



# Stafford Manor High School


**Finance Committee**  
Monday 18<sup>th</sup> March 2019, 5.15pm

**Enc 1**


## Minutes


<b>Present</b>	Warren Dix, Roy Williams, Ali Summers, Richard Lycett (Headteacher), Craig McKenzie and Carolyn Trowbridge.
<b>In Attendance</b>	Bron Powell (Clerk to Governors)
<b>Absent</b>	No absences.
<b>Also present</b>	Diane Pope (Director of Business and Finance).



All governor questions are identified thus:

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




Agenda item	
1.	<b>Welcome and Apologies</b> – WD welcomed all to the meeting. RW had advised he would be arriving late due to work commitments. Kieran Delaney would not be observing. It was noted that CT needed to leave at 6pm and AS at 6.30pm.
2.	<b>Pecuniary Interest</b> – CM re Baseline interest declared. RL re Headteacher’s Performance Management.
3.	<b>Agreed any other business</b> – None raised.
4.	<b>Committee membership</b> – no changes to report.
5.	<b>Confidentiality</b> – 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.	<p><b>Minutes and Confidential Appendix – to be agreed for accuracy – 19<sup>th</sup> November 2018.</b></p> <p>Copies of the Minutes and Confidential Appendix circulated within the call out papers were agreed as a true and accurate record of the meeting and were duly signed by WD for retention at the school subject to the following amendment to the Minutes:-</p> <p>CM had been omitted in error and was added to the list of attendees.</p>

7. Matters Arising– 19 <sup>th</sup> November. 2018.		
Item no	Action	Outcome
7	2% (below inflation) increase be implemented for all new lettings and a letter be sent to all current clients informing them that as a gesture of loyalty	This had been completed via email.
7	MR was asked to provide figures of potential income to enable the Committee to make an informed decision	This will be available on the Business Plan to be presented to the next meeting of the Finance Committee.
7	WD will meet with MR in two weeks' time.	This had taken place and was very productive session. WD noted the hard work being done in Baseline. The Business Plan is underway. WD, MR and DP had also met to inspect the new heating system.
8	Business Continuity Plan - a desktop exercise be carried out. RL and DP to agree a date in the New Year and liaise with WD and AS.	More information has been now added to the Plan. DP met with Dean Willets and the Plan was discussed. DP has developed a number of scenarios and the Senior Leadership Team met to work through these.  <b>Governors asked if a Desktop exercise had been carried out</b> – they were told that this had been done and notes taken, once finalised these will be forwarded to WD, he will then pick a scenario and go through it with the SLT.
10	There is a new finance system that is capable of producing Key Performance Indicators and these could be generated for Governors. The accepted spend on staffing within a school is 80%. Governors said it would be useful to have this information, particularly as a monthly printout.	Report generated was an enclosure for agenda item 9.
12	Governors were happy that the Data Protection policy was fit for purpose and should be presented to the FGB meeting on the 3 <sup>rd</sup> December 2019.	Done and approved.
13	<b>Pupil Premium – review of spend</b>	See enclosures 3 and 4. Governors were confused with the dates on the documents. Enc 3 was correct. On

	<p><b>and impact</b> - RL told the Committee that this is currently being finalised and will be presented to the Committee at the next meeting 18<sup>th</sup> March 2019.</p>	<p>Enc 4 Spending by Item/outcome should be 2017/2018 and not 2016/2017. A further update will be received after this year has been completed. Governors noted the detail of the document and thanked RL for this. The report outlines what has worked and the results are discussed at Progress and Learning in greater depth.</p>	
8.	<p><b>SFVS</b></p> <p><b>5.30pm RW arrived.</b> Pecuniary interest declared regards Baseline.</p> <p>The version circulated to the committee was last years signed copy. There are some minor updates required. <b>AS will come into school on the 28<sup>th</sup> March 2019 to sign the revised document ready for submission.</b></p>		
9.	<p><b>Headteacher Performance Management meeting</b></p> <p><b>This will be on the agenda to be discussed at the FGB to be held on the 1<sup>st</sup> April 2019.</b> The process has now been completed with AS, VE and Mary Gale (external advisor).</p> <p><b>5.40pm RL left the meeting.</b></p> <p><b>– Please see confidential appendix item 1.</b></p> <p><b>5.45pm RL re-joined the meeting.</b></p>		
10.	<p><b>Financial Audit – including Lettings and revision of Scheme of Delegation.</b></p> <p>The Financial Compliance Audit has been carried out. The Draft was circulated to the Committee with the call out papers. DP has replied to the auditor regards the draft document and the revised final document has now been received. The responses have been addressed. The Parent Pay recommendation has now been removed.</p> <p>SMHS was judged to be adequate. DP is satisfied with this outcome. She informed the committee that a number of the action points are already in place, some prior to the audit but not embedded and others since the audit.</p> <p> <b>Governors asked if DP had any concerns</b> – she assured them she did not. The only area that was a minor issue was the matter of banking. SMHS are no longer able to use the post office or park outside the bank, so Mrs Whitehouse is using the bank deposit system, which means a receipt is not issued. SMHS could use a collection system at a cost of £20 each time. The cash is received by Baseline – <b>it was suggested that MR investigate ways of reducing the cash received.</b> It may be possible for Parent Pay accounts to be set up for the payments.</p> <p><b>WD disputed the finding in the report that discounted lettings were not reported to Governors and stated that the committee are appraised of this. DP will inform the auditor of this.</b></p>		

