

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE HELD  
ON WEDNESDAY, 3 NOVEMBER 2010**

**Present:** Ms J Brake, Mrs M Dane, Mrs A Jeffrey, Mr T Jones, Mr A Lancaster,  
Ms R Lucas, Mrs L Proctor, Ms J Brake

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**39/10 APOLOGIES**

Mr R Chapman, Mr R Hollis.

**40/10 ELECTION OF CHAIR**

Ms R Lucas elected as Chair.

**41/10 AOB NOTIFIED IN ADVANCE**

Andorra Ski Trip - Mrs Dane

**42/10 DECLARATION OF FINANCIAL INTERESTS**

None.

**43/10 MINUTES OF THE MEETING OF 16 JUNE, 2010**

Accepted as a true record.

**44/10 MATTERS ARISING**

No matters arising from previous Minutes

- New kitchen and service provision - problems at the beginning of term when only able to offer cold food because work not completed. Apart from one or two minor issues, the kitchen is now in full working order. Kitchen staff seem generally very pleased with new working area. Students also seem to like the new menu. A cashless system will eventually be installed via electronic website.
- SEN suite - all work completed during the holidays and opened with only very minor teething problems and is now a high standard work area.
- Car parking - back playground soon be open for staff to park. Cost of £3500 to fence area off. This should help relieve parking issues for school. Staff parking permits are displayed and routine checks are made on cars.

**45/10 PERFORMANCE MANAGEMENT**

Mr Lancaster presented the new Performance Management Policy, which had been previously circulated. The existing Policy is 4 years old and in need of updating. The new Policy has been drawn up in line with the County's recommendations following consultation with the teaching unions. There are not a great deal of changes; the main one being that the review statement and targets for staff have been centralised and objectives now link with the School Improvement Plan and national teacher standards. . The Performance Management Policy was discussed and recommended by the Finance Sub-committee. It will be presented to the Full Governing Body for approval at its next meeting.

Mr Lancaster left the meeting.

**46/10 FINANCIAL SUMMARY 2010-11 & VIREMENTS**

Mrs Dane presented a half year review.

Main issues -

- Overspend of £42,876.25 on Admin Staff. Moulton Sports Complex income/expenditure is not correct - looking into these matters.  
Update - current income forecast indicates that MSC will be in profit at year end assuming no unexpected large expenditure items.
- Teaching staff overspent caused by two long term sickness. Two maternity cover teachers needed at Christmas which are not covered in budget. Recruitment advertising costs are essential but very costly.

- LA funding of £10,000 for internet provider has been withdrawn with immediate effect and this money has to come out of budget.
- New courses overspent - this could not have been foreseen but most departments are under spent.

Some savings have been made with regard to Threshold payments and by using Cover Supervisors instead of supply staff. Staff training and development also under spent.

Ms Lucas raised the point that the budget had been approved with the proviso that there was to be no overspend. Mr Jones explained that the projection is not to be overspent at the year end.

A financial review will be carried out on a monthly basis and this will be reported to Senior Management to monitor the situation. This will facilitate tighter and more timely financial monitoring.

Virements - a breakdown was circulated and these were agreed. As all were under £20,000, they would not be taken to the full governing body.

#### **47/10 MOULTON SPORTS COMPLEX**

Mrs Dane circulated a summary of activities.

- A small surplus had been carried forward last year and hopefully this would be next year.
- Bookings are looking very positive.
- Northampton Saints Hockey club continue to use the astro turf and provide a substantial income for the complex.
- Summer Playscheme had again proved a success. An OFSTED inspection had been carried out, with a result of good with outstanding in four areas. This was an improvement on the previous inspection.

It was agreed that Moulton Sports Complex would be a permanent item on the Finance Sub-committee Agenda.

#### **48/10 REVIEW OF POLICIES**

Scheme of Delegation - it was agreed that Activity points 31 and 32 should be amended. Policy approved.

Data Protection - Appendices 1 and 2 had not been attached to the Policy when circulated. These will be circulated with Minutes of this meeting. Policy approved.

Freedom of Information - Policy approved.

Pay Policy - to go to the full governing body for approval.

#### **49/10 HEALTH & SAFETY**

The Minutes of the meeting of 20 October and students' accident report for Summer Term 2010 were circulated.

- DT Block smell - since girls' toilets had been closed, the smell had improved. A survey is to be carried out into whether problem is being caused by drains.
- DT floor - have to look at options to correct this problem. It was noted that all surveys and risk assessments had been carried out and all recommended suitable measures put in place regarding the floor.
- Accident Report - a summary would be provided in future to highlight any trends relating to accidents.

It was reported that first aid and medical policy and procedures had been reviewed following a reported asthma attack and the updated Medical Policy was available on the school website.

#### **50/10 AOB**

##### **Andorra Ski Trip**

Mrs Dane presented a request from Mrs May relating to a proposed ski trip to Andorra in February 2011 half term. Although it had originally been planned that the school would not organise another ski trip until 2012, following a lot of interest from students and parents, Mrs May had asked for interested students to contact her and

it had been decided that a trip would be viable for 2011. The trip details have gone to Bob Burson for risk assessment. Depending on the result of this, the Finance Sub-`committee approved the trip.

**Date of next meeting : 2 March, 2011, 4.00 pm**

Meeting closed at 5.35 pm