



MILLTHORPE SCHOOL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING

Held on Tuesday 18th June 2013 at 6pm

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

In Attendance: Mr Alex Collins (School Business Manager)
Mrs Sheila Sweeting (Bursar)
Mr Tim Moat (new parent governor)
Miss Amy White (Clerk)

		Action
1	<p>Apologies for Absence & Declarations of Interests New parent governor, Tim Moat, was welcomed to his first meeting and round the table introductions took place.</p> <p>Apologies for absence were received from Richard Bridge and Bob Sydes. There were no declarations of pecuniary interest. Tim Moat noted that he carried out a voluntary communication role, one day a week, at Manor Academy.</p>	
2	<p>Minutes of the previous meeting held on 2nd May 2013 Subject to typing amendments, 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:</p> <ol style="list-style-type: none"> 1) Completed 2) Ongoing: The Chair had spoken to Jon Deamer (Curriculum Support) regarding the financial questionnaire and Jon would be actioning the request to make the questionnaire available online to all governors. Governors discussed that the questionnaire was a beneficial skills indicator and could be used to highlight potential committee members. 3) Completed. Governors were informed that there would be further information circulated regarding pay grievance panels and training would be available in due course. 4) Completed 5) Completed. Alex Collins (Business Manager) reported that he had discussed setting up a committee e-mail address with the Network Manager. E-mails sent to the committee address would go through a proxy address at the school and be automatically redirected to governors' personal e-mail addresses. 6) Ongoing: Governors noted that a number of link report forms had been received and uploaded onto the school website, but more were required. The Headteacher highlighted that the Quality and Curriculum Committee had discussed the process for submitting the report forms and agreed that the completed form should be e-mailed to the link member of staff and Jon Deamer to allow Jon to publish it to all governors as soon as possible. The Clerk agreed to e-mail the visit form to all governors and outline the process. 7) On agenda under Item 6 8) Completed <p>With further reference to action point 3, the Headteacher reported that teachers' pay and conditions were changing significantly and new pay review procedures would need to be arranged. Pay progression would be based on performance and the draft model Pay Policy, produced by the LA and reflecting the changes, would be reviewed at a Full Governing Body meeting. Considering criteria for progression, the Headteacher highlighted that recent success had been a result of teamwork and it was important to considering the wider picture when reviewing</p>	Clerk

