

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE HELD  
ON WEDNESDAY, 8 JUNE, 2011**

**Present:** Mr S Barrick, Mr R Chapman, Mrs M Dane, Mr J Eales, Ms R Lucas,  
Mrs C May

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**25/11 APOLOGIES**

Ms J Brake, Mrs A Jeffrey, Mr T Jones, Mrs L Proctor.

**26/11 DECLARATION OF FINANCIAL INTERESTS**

Mr Chapman declared his employment at Moulton College.

**27/11 PROPOSED BERLIN SCHOOL TRIP**

Presentation by Mrs A Howell regarding proposed school trip for approximately 10 Sixth Formers (2011-2012) to Berlin 15-18 December 2011. Mrs Howell would be accompanied by Ms Romaniw (Head of MFL) who would be on a sabbatical at that time and, therefore, no cover would be required for her. Mrs Howell has organised a similar trip in the past and presented a detailed itinerary. It was felt it would be a worthwhile learning experience and the Committee agreed that the trip could go ahead.

**28/11 MINUTES OF MEETING OF 20 MARCH, 2011**

Accepted as a true record.

**29/11 MATTERS ARISING**

13/11 - EV Policy Mrs Dane confirmed the school was fully covered with no additional costs.

21/11 - Online banking mandate had gone through

22/11 - Land transfer had gone through, the Deeds would be held by Stone King, 13 Queen Square, Bath, BA1 2HJ.

23/11 - Budget approved.

**30/11 AUDITOR'S VISIT**

A few issues had arisen with some good practice points being recommended. The full report would be issued next week and this will be brought to the next meeting.

**31/11 FINANCE UPDATE & VIREMENTS**

Mrs Dane circulated financial update to the end of May. The update was not showing a true picture because of various issues including

- Teaching Staff deficit - part of the contingency fund would carry forward into this at year end.
- Staff on maternity leave were still showing as a full commitment but this would reduce as time goes on.
- Threshold payment would not be received until after September.
- Exams - it is thought this will be underspent owing to less registration costs.

The following virements were agreed:

£1710 from SSAT to Events

£178 from ASCL Consultancy to Events

£977 from IT Support Software to Events

£1500 from Contingency to Science Lectures

£2400 from Contingency to Design Test Certification  
£1300 from Contingency to Design Consumables  
£1300 from Contingency to AST  
£920 from Contingency to Geography  
£1000 from Contingency to Maths Lead Programme  
£2640 from Contingency to Prospectus  
£800 from Contingency to Electronic Coms  
£3800 from Building Cleaning Contract to Cleaners' Salaries  
£10279 from MSC profit to Earmarked Revenue Balances

The following virements would be put forward at the Full Governing Body Meeting on 30 June for approval:

£106,896 from Contingency to Teaching Staff Salaries  
£63,110 from Contingency to Teaching Staff Salaries

It was agreed to send out financial update with the Agenda for future meetings.

### **32/11 STAFF COST REDUCTIONS**

Mrs May reported on the Consultation Paper that had gone out to staff setting out various proposals for reducing staffing. Staff had been invited to discuss any issues concerning the paper and 12 responses had been received. It was felt staff had been very supportive of the proposals. Some of the proposals would be put into place following further discussion by the SLT. Others would have to go before the Governors Pay Policy Committee before the end of the academic year, with staff being consulted in September and the proposals being implemented in January 2012. Others proposals included looking at ways of generating income within school and increasing the PAN for 2013. Any proposed increase in PAN would also go before the Governing Body for approval.

### **33/11 HEALTH & SAFETY REPORTS -**

Mrs Dane reported on a claim by the parents of a student who had injured her toe when moving some badminton equipment. The school insurers had refuted the claim and the matter was ongoing.

### **34/11 POLICY REVIEWS**

The following Policies were agreed

- Procurement & Contracts
- Charging and Remissions
- Complaints Procedures

The Governors' Allowances Policy needed to be updated to include an increase of petrol to 45p per mile and the Admissions Policy needed to be reviewed and updated.

**Meeting closed at 5.25 pm**