail. A considerable change was that teachers would no longer receive an automatic pay increment and, in light of this, the school would need to ensure procedures and pay reviews were firm and robust. Governors were informed that a new Pay Policy was required for September 2013 and staff would need to be informed that their pay progression for 2014 may depend on their 2013 performance management objectives.</p> <p>Governors agreed that the procedures and reviews needed to be robust and further discussed that pay would be dependant on performance. In light of the information and discussions it was agreed that a robust Performance Management Committee, with Terms of Reference, would be set up to review performance related pay. Following further discussion, it was agreed that the Performance Management Committee would consist of three governors who, due to their expertise, would be members of the Finance and Staffing Committee. Governors acknowledged that the information discussed within the PM Committee would be confidential but elements would be reported to the Finance and Staffing Committee and Full Governing Body in an anonymised format.</p> <p>Governors asked if the PM Committee meetings would need to be clerked. It was clarified that they would not be to be clerked but a formal template would be used to record discussions and evidence. This information would be confidential and kept in the individual's personnel file.</p>	<p>Chair/ Clerk</p> <p>Chair</p>

	<p>The Chair offered to e-mail all committee members for ask for volunteers to be part of the Performance Management Committee. Once he had confirmed membership, the Chair reported that he would formalise the committee and produce terms of reference.</p> <p>Grievance panels were discussed and the Headteacher highlighted that the governors who were part of the Grievance Panel could not hear appeals, these must be heard governors who did not have prior knowledge of the grievance. The Clerk was asked to seek further information regarding performance management grievance panels in light of the new Teachers' Pay and Conditions.</p> <p>Governors discussed the circulation of information to the Committee and the Headteacher suggested creating a Finance and Staffing e-mail address which would automatically redirect e-mails to the personal e-mail addresses of the Committee members. Governors agreed this would be effective and should be set up for all governors committees. The Clerk agreed to send an up to date committee membership list and governors contact details to Alex Collins.</p>	<p>Clerk</p> <p>Clerk / A Collins</p>
<p>4</p>	<p>Start Budget 2013-14 (<i>previously distributed</i>)</p> <p>The Chair noted that a working party had met to review and discuss the Start Budget. Alex Collins (School Business Manager) reported that when the working party had met the budget was showing a potential deficit of approximately (£19,000). Alex then explained that at the current time of year there was potential for a number of staffing changes to take place. Since the meeting of the working party, staff appointments had impacted the budget to show a Carry Forward surplus of approximately £6,000.</p> <p>Governors were advised that no further changes had been made to the Start Budget following the working party meeting. Questions and comments were invited.</p> <p>The Chair highlighted that there was a small amount of unallocated funding available which could be impacted by unforeseen circumstances, such as a requirement for absence cover. The small allocation of Capital Funding could present a challenge unless further funding was received from the LA. Governors noted that the school would need to continue to pursue additional funding and the Headteacher stated that Capital funding had formed part of the Academy consideration. Considering Ofsted, the Headteacher encouraged governors to highlight to an Inspector the challenges faced by the school as a result of low funding and how these challenges were addressed (e.g. value for money).</p> <p>The amount of funding provided per pupil was discussed and governors were made aware that the average allocation was in the region of £5,000 to £8,000. The Headteacher highlighted that the school received approximately £4,000 and was significantly underfunded in comparison to local schools.</p> <p>Governors asked if the Start Budget was submitted to the LA with the additional notes attached. Sheila Sweeting (Bursar) clarified that the notes were for governors and the LA received a single sheet containing headline figures.</p> <p><u>Agency Teaching Staff Costs (E26)</u> was considered and it was noted that there had been some clarity issues regarding allocation of budget. Governors were advised that Alex and Sheila were addressing these issues. Sheila reported that Continuous Financial Reporting (CFR) was submitted to the Department for Education (DfE) for benchmarking and the CFR would be impacted if cover was recorded differently. Sheila clarified that if a teacher was replaced by an agency teacher then it would give the impression that the school had fewer teachers. Governors discussed benchmarking and how the school could be reflected in the information provided.</p> <p>With reference to <u>Energy (E16)</u>, governors asked if the new boiler had been signed off. Alex replied that the boiler was running and that some blocks could be isolated to control consumption, however, costs were still impacted by weather and tariffs. In response to a question regarding tariffs and providers, Sheila advised governors that the school's provide was YPO and she did not think that the school would receive a better deal elsewhere.</p> <p>The Headteacher reported that some of the boiler sensors needed adjusting to improve temperature control but difficulties could arise as a result of the current zones.</p> <p>In response to a question regarding windows, Alex confirmed that new windows are due to be installed in the summer, with a further phase to follow next year and the roof of the C/D Block will be insulated as part of this work.</p> <p><u>ICT Learning Resources (E20)</u>: The Headteacher reported that improvements in ICT had been</p>	