	<p>performance and pay. Governors asked if there would be scope to include an element for team reward. The Headteacher explained that as long as procedures were clear there would be some flexibility.</p> <p>Governors discussed the importance of performance management and were reassured that most teachers were not concerned about differentials as long as the system was fair. The Headteacher further noted that teachers had been generally accepting of the increased amount of observations and valued the working relationships that had been developed.</p> <p>There were no further 'Matters Arising' not covered by the agenda.</p>	
4	<p>Budget Monitoring</p> <p>Governors received the Budget Monitoring Report Period 1, which had been previously circulated. Sheila Sweeting (Bursar) tabled Period 2 and explained that it had been recently completed.</p> <p>Governors reviewed the tabled document and noted that it represented 16.7% of the year. Considering this percentage, governors asked why <i>E08: Indirect Employee Expenses</i> and <i>E15 Water and Sewerage</i> showed a "% budget spent" figure of 43.8% and 18.8% respectively. Sheila explained that E08 included irregular expenditure, for example, staff advertising and eye tests. A £10,000 budget had been included for advertising and approximately £5,000 of this had been spent. The Headteacher further explained that it was a peak advertising period following the resignation deadline date of 31st May. Unexpected absence (maternity, sickness) also impacted on the expenditure and percentage.</p> <p>Regarding E15, Sheila noted that the water and sewerage bill was paid quarterly.</p> <p>Governors discussed the dates for future committee meetings and requested that they be aligned with key financial deadlines and reports in order to ensure the figures received were the most up to date. Alex Collins noted that proposed dates had been received from the Clerk which considered the key dates and were more evenly spaced than the current year. The Headteacher further highlighted that, during the current year, financial information had been received late from the LA due to national changes. Governors briefly discussed the changes to the national funding formula and possible future changes that could significantly impact schools.</p> <p>The Chair acknowledged that the budget had balanced over the years and this was positive.</p>	
5	<p>School Fund</p> <p>The School Fund position as at 12th June 2013 had been previously circulated and Sheila Sweeting explained that the Year End Fund of 31st March 2013 had been sent for auditing.</p> <p>From the information provided, governors noted that £283.54 had been raised for charity through non-uniform days. Governors expressed that this was a positive amount and agreed that the pupils and staff efforts and success should be acknowledged.</p> <p>Considering school trips, governors asked if there had been a conscious effort to reduce the number taking place. The Headteacher reported that there had not been a conscious effort to reduce trips but some trips failed to attract a sufficient number of pupils to enable them to go ahead. The Chair expressed that trips were a positive experience for pupils and staff and the Committee should be conscious of the trips taking place and consider possible alternatives if a trip was too expensive to attract sufficient numbers.</p> <p>Governors considered the difficulties for families in meeting the cost of the trips. The Headteacher highlighted that a proportion of Pupil Premium funding could be spent on the trips but this would only support eligible pupils. He expressed that there would be some pupils not eligible for pupil premium funding who would also have difficulties meeting the cost. It was discussed that the school did not have sufficient budget to support these families but Friends of Millthorpe may decide to support the curriculum trips. The Headteacher highlighted that this could cause some difficulties for the school as robust procedures would need to be in place and the school might be required to means test families.</p> <p>It was noted that funding had previously been secured for pupils in difficult circumstances through the Children's Trust which met three to four times a year. Governors agreed it would be beneficial to know when these meetings were taking place.</p>	

6	<p>Pupil Premium The Headteacher tabled a Pupil Premium Funding Evaluation 2012-13 and governors took time to read through the document. Questions and comments were invited.</p> <p>It was clarified that funding was received annually at the beginning of the financial year and the £68,922 figure was the total for academic year 2012-13; therefore including a proportion of the 2011-12 and 2012-13 funding allocation.</p> <p>Following questions, Alex Collins confirmed that an evaluation of impact for 2012-13 would be presented in the autumn term. Though some impact analysis was available (e.g. Reading Catch-up) the year end testing data was not available. Governors agreed it was preferable to evaluate the impact of actual data rather than estimates.</p> <p>Governors asked if there was an expenditure plan for 2013-14 and it was confirmed that a plan was being populated. Governors were informed that the 2013-14 plan included types of intervention but there was additional work to be carried out from a financial perspective. Alex explained that the plan would be updated following the analysis of the 2011-12 expenditure and impact.</p> <p>A governor highlighted that there would be some difficulties with analysis and allocation as non-pupil premium pupils benefitted from the interventions but school needed to report specifically on how expenditure directly impacted eligible pupils. Considering this, governors asked if reports from other schools had been considered. Alex replied that he had researched other school reports and looked at the DfE case studies in order to find a format to support the school. It was acknowledged that sophisticated work was taking place to produce a narrative of how the school was supporting eligible pupils and accounting for expenditure. Alex noted that the tabled document reflected the accounting of the funding.</p> <p>Governors asked where the full narrative would appear. The Headteacher clarified that Tim Gillbanks (Assistant Headteacher) was working on the narrative and explained that pupils were identified for an intervention initially as a result of under achievement then eligibility for pupil premium would be considered. Governors noted that the Director and Assistant Director of Inclusion were working with Free School Meals (FSM) and Pupil Premium Pupils and a Student Support Officer was addressing social and economical barriers. The Headteacher stated that in 2013-14 all teachers would know who their Pupil Premium pupils were and would be asked about their progress.</p> <p>Governors discussed how they would analyse the impact of interventions in terms of value for money. The Headteacher expressed that if the achievement gap did not narrow then the expenditure would be scrutinised. It was noted that the school drive was to raise achievement across the whole school and this could present difficulties narrowing the gap. However, the interventions and support would help pupils to make progress.</p>	
7	<p>Policies</p> <p>7.1) Allegations of Abuse Against Staff <i>(previously distributed)</i> Governors received the policy and asked if it had been implemented and if so, had it been effective. The Headteacher reported that the policy had not been used since he was appointed at the school in 2011.</p> <p>Governors then asked if the Code of Conduct, Criminal Record Bureau check forms and other documentation referred to within the document were available. The Headteacher confirmed that the documentation was in place and available through the staff handbook and Safeguarding Policy.</p> <p>Alex Collins confirmed that the policy was an LA policy and the most recent version. He then acknowledged that the Unions had approved the policy.</p> <p>7.2) Staff Discipline <i>(previously distributed)</i> Governors received the policy and asked if it had been implemented and if it had been effective. The Headteacher replied that sections of the policy had been effectively implemented. He noted that to take a member of staff through the full procedure there was a requirement to provide written warning and outline that the member of staff could be accompanied by a friend or Trade Union representative.</p> <p>Governors asked if the full governing body would be informed if the procedure was taking place. The Headteacher explained that the Chair of Governors would be informed if a dismissal panel might be required. Prior to a dismissal, the governing body would not receive details specific to the</p>	

