



**Finance Committee**  
**Monday 17<sup>th</sup> September 2018, 5.15pm**  
**Minutes**

**Enc 1**

<b>Present</b>	Warren Dix, Roy Williams, Ali Summers, Richard Lycett (Headteacher), 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). Martyn Rock, Craig McKenzie and Kieran Delaney – observers.

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.
2.	<b>Pecuniary Interest</b> – None declared.
3.	<b>Agreed any other business</b> – No items were raised.
4.	<b>Committee membership</b> – It was noted that CM was no longer a governor as his term of office had ended, he would continue to attend as an observer.  <b>5.23pm RW arrived – interest declared in Baseline matters.</b>
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 – 18<sup>th</sup> June 2018.</b>  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 Confidential Appendix:-  'Imputting' to be amended to 'inputting'.

7. **Matters Arising– 18<sup>th</sup> June 2018.**

Item no	Action	Outcome
7.1	Paper copy of DP tasks - Governors to receive a copy of this	Completed.
10	BP to identify any statutory policies. All policies to be presented should have been updated with any changes highlighted.	Completed. RL has placed any statutory policies that this committee is responsible for onto the M&R schedule.
10	Policy schedule be put in place - BP and RL to complete this task.	Completed.
13	Health and Safety Policy - BP to amend and WD to sign.	Completed.
15	WD is still awaiting a food hygiene audit from Chartwells.	Hygiene audit carried out 05/17 copies distributed to governors. All actions were reported as completed. WD queried the document, and requested a cleaning schedule. Given the 2 major faults the audit received a mark of 98%. The 2 major faults render the contract non-compliant. Are staff inductions completed, is there one in place? Staffordshire County Council awarded the kitchen 5★. <b>5.30pm CM arrived – declared an interest in Baseline.</b> Take up of school dinners is rising. The catering staff are doing a good job. It was acknowledged that SMHS is constantly chasing paperwork. It was noted that if Chartwells do not address action points they are in breach of contract so SMHS is entitled to walk away. WD and DP will meet with Chartwells at 10am 25/09/18.

8. **Lettings review - MR**


Lettings are in a good position. The Bookings Plus system, introduced by DP, is proving to be an asset, no bookings have been lost due to its implementation. There is a new theatre/dance group starting, Ellis Theatre Arts, which looks promising. They will be paying the appropriate fee.

It was agreed that the Stafford Suite needs to be advertised. Governors noted that the glass in the windows facing the corridor is now frosted.

There are three lettings for the Headteacher's Health and Safety briefings.

 **Governors asked if there had been any progress with the installation of Wifi –**

Governors were informed that this is going ahead despite it being complex.

 **Governors asked that the level of lettings be measured to enable meaningful comparisons to be made year on year –** this was agreed and would be possible. So far this year £33K has been generated as indicated by Booking Plus, last year this was approximately £12K.

The Site Supervisor left unexpectedly at the end of the Summer term. Mick Huckfield worked every weekend and the majority of the summer holidays to ensure the smooth running of the school. He did a really good job. A letter of thanks will be sent to Mike from the Governing Board.

MR has made enquiries locally to ascertain the level of rental charges. He recommended that there be no increase this year as the market wouldn't stand it. He suggested an increase next year. The last increase was introduced in January 2018.

DP told the Committee that a 5% increase in lettings income had been included in the budget figures. CT stated that her preference was for a small increase. It was agreed that there would be a rise for any new lettings but existing lettings would have a 'loyalty reward' with their charges being frozen, a letter will be issued informing them of the decision to freeze costs this year but that the matter will be reviewed next year, costs across the board would then be matched next year. WD was concerned with the increase in utility costs to the school which will have a huge impact. **The precise % increase would be discussed at the next meeting of the Committee together with a list of all lettings and the hours each has.**

The number of bookings of existing customers has remained level with a possible increase in new bookings.


MR has carried out the Fire Risk Assessment at St Peters' Nursery. They raised the condition of the windows with the offer to fund the repair and repainting thereof, governors agreed for this to go ahead.


MR informed the committee that he had received very positive feedback from a parent who had previously been sceptical about SMHS. House prices are reported to be rising in the area with local estate agents telling prospective buyers that the school is 'good'. CT also reported positive feedback from a student in Year 7 who is extremely happy here.

Baseline business plan is in place. A new coach has joined the team bringing new members with him. Annual membership renewal is coming into force on the 1<sup>st</sup> October 2018.

CCTV cameras are now set up.

It is believed that Baseline is the only centre of its size to offer mini tennis twice a week. Rusty rackets will start soon and could prove successful.

 **Governors asked what the current position with the outside courts was** – Doe Sports need a specific atmospheric temperature to enable them to carry the work out. They will clear the moss and paint next year. The work will be paid for out of the Baseline sinking fund. MR requested that in the event that the inside courts needed work, the £20K removed from the Baseline budget could be accessed, this is unlikely though. He stressed he is still looking at accessing grants elsewhere. It was noted that no sinking fund was ever set up for the outside courts. Tennis Staffordshire is a possible source of funding.

