

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE
HELD ON THURSDAY, 13 NOVEMBER 2008**

PRESENT: Mr S Barrick, Mrs J Buckby, Mr R Chapman, Mr M Henderson, Mr T Jones, Ms R Lucas, Mr I Macsporrnan.

46/08 ELECTION OF CHAIR

Ms Lucas was re-elected.

47/08 APOLOGIES

None.

48/08 AOB NOTIFIED IN ADVANCE

Activity-led Funding
School Travel Plan
Value for money consultant
Relationship with Moulton Magpies
Reduction of rateable value

49/08 TERMS OF REFERENCE

No change.

50/08 DECLARATION OF FINANCIAL INTERESTS

None.

51/08 MINUTES OF THE MEETING OF 12 JUNE

The minutes were agreed.

52/08 MATTERS ARISING

38/08 Mr Jones reported that Mrs Neilson had resigned as a governor. Mr Henderson volunteered to tour the school site and report to governors.

53/08 FINANCIAL SUMMARY 2008-09 & VIREMENTS

The summary had been circulated to the committee.

Salaries - Mrs Buckby reported that there could be a deficit on salary costs partly due to the employment of two full time agency staff in English and Psychology. Mr Jones and Mr Macsporrnan explained the problems with the current staffing situation.

Capital funding – costs for the new garage have been taken from capital funding and £20,000 of the cost will be repaid from the SWAN group in three instalments. Mr Macsporrnan said that the final window replacements will take place in summer 2009.

Subsidy to Moulton Sports Complex – there should be a saving in the region of £10,000.

Income – there may be a deficit at the end of the year as there have been fewer lettings and bank interest will be down.

Curriculum resources – there may be an overspend on music tuition.

General contingency remains untouched at present and £10,000 remains in the carry forward cost centre. There is still no news on how much the on-going Pay and Benefits exercise will cost. Mr Macsporrnan said that he intends to spend some of the contingency fund on updating equipment for the design department as previously agreed by the committee.

Virements – the committee approved the virements (appended to the minutes).

Exams – Mr Macsporrán reported that, due to changes in personnel in the science department over the last two years, errors were made in the entries to the exam board in 2006 and 2007. This had resulted in late entry fees of £5,000. Mr Jones pointed out that the school now has a knowledgeable exam officer and an assistant and he was more confident that these errors should not occur in the future.

Copies of the school's exam review were handed out

Mr Macsporrán said that there had been a 26% increase in sixth form students but the LSC had refused additional funding for 2008-09. Sixth form accommodation is very tight but there is little that can be done at present.

Concern was also expressed about department capitation levels and it was hoped that this could be addressed in the next financial year. Mr Jones said that he would also want to further develop the support staff structure.

54/08 CONTROLS ASSURANCE STATEMENT

The document was circulated to the committee and discussed. Three signatures would be needed on the document and it would be brought to the next full governors' meeting.

Financial risk and control checklist – a model document was distributed to the committee. Mr Macsporrán and Mrs Buckby will look at the document next term and report back to the committee.

55/08 MOULTON SCHOOL SERVICES ACCOUNTS

A breakdown had been given to the committee for their information.

56/08 ANNUAL POLICY REVIEWS : HEALTH AND SAFETY : CHARGING

Health and Safety Policy – no changes.

Charging policy – recent changes.

Section 8 school uniform – 'Where the school sells items of uniform it will not make a profit. There may, however, be a charge associated with the administrative costs of providing the service.'

Section 4 – amend wording to exclude monetary value of maximum income.

Draft policy on governors' expenses – this document was distributed to the committee for discussion at a future meeting.

The committee had received minutes of the health and safety meeting of 17 September and a copy of the accident/incident report for the summer term. Mr Macsporrán drew the committee's attention to the injury sustained by the Assistant Site Supervisor. Injuries such as this would, in future, be reported immediately to the chair of the finance sub-committee.

57/09 DATE PROTECTION UPDATE

44/08 - the policy had been adopted by the full governing body.

The school website - after a few teething problems this is now extremely good and the committee expressed its appreciation for the work done by Mrs Ruth Thompson, the school's web manager.

Data sharing – written protocols are in place.

CCTV – the school now has a code of practice.

Personal/financial data – the school has purchased a large metal container and all data will be stored for the requisite amount of time.

Training – data protection had been the subject for a whole staff training session.

Use of pupil photographs – the LA policy is being pursued.

Freedom of information – only one request had been received by the school.

The committee thanked Mr Macsporrán for all his hard work on data protection.

58/09 EDUCATIONAL VISITS

A list of 2008-09 visits was circulated to the committee. The following visits were approved: St Omer – 19 and 25 June; Longtown – 4 visits taking place between 2 and 27 March; Brittany – 1-5 June; Science Challenge Day (whole school) 3 July.

59/08 ANY OTHER BUSINESS

Activity-led funding – with effect from April 2009.

This should make little difference to Moulton's funding.

School Travel Plan – this had been submitted to the LA and funding of £11,000 had been received. It will be used for lockable cycle sheds.

Value for money consultant – discussions had taken place on three year planning (better software is required), and planning for changes to finance personnel over the next five years.

Moulton Magpies – the school had been approached with a view to putting in a bid to the Football Foundation for funding to improve and expand facilities. It was hoped that the Moulton Magpies would be able to use the school's pitches in the evening and at weekends and that, in return, the pitches would be re-drained and renewed. Discussions are at an early stage at present.

Rateable value – A LA consultant has visited the school and there may be a case for a reduction.

60/08 DATE OF NEXT MEETING

Thursday, 5 March 2009.