

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

PRESENT: Ms R Lucas (Chair), Mrs J Buckby, Mr R Hollis, Mr T Jones, Mr I Macsporrán

1/10 APOLOGIES

Mr S Barrick, Mr R Chapman.

2/10 AOB NOTIFIED IN ADVANCE

Design block floor
SALIX
Long Service Awards

3/10 DECLARATION OF FINANCIAL INTERESTS

None.

4/10 MINUTES OF THE MEETING OF 25 NOVEMBER

Presented at the last full Governors' meeting.

5/10 MATTERS ARISING

52/09 e-Safety Policy – a new LA template has been issued and Mr Jones had asked Mr Macsporrán and Mr Hunter to look at it during the summer term.

54/09 Financial benchmarking – Mr Jones and Mr Macsporrán had discussed this and suggested that this be an agenda item once a term. Mr Jones to speak about it at the next meeting.

58/09 Transfer of deeds – this is proceeding. The LA has now provided a contact name for the solicitors.

6/10 FINANCIAL SUMMARY 2009/10 & VIREMENTS

An up to date summary was circulated to the committee.

Employees – it was estimated that the overspend on this heading would be approximately £31,500. It would be necessary to employ two agency staff for the foreseeable future to cover long term sickness.

It had been decided that the underspend on staff training and development would not be carried forward into the next financial year.

Premises – maintenance, grounds maintenance and building cleaning contract would all be overspent this year. However, any underspend on cleaning materials would be vired to maintenance to offset this.

Income – there would be a shortfall on the estimate for lettings of up to £5,000.

Supplies & Services – it was agreed that any underspend on examinations should be carried forward as would faculty/department underspending.

Virements – the virements, appended to these minutes, had previously been agreed by the Ms Lucas as the deadline for sending them in to the LA had been the middle of February.

7/10 AGED DEBTOR REPORT

The majority of debts related to music fees. However, these would be covered from deposits paid in June/July and music tuition would cease at the end of the spring term for those who had not paid.

8/10 BUDGET 2010/11

The draft 2010/11 budget was circulated. The initial estimate showed a shortfall of £380,140.

Mr Macsporrán then took the committee through the employee costs and explained how salaries had been calculated. He said that the budget included a new post for Health & Social Care and also covered any possible maternity cover and long term sickness contingency.

There followed a lengthy and wide ranging discussion on the staffing structure.

One of the Assistant Site Supervisors would be reducing his hours from October and an additional Site Supervisor would be appointed. The committee spent some time discussing the question of overtime.

Mr Hollis asked for more detail on the draft budget – a comparison with last year's figures, possible breakdown on a faculty/department basis.

It was suggested that EPM, the school's personnel/payroll provider be invited into school to discuss the implications of any cuts to staffing.

9/10 EDUCATIONAL VISITS

A list of all educational visits up to the end of the year was circulated.

A visit to Auschwitz had taken place in February and Mr Macsporrán apologised not making governors aware in advance.

Approval was given for a visit to the Peak District in preparation for the World Challenge expedition.

10/10 HEALTH & SAFETY

Minutes of the meeting on 28 January and details of accidents for the autumn term were distributed.

Mr Jones explained what safety measures had been taken during the recent snow days. He said that the school used a common sense approach.

11/10 ANY OTHER BUSINESS

Design block floor

Mr Macsporrán reported that, originally, he had been assured that this would be covered under insurance. However, this has now been turned down as the fault is deemed have accrued over some time. It would be necessary to make a decision as to what repairs should be made and when. A firm of consultants had been contacted for their opinion.

SALIX

The school has taken out two loans, via a government agency, for energy efficiency measures. These cover lighting in the design and sixth form blocks and there will be a further three loans to cover lighting in the maths and main blocks, and the sports centre. The loans will be repaid over eight years and will be financed from savings in energy bills.

Long Service Awards

Mr Macsporrán reported that one member of staff had received a 25 year long service award for £110 paid for by the LA.

There are two more members of staff who will be eligible for the same award and one who is eligible for a 35 year award. However, as Moulton is now a Foundation school, these would have to be funded by the school.

It was agreed to find out how other Foundation schools treat long service awards before taking it to the full governing body for approval.

12/10 DATE OF NEXT MEETING

Please note that the date of the next meeting has been changed to **Monday, 22 March 2010** at 4.00 pm.