	<p>made and further work was being completed to improve the network. Alex reported that the school would be buying into an IT network service provider from September and it was likely that the provider would be Vital. In response to a question regarding a contract, Alex confirmed that there would be a three year commitment and the scope of the work provided by Vital would change each year.</p> <p>Governors asked if the school would be going to tender for the service. It was clarified that though the assumption was to buy into services supplied by Vital, there would be some form of tender.</p> <p>The Headteacher reported that the school was aiming to install a new telephone system to address frustration felt by parents who could not contact individuals or leave a message. Governors were informed that the school had 20 direct phone lines but not all of them were enabled or in a suitable position. Extra lines could not be added as the system was at capacity and this had resulted in mobile phones being leased.</p> <p>Governors asked if the school had a protocol for responding to voicemail messages. Alex reported that a Customer Services protocol was being produced with assistance from the office staff.</p> <p>In response to a question regarding planned works, governors noted that a fence would be erected at the top of the bank with steps leading to the hockey pitch, The Headteacher highlighted that the proposal for an Astroturf pitch had not been incorporated into the budget. He explained that, if the proposal was approved, the school would need to raise funds in the region of £30,000. It was noted that the proposals were in their early stages but Friends of Millthorpe had offered support with raising funds.</p> <p>In response to a question it was confirmed that the Astroturf would be available for community use as this was a focus of the school.</p> <ul style="list-style-type: none"> · Governors unanimously approved the Start Budget 2013-14 and it was signed by Bob Sydes (Chair of Governors) 	
<p>5</p>	<p>School Fund</p> <p>Sheila Sweeting reported that the Year End had not been completed but highlighted that the Balance was just under £20,000 and Reserves were just under £8,000. The majority of the school trips had balanced with one still overdrawn. Governors noted that the School Fund would be audited in July.</p> <p>For the sake of new members on the committee, Sheila explained that the School fund was a registered charity and all charity money, donations or income for trips and visits would be processed the Fund. Governors noted that if this income was incorporated into the school's main budget it would inflate the overall income.</p> <p>Sheila clarified that there would occasionally be a surplus from a school trip. If this surplus exceeded £10 per pupil it would be refunded but if it was less than £10, the surplus would be allocated to the School Fund.</p> <p>In response to a question it was clarified that lettings income was not part of the School Fund as this income was generated using premises.</p>	
<p>6</p>	<p>Teacher Absence Report</p> <p>Following discussions at the previous Staffing and Finance Committee meeting, relating to supply cover expenditure, Helen Thomas reported that she had carried out a link governor visit to review the use of supply. Helen's link governor visit form had been previously circulated to all members of the committee.</p> <p>Helen reported that she had met with Alex Collins and reviewed supply and absence data for the current year and previous two years. The data had showed a slight increase in supply expenditure but a decline in unplanned absence. Helen highlighted that despite challenging and stressful times, sickness absence was low and this reflected the commitment of staff.</p> <p>Governors discussed the various types of absence cover required which included cover for professional development, interviews, school trips and sickness. Helen expressed that that covering all types of absence from the supply budget had created a negative picture by suggesting there was a significant amount of unplanned absence. She suggested that supply expenditure for fixed term contracts, such as maternity leave and temporary staff vacancies, should be included within the overall staff budget, rather than the supply budget.</p> <p>Sheila Sweeting reported that discussions had taken place to consider how to differentiate the</p>	

types of cover within the budget but differentiation was not ideal as it would present further budget difficulties.

