

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE HELD ON  
WEDNESDAY, 2 MARCH, 2011**

**Present:** Mr S Barrick, Mrs M Dane, Mr R Hollis, Mr T Jones, Ms R Lucas.

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**1/11 APOLOGIES**

Ms J Brake, Mr R Chapman, Mrs A Jeffrey, Mrs L Proctor

**2/11 AOB NOTIFIED IN ADVANCE**

None

**3/11 DECLARATION OF FINANCIAL INTERESTS**

None

**4/11 MINUTES OF THE MEETING OF 3 NOVEMBER 2011**

Accepted as a true record.

**5/11 MATTERS ARISING**

**44/10**

- Minor on-going issues with kitchen but fully operational.
- Back playground car park is now open for staff parking.

**46/10**

- Moulton Sports Complex - problem with the way figures had been entered into budget - this has been corrected and now in credit.

**6/11 HEALTH & SAFETY**

- Staff and Student Accident Reports had been previously circulated.

Mrs Dane reported that the Site Supervisor was to carry out site risk assessment - to include all steps to be highlighted with yellow paint over the Easter holiday. A strategy to raise health & safety awareness in school will also need to be put in place.

- Health & Safety Policy - previously circulated  
Approved.

**7/11 HT PERFORMANCE MANAGEMENT REPORT**

Report had previously been circulated.

Mr Barrick reported that the correct procedure had been followed on behalf of the Governing Body. The Leadership & Management and Teaching & Learning objectives were deemed to be fully met and the Student Progress Objective was deemed to be partially met. New objectives had been set. There will be an interim review in the summer term.

Mr Jones reported that the Governors' Pay Policy Committee would be reinstated next academic year. This committee would in future be the group to whom the HT Performance Governors would report.

**8/11 MSC REPORT**

Mrs Dane circulated a report to date showing a surplus of £8000 after March commitments had been taken into account and with the complex meeting its own costs. It was reported that the Astroturf and hard courts would need refurbishment in 2012.

**9/11 BUDGET UPDATE**

Mrs Dane circulated Budget 2010/11 update. It was reported that school would have a carry forward figure but until 17 March no information is available on funding from NCC for 2011/12. Main areas of overspend include recruitment advertising and examinations. Examinations overspend was partly caused by staff not realising that an up-front registration fee for new courses was payable. A problem had also arisen with a Design

Course in Y10 and Y11 and it had been decided to change exam board from AQA to OCR. Further costs had been accrued in connection with this. Music tuition had a shortfall due to student drop out.

Mr Jones reported on changes to other courses over the remainder of this academic year and it was hoped these would help expenditure.

#### **10/11 VIREMENTS**

Virements - a breakdown was circulated and those under £20,000 were agreed. Two virements as follows would be taken to the full governing body for approval:

£43,693 from Building Construction to Classroom Consumables

£27,000 from Pay-Teaching Assistants to Pay-Admin Staff

#### **11/11 DRAFT BUDGET**

Mrs Dane circulated a draft summary based on the information to hand at the present time showing a committed carry forward figure of £126,496.11. Discussion followed and it was reported that operational change strategies would be put in place for the next two or three years with the agreement of the Governing Body. More information would be available at the next Finance meeting when figures would be available from NCC. A budget for 2011-12 would be proposed at this time.

#### **12/11 ASCL BUDGET TOOLS**

There had been a consultancy visit in school with ASCL to work through possible changes to budgetary strategies. The second visit is planned for the end of March to look at further strategies including benchmarking teaching allocation across the school.

#### **13/11 EDUCATIONAL VISITS POLICY**

Mrs Dane had attended the EVC training course, along with another member of staff. She circulated the EV Policy recommended by the NCC and reported that Mr Burson, Outdoor Education Advisor's advice is that the EVC should be a senior member of the teaching staff. However, all written guidance simply states "senior member of staff". It was reported that from April 2012 all trip leaders would need to attend training for educational visits. Staff had been informed that the fees for any future trips would need to incorporate the cost of cover/supply.

It was agreed the Policy would go to the full governing body for approval with the proviso that Mrs Dane would look into the responsibilities of the school concerning educational visits in relation to LA approval for higher level trips.

#### **14/11 PAINTING REPAIRS PROGRAMME**

Mrs Dane circulated a Buildings Improvement Programme showing work that had been carried out and a timetable of work to be done. The work to be done was mainly painting and repairs to Languages, Humanities and Science classrooms. Most of the work will be done in house to keep costs down. It was felt it would be useful to circulate the programme to all staff.

#### **15/11 AOB**

MD : Aged debtor report - engineering funds from Campion. Funds have been chased and should be in by year end.

**Date of next meeting - Wednesday, 30 March, 4.00 pm**

**Meeting closed at 5.45**