case as they would need to be impartial in order to hear the case for dismissal and any subsequent appeals.

7.3) Grievance Procedures *(previously distributed)*

Governors received the policy and asked if it had been used and if it had been effective. The Headteacher noted that the procedure had not been used during his time at the school but he had experienced similar policies in his other schools. He noted that the full governing body was not involved in the full procedures. This ensured that governors remained impartial in the event that they were required to be involved in an appeal.

Referring to sections 1.1 and 1.2 of the policy, governors asked if there would be a separate grievance policy referring to pay following the recent changes. The Headteacher clarified that appeals procedures were built into the new Pay Policy.

Governors asked for information on the review period for policies and Alex explained that a number of critical policies (financial, safeguarding and child protection) had a review period of one year. The review period for routine policies had been agreed by the school as three years. The Headteacher reported that Alex was devising a schedule for all school policies and this would be reviewed with the Executive Committee regarding review period and committee.

The Committee's Terms of Reference were considered and it was agreed that it would be made explicit which policies the committee had delegated responsibility to approve. Due to some uncertainty regarding the above discussed policies, governors agreed these would be ratified by the Full Governing Body.

- Governors unanimously approved the Allegations of Abuse Against Staff Policy, Staff Discipline Policy and Grievance Procedures for ratification by the Full Governing Body.

8 SIP Actions

Following a suggestion from Alex Collins to formally report on the progress of finance related School Improvement Plan actions, governors unanimously agreed that the item would become a standing item on all of the committee's agendas.

8.1) Evaluation of contracted services

Governors were informed that Alex and Sheila regularly reviewed all contracted services. A register of services was tabled for information and it was noted that the document was a live document and outlined each service, the contractor, value per annum, renewal date and any issues, recommended action and relevant notes.

Alex outlined some of the contract considerations taking place and highlighted that he was in discussion with other secondary schools regarding the cleaning contract. Governors were made aware that the LA were conducting an authority wide procurement for cleaning but this was not progressing in time for consideration in April 2014. If the LA did not take action with the contract then collaboration with other schools would be considered. The Chair expressed that the school could consider separate contracts for different aspects of the current cleaning contract but needed to be confident that they would make a saving.

Considering catering, the Headteacher explained that the current meals were of a good quality but expensive. Governors were informed that the pupils paid for their meals and it was the catering company, not the school, who took the profit or loss. As such, there was pressure on the Catering Manager to maintain the profit margin. Governors further noted that the school had some catering expenditure to cover Free School Meals and a £5,000 monitoring fee to the LA. The Headteacher highlighted that other contractors were available and the school was considering a move to a cashless catering system.