Helen informed governors that she had reviewed legislation relating to cover which stated that teachers should 'rarely' provide cover. Governors were informed that the school did not have a policy for cover and Helen recommended creating one to, among other things, outline the school's understanding of 'rarely'. Helen expressed that cover within school was being managed well but there was no supporting documentation to clearly state the procedures in place.

The Headteacher explained that the teachers did not cover sickness absence and expressed that any written procedures and policies would need to be created with sensitivity to the staff. He further explained that the teachers were very supportive of each other and this support was working well without being procedural.

Helen explained that monitoring was carried out by the Cover Manager to ensure that a class, group or individual pupil did not receive a disproportionate amount of supply teaching. Governors discussed that pupils and parents did not always consider supply to be a positive type of cover and work could be done to address this perception and get feedback from the pupil voice on types of cover.

The Headteacher advised that the school currently had a long term absence which had been difficult to cover with supply. To address this issue the school had advertised and appointed a teacher for one term. Governors raised a concern that cover could undo the positive work that was taking place. The Headteacher expressed that the appointment had been positive and was made to minimise disruption. The Head of Department was working hard to minimise the impact on pupils' attainment and progress. Governors asked if the impact of such situations on pupil progress and attainment was monitored. Helen replied that due to the number of variables that could impact pupils, it was difficult to monitor the specific impact of supply cover. To try and mitigate detrimental impact, the Headteacher reiterated that classes who had received significant amounts of cover during a year would be highlighted and steps taken to reduce the amount of cover they received in future years.

In response to a question regarding contacts for supply cover, the Headteacher clarified that a list of contacts was maintained and most of the contacts were registered with the LA. Helen expressed that the Cover Manager and Cover Supervisors worked to informal procedures that they were collectively aware of but that were not written down. Helen suggested that it would be beneficial to formalise this information in case there were future staffing changes. Alex explained that the broad principles for cover were known across school and the SLT knew all procedures. He did not think it would be necessary in an education setting to demonstrate and document the exact procedures.

Helen was thanked for her link report and it was confirmed that her written report would be sent to Jonathon Deamer to be uploaded onto the school website.

J Deamer

7 Benchmarking against Pupil Numbers

Following a request at the previous committee meeting, governors received benchmarking data against pupil funding. This information had been previously distributed.

Governors highlighted that there had been an increase in admin and clerical staff over recent years but the data showed low expenditure in this area compared to similar schools. Sheila explained that the data provided was from 2011-12 and would not reflect the recent increased expenditure on admin and clerical staff. Governors discussed that 2012-13 data would reflect significant changes and asked when this data would be available. Sheila advised that the next round of benchmarking data would not be available until November 2013.

From the data provided, governors asked why the school had spent less on exam fees than other similar secondary schools. The Headteacher explained that some schools would enter pupils for additional courses and the data would also reflect schools with a sixth form. In response to a question the Headteacher confirmed that iGCSE, multiple entries and vocational exams would increase the data for the current year.

Sheila reported that benchmarking was recommended in the School Financial Value Standard (SFVS) and was timetabled for governors to review once a year. Sheila noted that when benchmarking was next reviewed she would circulate data produced against the percentage of overall income and against pupil funding.

