



**Finance Committee**

**Enc 1**

**Monday 18<sup>th</sup> June 2018, 5.15pm**

**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>	
<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. CT advised the Chair she will be leaving the meeting at 6pm.  Copy of Benchmarking Report Card emailed to Committee 15 <sup>th</sup> June 2018, IS Health Check emailed to Committee 12 <sup>th</sup> June 2018, paper copies of both distributed to all present.
2.	<b>Pecuniary Interest</b> – AS declared an interest in any matter regards the church. RW and CM declared an interest in Baseline matters.
3.	<b>Agreed any other business</b> – No items were raised.
4.	<b>Committee membership</b> – It was noted that there had been no changes since last meeting.  <b>Election of Chair and Vice Chair</b> – WD was unanimously re-elected for a further year as Chair as was CM as Vice Chair.
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.	<b>Minutes and Confidential Appendix – to be agreed for accuracy – 30<sup>th</sup> April 2018.</b>  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 subject to the following amendment to the Confidential Appendix:-  'Head of English' to be amended to 'Acting Head of English'.

7. **Matters Arising– 12<sup>th</sup> March 2018.**

Item no	Action	Outcome
MA9	DP requested that the legal position of a loan from Staffordshire Tennis be looked into.	No longer necessary as Community Asset Fund to be accessed instead.
MA 10	WD was concerned that he was still awaiting a report from Chartwell's, DP to chase this.	Cleaning audit circulated within call out papers. WD still awaiting Catering hygiene audit.
8	AS to sign budget.	Completed 30/04/18
8	AS requested that the budget report be forwarded to VE.	Completed 01/05/18
10	Pupil Premium spend - It was agreed that this will be presented to the Finance Committee in the Autumn term.	Agreed.
13	<b>Performance Improvement Policy –</b> Agreed in content but requires layout to be tidied up. CN to be asked to do this.	Completed 01/05/18
	<b>Confidential appendix</b>	
1	Matrix of DP tasks and who will be assigned which to be drawn up and forwarded to Governors.	Paper copy available to view in the meeting. Governors requested that they receive a copy of this. All transfer of duties had been agreed with staff. There was no financial implication for the school for this change or for the reduction in contract for DP.

8. **Budget 2018 – 2019 School Budget planning report to Governors. To include budget printout and 2017-18 statement of interest.**

DP updated the committee on the following:-

Water leak had cost £11,950, this will be funded out of the County Contingency fund.

14-19 Partnership – error on a payment saw it reimbursed for the financial year 17/18, it has now come out of the 18/19 budget.

Interest Statement does not include the Licence Deficit.

🔴 **Governors asked if cash flow is an issue** – the Committee was assured that it was not.


The end of year prediction of a deficit of £251K is within the allowed boundary.

🔴 **Governors asked if any unforeseen expenditure has occurred** – Governors were informed that the budget is tight, there had been the added expense of the repairs to the flat roof costing £4K and the issue with the falling concrete costing £3K. The ramp remains an issue. The brick pillars situated by The Haven are showing deterioration and are to be inspected by a Structural Engineer.

Benchmarking had shown that support staffing costs are higher than in those schools in the comparison. It was noted that this has now been reduced as the figures are from 2016. The figures also highlighted that SMHS spends a significant proportion of the budget on the buildings.

Funding from the Capital Programme had been agreed.

There has also been funding agreed to be allocated to improvements in the Science Block.

 **Governors asked if any money was needed to enhance open evening as this should be made available if required** – they were told that the Canteen and Sports hall were to be decorated and that a fund was available to replace canteen furniture. Governors were keen that monies needed to market the school be identified. The committee were informed that CN had attended a marketing course and had brought back many ideas.

It was confirmed that a third party has control of the school Facebook page.

RL is attending the Year 5 transition evening and will meet parents/carers of children in that year group.

It was suggested that the school investigate offering access to SMHS when feeder primaries have inset days if they coincide when SMHS is open.

The Space Programme is still running.

RL assured Governors that marketing the school is in hand. The Finance Committee are happy to support the school in this way financially.