Following further questions, Alex recommended allowing at least nine months for catering considerations. He noted that the value of the cleaning contract was a bit deceptive as staff salary was fixed and the school was therefore only negotiation with approximately £20,000.

Governors asked for an update on the IT network supplier. Alex noted that he had met the preferred supplier (Vital) that morning and a first draft specification for the school had been presented. Vital had taken a holistic view to pre-empt problems and build stability of the system. During the meeting the school had determined which documents they would require in order to make a realistic comparison to other suppliers.

The Headteacher expressed that Vital had worked well with the school and provided a positive service. He noted that Vital had offered to lease second hand PCs to the school which were more up to date than some of the school's current PCs and allowed software updates. Governors further noted that Vital would provide a technician on-site for 1.5 days a week and would bring expertise from other schools.

8.2) Lettings income

Alex reported that the Lettings Outturn for financial year 2012-13 had seen an increase by £5,000 from 2011-12. He noted that lettings did not run on a financial or academic year and they were paid for in various ways. However, good relationships were developing and there was more speculative interest through the website. Considering the interest from the website and other areas, governors noted that it was too early to assess the full impact.

In response to a question, Alex explained that the £5,000 increase for 2012-13 was the equivalent to just below 20%. Governors agreed that this was positive and noted that further detail would be provided in future meetings.

9 SFVS Update

With reference to the SFVS timetable which had been circulated in previous meetings, Sheila Sweeting highlighted the sections for consideration during the current term and these were discussed as follows:

SFVS Question No	Term 3 - April - July Meeting date 18 June 2013	Examples of Information to be Presented
4	Budget Monitoring	Budget Monitoring Report
13	Procurement	Procurement Policy, Evidence of Quotation & Tendering
17	Resources	Report on Improving the use of Resources
18	Audit Report	Presentation of Audit Report and Development Plan showing issues to be addressed
21	Accounting Systems / CFR Return	Budget Report, CFR Report

- Budget Monitoring: Budget Monitoring Report received
- Procurement: discussions regarding contracts and tendering
- Resources: Governors agreed that the discussions regarding IT provided an example of reporting on improving the use of resources
- Audit Report: An update had been received and governors had noted that the minibus and data protection items remained open
- Accounting Systems / CFR Return: Sheila explained that the CFR return had been sent on 7th June and new benchmarking figures would be based on this return. The new benchmarking would be available in November 2013.

Further considering the Audit Report, the Headteacher reported that a number of school laptops were not encrypted and this would need to be addressed. Governors were made aware that from September 2013 all members of staff would have remote access to the school's drives and folders via the internet. Though this would reduce some issues regarding data protection the school would continue to raise awareness. Governors asked if the Data Protection Policy included protocols regarding equipment and data handling. Alex explained that staff signed a user agreement but noted that this needed updating.

10 Confidentiality

It was clarified that confidentiality was a standing item on the agenda to allow updates and discussions on any issues concerning named individuals, staff salaries or possible complaints.

There were no items of confidentiality.

11 Dates of future meetings – all at 6.00pm

Governors were made aware that the proposed meeting dates would be reviewed by the Executive Committee then agreed at the Full Governing Body meeting on 10th July.

Governors discussed membership on the committee and it was suggested that the Chair contacted

Chair

	potential committee members.	
	Meeting ended at 8.00pm.	
	<p style="text-align: center;">_____</p> <p>Mr Tim Hooper Chair of Finance & Staffing Committee</p>	<p style="text-align: center;">_____</p> <p>Date Signed</p>

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

	Action	Agenda	Person	Date
1.	Circulate governor visit form to all governors and outline procedure for submitting the form	3	Clerk	asap
2.	Contact potential members of the committee	12	Chair	September 2013

Items for Future Meetings:

- Pupil Premium funding analysis report
- SIP Actions (standing item)