



MILLTHORPE SCHOOL

MINUTES OF THE FINANCE & STAFFING COMMITTEE MEETING

Held Tuesday 1st May 2012 at 6pm
In the Learning Resources Centre

Present: Mr John Barr (Chair) Mr Trevor Burton (Headteacher)
Mr M Glover Mrs E Robertson
Mr M Burton Mr Bill Schofield
Mr T Hooper

In Attendance: Mrs Anne McCoulough (Clerk)
Mr Scott Butterworth (Deputy Head)
Mr T Gillbanks (Assistant Head)
Mrs Sheila Sweeting (Bursar)

Action

1 Apologies for Absence & Declarations of Interests

The Chair welcomed everyone to the meeting. Apologies for absence were received from Mrs P McIntyre, Mr S Boorman and Mr B Sydes
There were no declarations of interest received.

2 Minutes of the previous meeting held on Wednesday 14th March 2012

The minutes had been circulated prior to the meeting; they were agreed as a true and accurate record and were signed by the Chair.

3 Matters Arising

The following points were discussed:-

Conditions Survey

The Headteacher reported that the Conditions Survey had taken place and he agreed to email the notes from the meeting onto Governors. He explained that the report detailed work to be completed in order of severity. D2's are jobs which have been identified to be put right in a couple of years.

HT

6.05pm Mrs E Robertson joined the meeting

The survey had identified new windows and doors required in C & D blocks, a price of £120k had been quoted. The school felt that a figure of £60k would be more realistic. The LA is to carry out more investigative work in the school. More work is to be done on the funding formula, with Richard Hartle and Kevin Hall, it is hoped that additional capital funding will be available.

A Governor asked what the total amount of the D2's work to be completed? The Headteacher replied that the total cost was in the region of £800k, one of the jobs highlighted was to repair the tarmac, at a cost of £56k. The Headteacher commented that this was not likely to be carried out, however the slippery netball courts, which is a concern for the school, had not been highlighted in the conditions survey. The Headteacher added that capital funding options needed to be investigated when looking at Academy status.

Action points

All action points had been completed.

4 Review of Period 12 Monitoring Report

The summary financial statement for the Period 12 Monitoring report had been circulated prior to the meeting. However, the Bursar informed Governors that there had been some changes to the final report and presented the following updated figures:-

- Final outturn for 2011-2012 shows an overall underspend against the revised budget of £99,627.
- Employee Expenses – underspend of £50,659 overall, this includes the £45k contingency fund for staff sickness.
- Teaching Staff savings came to almost £20k, supply costs totaled £28.5k.
- Staff free meals and staff advertising were both under budget.
- Staff training was an overspend, £2,590.
- Premises costs shows an underspend of £9,744.
- Repairs and maintenance was overspent by £7k and catering by £3.5k.
- The savings made on Energy costs totaled almost £22k.
- Learning Resources, despite the purchase of additional computers at a cost of £23k was only £2k overspent.
- Supplies and Services only £3k underspent.
- Capital – the £10k underspend is to be carried forward into 2012-2013 to cover the cost of the lighting work in the Drama Hall.
- The income funding from the LA was generally inline with predictions. The school generated income totaled £17k, an increase over various budget headings.

A Governor commented that the insurance taken out to cover staff sickness, had this year worked in the school's favour. Governors agreed to keep this reserve of money at £45k for the future.

A Governor added that the school need to be cautious not to build up too much surplus. The Headteacher added that reduced staff absence and the mild winter had all assisted in the positive budget outturn. 4 months of savings from the redundant Assistant Head position are also included in the budget 2011-2012, but will not be included in future budgets.

The Chair summarised that careful management of the budget had been successful and that the conditions survey is the start of the process to refurbish the school building. He expressed his thanks to all staff involved.

5 2012-2013 Start Budget Approval

An updated Start Budget was tabled and presented to Governors. The following points were noted:-

- There are 204 pupils leaving in Y11.
- There are 202 pupils joining in Y7.
- Overall funding is reduced by £100k, due mainly to the falling number of students in KS4.
- The funding per pupil will dip in lower year groups.
- The school will need to recruit strongly for September 2013 to sustain pupil numbers.
- The budget had been scrutinised to address budget codes which had been overspend and make the necessary changes required.
- All the changes in the staffing structure have been factored into the budget. Teaching staff costs have reduced by £135k and will reduce further in 2013-14. Support staff costs have increased by £142, reflecting the additional staff.
- Cost of cleaning contract has risen by £3k.