 **Governors asked for membership numbers** – this will be presented to the committee at the meeting to be held on the 19<sup>th</sup> November 2018.

Thanks were extended to MR for his detailed report.

**5.58pm MR left the meeting.**

9. **Baseline Tennis Centre update** – to include update on outside tennis courts – this was dealt with under agenda item number 8.

10	<p><b>Budget 2018 – 2019 School Budget planning report to Governors.</b> Circulated within the call out papers.</p> <p>DP updated the committee on the following: the challenge is to remain above the agreed deficit level. The budget this year is tight but under control.</p> <p>A teacher's pay award of 1% was included in the budget. The Government has agreed higher pay awards and will fund anything above 1%, different grades/roles will get different increases. Governors were told that figures do keep changing. The figure received will be based on the October census numbers. Part payment will be made although details are yet to be announced. DP will need to model different scenarios.</p> <ul style="list-style-type: none"> <li>🔴 <b>Governors asked if this would affect Performance Management payments</b> – they were assured it wouldn't.</li> </ul> <p>There are 338 students on role this year, 92 in Year 7. The Local Authority has asked if the school could take more than 90 next year. SMHS could take up to 100 and retain current staffing levels. It is crucial that the school manage to get through this financial year. The LA have also asked if the school could accommodate a 'bulge class'. RL felt it was important that the school does not grow too quickly. There are 30 more students in the catchment area this year. 100 in the year group is viable.</p> <ul style="list-style-type: none"> <li>🔴 <b>Governors asked at what point do more staff have to be employed.</b> There are a number of in year transfers requests being received. The size of the classrooms is important as some cannot accommodate larger classes. Floor space is also limited due to the increase in space taken by lettings.</li> <li>🔴 <b>Governors asked if the maintenance budget had increased this year</b> – they were told it had actually slightly reduced. Due to the amount of work that has taken place over the last few years in theory maintenance costs should reduce; the majority of the work required has now been completed.</li> </ul> <p>Governors were reminded that the open evening is taking place on the 2<sup>nd</sup> October 2018. The new science labs have been completed at no cost to the school. Improvements have been made to the heating system across school. The canteen has been decorated. Bids are being submitted for other projects.</p> <p>DP was thanked for her detailed report and for her continued hard work.</p>
11	<p><b>Health &amp; Safety Annual update – verbal.</b></p> <p>The annual cycle has commenced. Risk assessments are being carried out. The 5 year audit will take place next spring.</p> <p>Clive Gill from Staffordshire County Council Health and Safety department did a spot audit regards contractors procedures on Friday 14<sup>th</sup> September 2018, all was found to be compliant.</p> <p>The fire risk assessment was carried out during the summer and is found to be improving year on year.</p> <p>Accidents for the period 30/06/18 until the end of August was found to be 0.01% with the figure being 0.1% for the whole of the last academic year.</p>

12	<b>Staffing Update – See confidential appendix item 1.</b>
13	<b>Continual Professional Development review</b> – data for 17/18 and spend so far this year circulated via email on the 11 <sup>th</sup> September 2018 – paper copies were available at the meeting.  Governors were satisfied with the information provided.
14	<b>Policies</b>  <b>Premise management documents</b> – all is in order.  <b>Scheme of delegation (Financial Regulations and Procurement Regulations)</b> – circulated within the call out papers, alterations reflect the change in DP’s contract and changes in responsibilities. All differences have been highlighted in blue. The £3k limit for MR is the same as JW (finance assistant). All were agreed.  <b>Whole School Pay Policy</b> - circulated within the call out papers via email. The recommendations put forward have been approved by Central Government, therefore the figures in the document are correct. Only the figures in the table have altered, the remainder of the policy remains the same. It was agreed that SMHS will implement the recommended increases. This policy will be presented to the Full Governing Board at their meeting to be held on the 3 <sup>rd</sup> December 2018.
15	<b>Cleaning, Grounds Maintenance &amp; Catering Contracts – verbal update</b>  Quote for snow clearance has been sought. Grounds maintenance has improved. Catering was dealt with under matters arising. Cleaning – new supervisor in place, positive feedback has been received from staff.
16	<b>Any Other Business</b> – No item was raised.
17	<b>Confidential items</b> – 1 item was identified that required to be placed on a confidential appendix.
18	<b>Date and Time of Next Meeting</b> – 19 <sup>th</sup> November 2018.

The meeting ended at 6.35pm.

Signed  
Chair of Finance Committee

Date- 19<sup>th</sup> November 2018

## Actions required

Item no	Action	Responsibility of/deadline	Outcome
8	Lettings - % increase would be discussed at the next meeting of the Committee together with a list of all lettings and the hours each has.	MR	
8	<b>Baseline membership numbers</b> – this will be presented to the committee at the meeting to be held on the 19 <sup>th</sup> November 2018.	MR	