



Finance Committee

Enc 1

Monday 30th April 2018, 5.15pm

Minutes

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| Present | Warren Dix, Roy Williams, Ali Summers, Richard Lycett (Headteacher), and Carolyn Trowbridge. |
| In Attendance | Bron Powell (Clerk to Governors) |
| Absent | Craig McKenzie |
| Also present | Diane Pope (Director of Business and Finance) and Kieran Delaney (Deputy Headteacher). |

All governor questions are identified thus:

 **Questions in bold italic.** Impact statements in bold. Actions are highlighted on electronic copies in yellow.

| Agenda item | | |
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| 1. | Welcome and Apologies – WD welcomed all to the meeting. Apologies had been received from CM, they were accepted. KD was welcomed and will attend this committee henceforth. AS advised the Chair she will be leaving the meeting at 6.30pm. | |
| 2. | Pecuniary Interest – AS declared an interest in any matter regards the church. RW declared an interest in Baseline matters. | |
| 3. | Agreed any other business – No items were raised. | |
| 4. | Committee membership – It was noted that there had been no changes since last meeting. | |
| 5. | Confidentiality – Governors were reminded that all discussions that take place during a Governing Body meeting remain confidential to that meeting until the minutes are approved and then they become a public document with the exception of any Confidential Appendix. Governors will identify any items which it requires to be recorded as confidential. | |
| 6. | Minutes and Confidential Appendix – to be agreed for accuracy – 12th March 2018. Copies of the Minutes and Confidential Appendix agreed as a true and accurate record of the meeting and were duly signed by WD for retention at the school. | |
| 7. | Matters Arising– 12th March 2018. | |
| | Item no | Outcome |
| | 7.7 | Budget support - It was suggested that the question of termly AS spoke to TM 26/04/18; TM agreed to ask for the number of visits to be reduced to 3 per year. TM |

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| | meetings be raised; whether this can be reduced or done by phone to reduce the annual cost of £1K - AS will ask TM. | explained that County need to monitor the budget to maintain accountability. He will also ask if the cost can be decreased. TM was happy with the plan and there is no immediate intention to review it. |
| 9 | <p>Tennis courts - It was agreed that MR be asked to pull the figures together to present to the committee. See enclosure 3 – 6 outside courts are deteriorating. SMHS cannot afford to pay for the repairs. The Committee asked MR how Governors could support Baseline in this matter. He informed the committee that the courts, installed in 2005 by Beacon Sports (no longer trading), had been funded with grants totalling £250K. Ian Griffiths, who had project managed the installation was now working for DOE, who had provided a quote for £12,730 to repair and make good the tennis courts. MR had contacted Sport England who potentially would match fund 50% of the cost. The Staffordshire Tennis Treasurer has offered 50% as an interest free loan. Lettings monies would generate the payments over a 5 year period if required. DP requested that the legal position of such a loan be looked into. It was put forward that this could also be actioned via Baseline out of the sinking fund which currently stands at £31K (£37K required in total for this fund). The courts are a community asset, the installation of Netball facilities are needed locally. Baseline already has strong links with Netball England.</p> <p>Governors asked if Grounds could assist – it was confirmed that they have done some maintenance in the past but this incurred an additional cost paid by Baseline. Governors asked what the lifetime of the courts would be following the work – this is unknown as the underneath layer would have to be dug into, Ian Griffiths is confident that the base looks sound. Governors asked how confident Baseline was in the project – the team are extremely confident. Governors asked if jet washing would cause any issues – they were assured it would not.</p> <p>Governors suggested that other avenues should be explored for financial support. MR was sure that hire would be popular. MR would put a bid together. Governors agreed that the facility was an asset to SMHS.</p> <p>A further level 3 coach is now working at Baseline. He is keen to run courses on the outside courts, he has already attracted new members to Baseline. Providing the financial mechanism can be set in place Governors voted unanimously in favour to support the project and the application for a grant from Sport England.</p> <p>It was confirmed that the Baseline Business Plan is doing well, it was agreed that it needs to now be rewritten, MR will have a rolling 3 years ready in principal by June.</p> <p>5.45pm MR left the meeting.</p> | |
| 10 | WD was concerned that he was still awaiting a report from Chartwell's, DP to chase this. | Still awaited. |
| 12 | A Whole School Food Policy that incorporates Food Standards is to be sourced. | To be discussed under agenda item 13 – Policies. |
| 14 | Grounds –SMHS speak to Freedom Leisure as they have already looked into alternative provision. CT will pass phone number on to DP | CT has forwarded the number to DP. Governors noted the Freedom Leisure is very active at Rowley Park. |
| | See confidential appendix Matters Arising. | |

8. **Budget 2017-18 – School Budget planning report to Governors. To include 2017-18 forecast outturn.**

The outturn is better than had previously been predicted, with a deficit of £177K it is £16K less. The focus is now on this year's budget. There will be a shortfall this year. De-delegation is per student and is a standard amount. The SMHS catchment area is reflected in the data sets that are used to predict future income.

Page 3 – a smaller percentage of the delegated budget was spent 17/18 on staff (87%), staffing is 80% when additional income is included with the ideal being no more than 80%. The predicted deficit this year is £73K.