	<p>Governors enquired about Pupil Premium discussed that they were required to monitor how the funding was being spent. It was agreed that an analysis report would be presented at the next Finance and Staffing Committee meeting.</p>	Head
8	<p>Policies</p> <p>8.1) Budget Management (<i>Previously distributed</i>) Alex Collins reported that the Budget Management Policy was an LA model policy which had been adapted slightly to make it relevant to the school. The changes to the Policy were highlighted as the inclusion of the Best Value statement and slight terminology changes.</p> <p>Governors were advised that as members of the Finance and Staffing Committee they should be familiar with the Policy. Questions and comments were invited.</p> <p>In response to question regarding the level of knowledge governors were required to have, the Headteacher clarified that Inspectors would ask what information governors received and what they reviewed.</p> <p>In response to a question regarding services to school, Sheila clarified that the services were reviewed before the end of the financial year and agreed for the following year. Governors would acknowledge the details of the existing contracts and discuss any changes or issues during a meeting.</p> <p>Governors noted that the Terms of Reference for the Committee should be annexed to the Policy and the terms had been approved at the first committee and full governing body meeting of the year. The Clerk agreed to e-mail a copy of the terms to new members of the committee.</p> <p>Governors suggested that all policies should include the date on which they were approved and when they needed to be reviewed. Alex confirmed that a standard cover would be produced for all policies.</p> <ul style="list-style-type: none"> · Governors unanimously approved the Budget Management Policy <p>8.2) Lone Working (<i>Previously distributed</i>) A question was raised regarding the schedule for approving policies and if policies needed to be approved or just noted. The Headteacher clarified that all policies needed to be approved, with some delegated to committees and others retained by the FGB. Considering review and approval periods, some policies needed to be reviewed and approved annually while others were every three years. Alex explained that the school was reviewing the policy cycle to ensure there was a clear review period.</p> <p>Governors were informed that the site staff were aware of the Lone Working Policy and implemented it. The Headteacher highlighted that the concern had been with staff working in the holidays. To address this concern, the Policy would be publicised to all staff at the start of every holiday.</p> <ul style="list-style-type: none"> · Governors unanimously approved the Lone Working Policy <p>8.3) Redundancy (<i>Previously distributed</i>) Governors were advised that the Redundancy Policy was a model HR policy which could not be changed and the date, January 2010, was when it was last reviewed by HR.</p> <ul style="list-style-type: none"> · Governors unanimously approved the Redundancy Policy <p>Alex informed governors that City of York Council (CYC) had a HR manual which contained statutory and non-statutory policies. For statutory policies Alex suggested that governors continued to receive and review the policies as best practice. However, for non-statutory policies which the school adhered to, it was proposed that governors review and adopt the HR manual as a whole on an annual basis.</p> <ul style="list-style-type: none"> · Governors agreed to the above proposal to adopt the HR Manual's non-statutory policies as a whole on an annual basis. <p>8.4) Whistleblowing (<i>Previously distributed</i>) Governors noted that the Whistleblowing Policy was non-statutory but was recommended for adoption. Governors noted that the school should highlight to staff where they could access the policy.</p>	Clerk

	· Governors unanimously approved the Whistleblowing Policy	
9	Confidentiality There were no items of confidentiality	
10	Dates of future meetings – all at 6.00pm Tuesday 18 th June 2013	
	Meeting ended at 8.00pm.	
	_____	_____
	Mr Tim Hooper Chair of Finance & Staffing Committee	Date Signed

**Action Plan following the Meeting of the Finance Committee Meeting
Held on Wednesday 2nd May 2013**

	Action	Agenda	Person	Date
1.	E-mail Financial Questionnaire and Financial (SFVS) Timetable to Helen Thomas	3	Chair / Clerk	asap
2.	Discuss making Financial Questionnaire accessible to all governors	3	Chair / Jon Deamer	As appropriate
3.	Research grievance panels considering changes to Teachers' Pay and Conditions	3	Clerk	18.06.13
4.	Send up to date committee membership and list of governor contact details to Alex Collins	3	Clerk	asap
5.	Create e-mail addresses for committees which automatically redirect to personal e-mails	3	Alex Collins/Jon Deamer	As appropriate
6.	Upload link reports to school website	6	Jon Deamer	As appropriate
7.	Provide an analysis report for Pupil Premium funding	7	Headteacher	18.06.13
8.	E-mail Terms of Reference to new committee members	8.1	Clerk	asap

Items for Future Meetings:

- Pay Policy
- Performance Management Policy
- Pupil Premium funding analysis report