



Stafford Manor High School

Enc 2

Finance Committee

Monday 30th April 2018, 5.15pm, Stafford Suite

Minutes

Confidential Appendix

Matters arising from the 13th March 2018

| Item no | Action Responsibility of/Deadline | Outcome |
|---------|---|---------|
| 1 | Governors asked if the Notice of Concern is issued on a predicted figure or on an actual – this will be ascertained. AS to speak to TM. AS spoke to TM – Notice of Concern won't be triggered unless we have to change the terms of the agreement and providing we keep to the current terms agreed and the whole repayment schedule, please see page 9 in the Budget report. | |

Item 1 – DP to reduce to 2 days in September 2018 if agreed. There would be an impact. The duties proposed to be delegated to MR form part of his contract already, this is believed to be the greatest transfer of duties. Accident and Risk Assessments will be carried by other members of staff. **A matrix of tasks and who will be assigned has been drawn up, Governors asked that they be forwarded this document.**

Capacity will be added to the support staff structure with the proposed employment of an Admin Apprentice. Two members of staff could possibly be upgraded given the level of duties that they have recently taken on which is unrelated to DP reducing to 2 days.

Item 2 - Support staff changes; awaiting information from payroll regards the figures for DP. This is being chased. If the information proves favourable the change will be implemented in September 2018.

There are 3 teaching vacancies:-

ICT – This was advertised as a Full time equivalent (FTE) ICT/Maths post. There had been 3 applicants, none of whom were suitable. It has now been re-advertised as 0.5 FTE ICT and 0.5 FTE Maths or Science. Darren Chadwick will be teaching

FT in school in September and is able to teach either Maths or Science depending on which is appointed.

6.30pm AS left the meeting.

DC is unqualified but the intention is that he follow a route with school support where possible to train. Several schemes are available. SMHS is keen for DC to be qualified, he is an asset to the school.

Head of English has tendered her resignation – Interviews are taking place Thursday 3rd May 2018. There are 3 strong applicants with 4 being interviewed. There were 10 applicants in total. It was confirmed that many are local candidates. Advertising in the Times Ed is expensive but is proving worthwhile as the number and calibre of the applicants is high. Any Governor available was invited to attend.

Sam Nesirky (Art teacher) is currently on Maternity leave. Supply is in place and has fit in very well.

Signed
Chair of Finance Committee

Date 18th June 2018

Confidential Actions from 12th March 2018

| Item no | Action Responsibility of/Deadline | Outcome |
|---------|---|---------|
| 1 | A matrix of tasks and who will be assigned which has been drawn up, Governors asked that they be forwarded this document. | |