Support staff have been awarded a 2% increase which has been accounted for.

- 🔴 **Governors asked if this included enhanced payments** – they were assured that it does.

The 5 year budget prediction was in the handout.

- 🔴 **Governors asked if a 3% increase in income from lettings was a reasonable expectation** – it was felt that it was.
- 🔴 **Governors asked if any long term lets had replaced those recently lost** – they were informed that although there were no long term lets there had been an increase and with the higher rate paid this had offset the loss.

Governors agreed that the Stafford and Manor rooms would benefit from having Wifi, making it a more attractive letting option. It was confirmed that Wifi provision was in the IT vision.

The 14-19 Partnership (formerly the Collegiate) accounted for £19K letting income.

The Schools Games Grant has not been factored into the budget from September 2018.


Cost centres were outlined in the report. The Community Online Initiative monies can be used to fund the Wifi provision, Governors agreed that this was a sensible use of these monies.

The boilers remain the biggest risk to the school budget.

A potential refurbishment of the Lab may be possible this year.

Governors asked the Leadership team to consider what they would like that would give SMHS the wow factor, for the budget 2019/20 perhaps.

- 🔴 **Governors asked how confident the school was that they could raise the funds to enable the boiler renewal project to proceed** – DP stated that £40K was a realistic figure. Governors agreed that the Council bid for the boilers be approved and funded but they would ask if £40K rather than £60K was an acceptable contribution.
- 🔴 **Governors asked who had provided the quote** – they were told that Property Services had and it would not be advisable to 'go it alone' as the management of the project would be overseen by Property Services, thus saving the school a great deal of work. There was no detail as yet regards the length of the guarantee for the work. There would be a separate boiler in A Block which would be more efficient and ultimately save money on running costs.

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| | <p>The Committee agreed the budget. AS to sign.</p> <p>See confidential appendix item 1.</p> <p> Governors enquired as to the cost per hour of the Stafford Suite – they were advised that MR oversees the lettings and that all details are available on the school website via the online booking system recently installed and already proving to be very user friendly.</p> <p>AS requested that the budget report be forwarded to VE.</p> |
| 9. | <p>Budget 2018-19 Ratification.</p> <p>This was dealt with in agenda item number 8.</p> |
| 10 | <p>Pupil Premium – spend and impact.</p> <p>Progress and Learning Committee review the impact of the spend. The strategy is written annually in September. It was agreed that this will be presented to the Finance Committee in the Autumn term.</p> |
| 11 | <p>Health & Safety Annual update – verbal.</p> <p>Accident rate has remained steady since September 2017, with the rate at 0.11% now reducing. Concrete fell off the roof on the Sports Village side of the building, safety fencing has been erected. The original contractors are to examine the area to ascertain who is responsible to make good.</p> |
| 12 | <p>Staffing Update –</p> <p>See confidential appendix item 2.</p> |
| 13 | <p>Policies</p> <p>Whole School Food Policy – amendments:-</p> <p>Page 2 – (aka RE) to be replaced with (Religious Education). Page 4 – ‘It will also help us to limit litter and control the environment to make it safe for a pupil with a nut allergy.’ to be removed. Page 4 – ‘Students up to year 11’ to be replaced ‘Students in years 7-11’.</p> <p>The policy was agreed and approved in principle, once amendments are actioned it is to be signed by WD.</p> <p>Charges and Remissions Policy – Although music tuition is not in place currently it was agreed that should it be re-instated these fees would need to be reviewed. The policy was therefore agreed and duly signed by WD.</p> <p>Performance Improvement Policy – Agreed in content but requires layout to be tidied up. CN to be asked to do this.</p> |

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| 14 | Baseline Tennis Centre update – this was covered under matters arising. |
| 15 | <p>Cleaning, Grounds Maintenance & Catering Contracts – verbal update</p> <p>Catering – £999.60 profit, this is excellent news, take up is increasing. Different foods are being trialled. Price list is on display. The staff are very good with the students and very creative with how they manage the dishes on offer.</p> <p>Grounds – this has improved since the last meeting.</p> <p>Cleaning – This is adequate with standards being satisfactory. We struggle to get staff. The current Cleaning Supervisor has been appointed as the new Site Technician so this post will need appointing.</p> |
| 16 | Any Other Business – No item was agreed. |
| 17 | Confidential items – 2 items were identified that required to be placed on a confidential appendix. |
| 18 | Date and Time of Next Meeting – 30 th April 2018. |

The meeting ended at 6.46pm.

Signed
Chair of Finance Committee

Date- 18th June 2018

Actions required

| Item no | Action | Responsibility of/deadline | Outcome |
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| MA 9 | DP requested that the legal position of a loan from Staffordshire Tennis be looked into. | | |
| MA 10 | WD was concerned that he was still awaiting a report from Chartwell's, DP to chase this. | DP | |
| 8 | AS to sign budget. | AS/31/05/18 | |
| 8 | AS requested that the budget report be forwarded to VE. | BP | Completed 01/05/18 |
| 10 | Pupil Premium spend - It was agreed that this will be presented to the Finance Committee in the Autumn term. | | |
| 13 | Performance Improvement Policy – Agreed in content but requires layout to be tidied up. CN to be asked to do this. | CN | Completed 01/05/18 |