- Spend on learning resources has been budgeted to rise to £62k.

Governors noted the following figures:-

Revenue Balances	Start Budget 2012-2013
	£
In Year	(68,815)
Brought Forward	89,383
Cumulative Carried Forward	20,568

Capital Balances	Start Budget 2012-2013
	£
In Year	(10,202)
Brought Forward	10,244
Cumulative Carried Forward	42

A Governor challenged the Bursar on the school generated income? The Bursar explained that this can include funding which departments can bring in, throughout the financial year. Some funding streams are unknown at this stage and can therefore not be factored into the start budget.

The Headteacher asked if the plan to solicit voluntary donations from parents had been included in the budget? The Bursar replied that these were included under I13 an amount of £8,500.

The Governors were made aware of an additional surplus income over 8%, could be subject to clawback from the LA.

A Governor asked how the new Pastoral system is represented in the budget? The Bursar advised that this had been factored in under staffing costs. The Headteacher explained that the cost of the new pastoral system mirrored the old, however the improvements were greater in the capacity it would give staff.

The Start Budget for 2012-2013 was approved by Governors.

Proposed : Mrs E Robertson **Seconded:** Mr B Schofield

6 Best Value Statement

The Best Value Statement had been circulated prior to the meeting and was approved by Governors.

7 SIC

The SIC had been circulated prior to the meeting and was approved by Governors.

8 SFVS Update

A paper outlining the SFVS had been circulated prior to the meeting, along with a copy of the SFVS. Some example questions were read out and in relation to the school having a Disaster Recovery Plan, the Headteacher agreed to contact the Headteacher at York High for advice/information.

HT

Governors discussed a working party to be established, who would meet prior to the F&S meeting, to answer 6 questions from the SFVS. This will ensure that the paperwork is completed ready for submission in a year's time. Matthew Burton, John Barr, Bill Schofield and Tim Hooper, volunteered to be part of the SFVS working party. It was agreed that the Chair would pick the first 6 questions to be discussed.

9 School Fund

A copy of the School Fund had been circulated prior to the meeting and was noted by Governors. The balance of the account was as follows:-

- Balance for School Activities £8,016.82
- Balance for Charities & Non-Uniform days £2,290.63
- Balance for Day Trips £ 91.27
- Balance for General Fund £6,397.55
- Balance for residential trips £10,230.99
- Balance for all accounts is £27,027.26

10 Staffing restructure update

The Headteacher informed Governors that the work on the TLR's and Support Staff positions was nearly completed. The number of teachers required is still to be finalised. The business case requesting LA support for the redundancies has now been submitted and a response is awaited.

The plans to reorganise the TA structure had not met any objections so far. The plan is to reorganise the TA structure and the HLTA L3 positions will disappear and become level 2 positions. This may result in an interview situation as there may be more candidates for fewer positions. Bill Schofield volunteered to help and work with the Headteacher, should this situation arise.

11 Policies

11.1 Budget Management Policy

The policy had been circulated prior to the meeting. An amendment under roles and responsibilities, relating to delegated authority was approved; this should read £50k. Governors approved the policy.

11.2 Performance Management & Capability Policy

A model policy is awaited from the LA. Defer this policy to the September meeting.

Clerk

11.3 Lone Working Policy

The policy had been circulated prior to the meeting. The Headteacher thanked Mark Glover for his input in writing this policy. Governors gave their approval.

11.1 Publication Scheme

The policy had been circulated prior to the meeting. Governors discussed the policy and the requirement to publish information; this is to be discussed further at the next meeting. Governors gave their approval.

12 Confidentiality

Item 7. Is to be recorded separately for confidentiality.

13 Dates of future meetings

Dates of future meetings will be set at the next FGB meeting.

Governors noted that the SFVS working party meeting is not to be clerked.

Meeting ended at 7.10pm.

Mr John Barr
Chair of Finance & Staffing Committee

Date Signed

**Action Plan following the Meeting of the Finance Committee Meeting
Held on Tuesday 1st May 2012**

	Action	Agenda	Person	Date
1	Forward notes from the condition survey onto Governors	3	HT	asap
2	Contact HT at YHS for advice/information on a Disaster Recovery Plan	8	HT	
3	Agenda Item : Performance Management & Capability Policy	11.2	Clerk	Sept 2012 FGB mug

Standing Items:

- School Fund

Items for Future Meetings:

- Publication Scheme – discussion on what pieces of information need to be made public (autumn term 2012)