11.	<p><b>Chair power to Act – Salary increment form MS6 to UPS1 (as discussed at Strategic 21/01/19)</b></p> <p>Governors were informed that there had been a late entry request made by a member of staff as the system was unclear. All the criteria had been met and the award was recommended by RL, AS used Chair Power to Act to implement the award. The committee agreed that the right decision had been made.</p>
12.	<p><b>Staffing update</b></p> <p>Member of staff previously on long-term absence was now back on a phased return. Mrs Nesirsky will be returning from maternity leave on the 29<sup>th</sup> April 2019, she is currently attending school on her Keeping in Contact days.</p> <p>There are no staff leaving.</p> <p>ICT – former student James Parton has been appointed as the ICT apprentice.</p>
13.	<p><b>Budget 2018 – 2019 School Budget report to Governors.</b> Circulated within the call out papers. DP updated the committee on the following:</p> <p>DP has met with Davina, year-end figures were discussed. The agreed deficit of £258K will likely be £283K – Davina is happy that the long-term picture is satisfactory, she will report to Tim Moss. Capital funding has been received for work on the ramp outside the staff room; an additional cost of £2K is now likely due to asbestos removal costs.</p> <p>There was a water leak on the old boiler in the plant room.</p> <p>A water bill has been received for £6K, which is being disputed. The Local Authority are sent readings from the meter in the plant room. The Water Board have taken the disputed reading from the meter in the path outside school.</p> <p>DP is asking that the readings be clarified and ensure that the figure is just for SMHS. It would appear that the postcode for the meter is incorrect.</p> <p><b>6pm CT left the meeting.</b></p> <ul style="list-style-type: none"> <li> <b>Governors asked for clarity on 3 budget lines which contribute to the current overspend – ACA Learning Resources</b> – Classroom materials and 6<sup>th</sup> Form Partnership for students attending at other settings; this is £24K over budget – charges for the Partnership were credited rather than debited and this has caused that overspend. <b>ACD admin supplies</b> – Photocopier costs, postage etc.; DP acknowledged that there had been an error when setting this figure/calculation. The costs this year do not differ largely from last year. <b>ICT</b> - £11K overspend. It was noted that these 3 lines contribute to the overall figure.</li> <li> <b>Governors asked if SMHS are restricted in the suppliers they use</b> – Governors were told that the school is able to shop around but certain items have to be purchased from LA approved suppliers</li> </ul> <p>DP was thanked for her detailed report. Governors felt the new format was excellent.</p>

14.	<p><b>Budget Planning 2019/20</b></p> <p>The budget assumes the appointment of an additional teacher in September 2019 and another in September 2020. Student numbers are rising, this will mean that extra staff are required. There is a lag in funding as the increased number of students arrive in September but are not reflected in the budget until the following April. In year budget figures show a surplus but a payment must be made toward the Licence Deficit.</p> <p><b>See confidential appendix item 2.</b></p> <p>IT - KD, RL and DP met to discuss the future needs for IT at SMHS. New computers are needed in J18 and J10. DP recommended that computers be leased. Costs were detailed in the plan handed out to Governors. <b>CM was asked to ascertain if the figures were good value.</b> The number of computers in the Art room needs to be evaluated. RL assured Governors that the number currently in school would be sufficient to meet the needs of rising student numbers in forthcoming years.</p> <ul style="list-style-type: none"> <li>❖ <b>Governors asked if the school had aimed high enough</b> – there were told that they had. Laptops are necessary for access arrangements to be met and for SEN needs and are in place. It is difficult to say what would be the ideal. CM recommended that the school use desktop computers as these last better.</li> <li>❖ <b>Governors asked if the requirements were cut to the bone</b> – they were assured that they were not. It is felt that 33 per classroom is sufficient. SMHS need to ensure that they have the right set up in place.</li> </ul> <p>The committee approved the plan.</p>
15.	<p><b>Health &amp; Safety Annual report to Governors.</b></p> <p>Travellers Insurance visited SMHS re fire risks. 2 recommendation were made as a result of this inspection.</p> <p>There will be a Health and Safety Audit carried out in school 26<sup>th</sup> March 2019. The auditor will meet with RL. It would be preferable for a Governor to be accessible, WD will check his availability.</p> <p>The Schools Health and Safety and Wellbeing self-audit was completed 5<sup>th</sup> February 2019. The report was enclosed with the call out papers.</p> <p>RL is booked on a Health and Safety training session.</p> <p>It is noted that the Business Continuity Plan is to be tested.</p>
16.	<p><b>Policies</b> – The following policies were reviewed:</p> <p><b>Teacher Appraisal</b> - RL – the new version had been sent to the Committee in the call out papers with minor changes highlighted. The DfE released a new model policy last week; RL believes that there are only minor differences. Targets have changed in that outcomes for one target has moved from being results driven SMHS has set a target to look at assessment practice instead and whether it is working. Data will not be lost but there is a subtle shift away from it in the purest sense.</p>