#### 9. **School Fund**

Governors noted that the Prom fund raising had done well this year. It was confirmed that numbers in brackets denote an amount paid out.


Tennis sales are making a small profit. The audit was agreed and approved by the committee.

#### 10 **Discuss Monitoring and Review Schedule.**



It was suggested by the Strategic Group that meetings be reduced to 4 per year. This could have an impact on the number of policies put to each meeting. **BP to identify any statutory policies. All policies to be presented should have been updated with any changes highlighted.**

It was agreed that the Health and Safety Policy remain under review every 2 years.

**It was suggested that a policy schedule be put in place, the committee were informed that RL and BP had already started this, it shows where reviews fall for the next 3 years. BP and RL to complete this task.**

 **Governors asked who checks that changes are completed** – the requirement to amend a policy is advised by Entrust and The Key.

**6pm CT left the meeting.**

11	<p><b>Health &amp; Safety Annual update – verbal.</b></p> <p>The issue with the falling concrete had been resolved.</p> <p>The new site supervisor had now started at SMHS and had received an induction from Dean Willetts (Health and Safety Officer). Caretaking briefings were now being held. Asbestos training to be held 19<sup>th</sup> June 2018. Ladder training to be arranged and offered to local schools to reduce the cost to SMHS.</p> <p> <b>Governors asked where the isolator lock off panels were situated</b> – they were advised that these are located in D&amp;T and ICT.</p> <p>Accidents – there had been 0.11% this period and 0.12% since September 2017.</p> <p> <b>Governors asked where accidents were</b> – they were informed that they are predominantly outside and are just in-house and not lettings.</p>
12	<p><b>Staffing Update –</b></p> <p><b>See confidential appendix item 1.</b></p>
13	<p><b>Policies</b></p> <p><b>Health and Safety</b> – DP assured the Committee that there were no issues with the policy. Regards 1<sup>st</sup> aiders the school is deemed a low risk and should therefore have 1 to every 50-100 persons. Governing Body to be replaced with Governing Board. It was agreed that this policy be reviewed in 2 years' time. <b>BP to amend and WD to sign.</b></p> <p><b>Governor Allowances</b> – this was approved and will be presented to the FGB for ratification on the 5<sup>th</sup> July 2018.</p>
14	<p><b>Baseline Tennis Centre update</b> – verbal update.</p> <p>Email circulated from WD to Committee 13<sup>th</sup> June 2018 regards Baseline update. Bid for the maintenance of the outside courts has been submitted to the Community Asset fund, it is hoped that this work could be completed in the summer.</p> <p>It was agreed that MR will attend annually the Finance summer term meeting to discuss Baseline; review of the past year and plans for the future. He will attend to discuss lettings in the Autumn meeting. These will be at the beginning of each meeting. MR will continue to report to DP.</p>
15	<p><b>Cleaning, Grounds Maintenance &amp; Catering Contracts – verbal update</b></p> <p>Cleaning – Audit circulated in the call out papers.</p> <p>There has been an issue with staffing with the supervisor joining SMHS as the new site supervisor. A new cleaning supervisor has now been appointed. A new operational manager has also been appointed. Some hours are owed to the school.</p> <p><b>WD is still awaiting a food hygiene audit from Chartwells.</b></p>
16	<p><b>Any Other Business</b> – No item was agreed.</p>

17	<b>Confidential items</b> – 1 item were identified that required to be placed on a confidential appendix.
18	<b>Date and Time of Next Meeting</b> – 17 <sup>th</sup> September 2018 (to be confirmed).

The meeting ended at 6.30pm.

Signed  
Chair of Finance Committee

Date- 17<sup>th</sup> September 2018

**Actions required**

Item no	Action	Responsibility of/deadline	Outcome
7.1	Paper copy of DP tasks - Governors to receive a copy of this	DP	
10	BP to identify any statutory policies. All policies to be presented should have been updated with any changes highlighted.	BP	
10	Policy schedule be put in place - BP and RL to complete this task.	BP/RL	
13	Health and Safety Policy - BP to amend and WD to sign.	BP	
15	WD is still awaiting a food hygiene audit from Chartwells.		