

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE
HELD ON THURSDAY, 12 JUNE 2008.**

PRESENT: Ms R Lucas (Chair), Mr S Barrick, Mrs J Buckby, Mr R Chapman, Mr M Henderson, Mr T Jones, Mrs H Neilson.

36/07 EDUCATIONAL VISIT PROPOSALS

Berlin 2009

A presentation was give by Mrs Amanda Warren for a proposed joint history and German visit to Berlin for four days in July 2009. This would involve 44 students and 4 members of staff. Mrs Warren explained why the visit should take place and what the students would be doing. Up to 50% would be German students and the remainder history students. Three quotes had been obtained – EF Travel £465, NST £320 and PGL £534. All quotes had been investigated thoroughly and Mrs Warren recommended that the EF Travel quote be accepted. The school had used this firm in the past and had been extremely satisfied with them. A dedicated tour representative would be provided. The committee approved the visit and the EF Travel quote.

Andorra 2009

Mrs May circulated a proposal for a ski trip to Andorra in February 2009. This would involve 84 students from Years 8-13 with, possibly, one or two Y7, 10 members of staff and 2 additional adults. Three quotes had been obtained – Blue Rock Travel £589, Pavilion Tours from £549 and Ski Plan £639. There would also be an additional £45 for snowboarding. Blue Rock Travel had been used previously by the school and Mrs May recommended their quote. The committee approved the visit and the Blue Rock quote.

“World Challenge” summer 2010

Mr Barber presented a proposal for a second World Challenge visit to Zambia and Botswana in summer 2010 for 20 students. World Challenge had offered to hold the 2009 price of £3,595 if the school was prepared to commit to the visit now. Mr Barber explained that students were expected to raise all the money themselves as part of the challenge. He also explained what students would be doing during the visit. Students would be expected to have an awareness of environmental and global responsibility and leaders would stay in the background. Students would also have to undertake training beforehand and would be assessed on their suitability. Only students at the school would be allowed to take part. The visit was approved.

37/08 APOLOGIES

Mr Macsporrان.

38/08 AOB NOTIFIED IN ADVANCE

As there was a large agenda, it was agreed that Mrs Neilson should report on her tour of the school at the next meeting.

39/08 DECLARATION OF FINANCIAL INTERESTS

None.

40/08 MINUTES OF THE MEETING OF 19 MARCH

These were agreed.

41/08 MATTERS ARISING

21/08 30/08 MSC Subsidy to Sports Centre – although £30,000 had been allocated in this year's budget, it was thought that the subsidy would be between £10,000 and £12,000. Mr Jones stressed that this would not be an indefinite subsidy and other funding would be sought by the Centre.

42/08 FINAL FINANCIAL SUMMARY 2007-08

The committee had previously received the summary. The final carry forward figure, agreed by the LA was £348,500 and, of this, only £30,690 was uncommitted revenue. Virements – the committee agreed the virements for the use of the carry forward figure (appended to these minutes).

43/08 FINANCIAL SUMMARY 2008-09

The summary was circulated to the committee. Salary figures for May had only just been received because of a delay by the LA due to a change in finance systems. Mr Jones reported that he knew of two maternity leaves coming up and that one member of staff on long term sick leave was hoping to come back to school on a phased return before the end of term.

44/08 DATA PROTECTION AND FREEDOM OF INFORMATION – ACTION PLAN

Data Protection Policy

Appendix I – Registry Entry with the Information Commissioner's Office
Appendix II – Data Protection Guidelines.

Mr Jones gave a summary of the policy which included an introduction; notification of data held; student and parental responsibilities; rights to access information; subject consent and sensitive information; the data controller and the designated data controllers; standard publication information. The Operational Systems Manager would have day to day oversight of data protection and there would be training for staff in the autumn.

Request for information forms – any outside agencies requesting information from the school would be required to complete a form. A confidentiality agreement would also have to be signed. A log of requests is already being kept.

The committee recommended that Governors accept the policy.

Action plan

The action plan covered various shortcomings identified in the recent audit

- The school lacks a written Data protection Policy

Action - production of a draft policy for the consideration of the Governing Body.

- The school websites lack clarity, accuracy and contain out of date information

Action – the old websites have been closed and the contract with E4Education terminated. A new website is being constructed as part of the school's new Virtual learning Environment

Mr Jones said that the school website is not yet 'live' but will be before the end of the academic year.

- There is no evidence of written agreements for data sharing

Action – A log is now kept of data which is disclosed to the police. Written protocols are being sought with agencies and with hardware and software maintenance contractors. A pro-forma is being introduced to record data sharing.

- CCTV used on site is not complying with current good practice

Action – Officers involved in operating CCTV are now using “CCTV Code of Practice 2008” from the Information Commissioner’s Office”.

(Clarification is being sought on whether Moulton Parish Council are internal or external users.)

- Some personal details are being held for longer than seems necessary

Action – Clarification on record keeping is being sought from NCC

- Training and awareness at a low level amongst staff

Action – Time on staff training days in autumn 2008 to be spent on this topic.

- Policy on the use of photographs of students unclear

Action – Information for parents to be included in the annual data checking exercise in the autumn term 2008

Mr Barrack asked that advice be sought on pupils’ photographs appearing on the school website.

- Although the school has a Freedom of Information Policy, the school seems unprepared for making decisions about disclosures.

Action – Use website to share information as fully as possible. Have in place procedures for dealing with specific requests.

45/08 DATE OF NEXT MEETING

To be included in the school calendar.