	<p>  <b>Governors asked if targets still challenged staff</b> – they were assured that they do. Attainment may not be achieved but progress can be measured due to the students’ starting point. Data is still considered regards impact. Aspirations remains there for staff, but is no longer measured only on results, SMHS focus on achievement as it is felt more productive to examine mechanisms and to adjust accordingly. </p> <p> <b>Safe use of Display screen equipment</b> – DP – there were slight changes to this. </p> <p> <b>Acceptable use</b> – DP - there were no changes to this document, it appears on school machines each time they are opened. </p> <p> <b>Debt recovery</b> – DP - there were no changes to this document. </p> <p> <b>Back up procedures</b> – DP - there was a slight change to this document. </p> <p> <b>Social Media</b> – RL – this involved a big rewrite. </p> <p>  <b>Governors asked how the policy could be monitored</b> – SMHS need to advise parents of this policy. If issues do arise, procedures are followed. It was agreed that it would be difficult to police this policy, no sanctions are in place. It is possible to contact a site for content to be removed; Legal Services can also be contacted for advice and support. </p> <p>  <b>Governors asked if parents see the policy</b> – it was acknowledged that it is important the content of the policy is known. It was agreed that it would be published on the school website. Governors agreed to remove ‘(including former pupils)’ from 5.10. </p> <p> <b>Charges and remissions policy</b> – DP – there were no changes to this policy. Music charges remains within the policy just in case it become pertinent. </p> <p> <b>Governors agreed all policies, they were duly signed by WD for retention in school. They will all be forwarded to all Governors and listed on the Agenda for the FGB meeting to be held on the 1<sup>st</sup> April 2019.</b> </p>
17.	<p> <b>Cleaning, Grounds Maintenance &amp; Catering Contracts – verbal update</b> </p> <p> In 2016, a 5-year contract had been signed with a 3-year break clause. WD and DP have met with Chartwells on several occasions. They reported to the committee that a new 6-year deal had been proposed, again with a 3-year break clause. Further investment was promised including a ‘Grab and go’ area. Kitchen staff are happy with the proposals. There are currently 3 staff and this will be increased to 4 next year. The numbers set are being outperformed. WD was confident that the new contract represents a better deal for the school. The management fee has also been reduced. The committee approved the new contract. </p>
18.	<p> <b>Any Other Business</b> – No items had been raised for discussion. </p>
19.	<p> <b>Confidential items</b> – 1 item was identified in agenda item 9 and 1 item in agenda item 14 that required to be placed on a confidential appendix. </p>
20.	<p> <b>Date and Time of Next Meeting</b> – 13<sup>th</sup> May 2019. </p>

**The meeting ended at 6.46pm.**

Signed  
Chair of Finance Committee

Date- 13<sup>th</sup> May 2019

**Actions required**

Item no	Action	Responsibility of/deadline	Outcome
7	MR was asked to provide figures of potential Baseline income to enable the Committee to make an informed decision - This will be available on the Business Plan to be presented to the next meeting of the Finance Committee.	MR	
7	<b>Governors asked if a Desktop exercise had been carried out</b> – they were told that this had been done and notes taken, once finalised these will be forwarded to WD, he will then pick a scenario and go through it with the SLT.	SLT & WD	
8	AS will come into school on the 28 <sup>th</sup> March 2019 to sign the revised SFVS document ready for submission.	AS 28/03/19	
9	<b>Headteacher Performance Management meeting</b> This will be on the agenda to be discussed at the FGB to be held on the 1 <sup>st</sup> April 2019.	BP	Agenda item 5
10	It was suggested that MR investigate ways of reducing the cash received by Baseline.	MR	
10	WD disputed the finding in the report that discounted lettings were not reported to Governors and stated that the committee are appraised of this. DP will inform the auditor of this.	DP	
14	CM was asked to ascertain if the figures for computers were good value	CM	
16	Policies will all be forwarded to all Governors and listed on the Agenda for the FGB meeting to be held on the 1 <sup>st</sup> April 2019.	BP	Policies emailed to all Governors 19/03/19. Policies within Agenda item 13