

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE
HELD ON WEDNESDAY, 16 JUNE 2010**

PRESENT: Mr R Chapman (Acting Chair), Mr S Barrick, Mrs J Buckby, Mr M Henderson, Mr R Hollis, Mr T Jones, Mr I Macsporrان.

Mrs Mandy Dane, School Business Manager wef 23 August also attended.

25/10 APOLOGIES

Ms R Lucas.

26/10 WELCOME

Mrs Dane was welcomed to the meeting.

27/10 AOB NOTIFIED IN ADVANCE

Moulton Magpies agreement
Moulton Sports Complex expenditure
Devolved Formula Capital spending

28/10 DECLARATION OF FINANCIAL INTERESTS

None.

29/10 MINUTES OF THE MEETING OF 22 MARCH

Agreed.

30/10 MATTERS ARISING

17/10 Design block floor. A health and safety inspection had been carried out by the County Design Inspector and she had been satisfied with the school's risk assessment. However, she had expressed concern over the cleanliness of the floors. Mr Macsporrان has now spoken to the cleaning supervisor and has reviewed the cleaning schedule.

31/10 FINAL FINANCIAL SUMMARY 2009-10

This had been circulated to the committee. The final carry forward figure was £337,388. Form SB1 had been returned to Schools Finance and it had been confirmed that there would be no claw-back.

32/10 FINANCIAL SUMMARY 2010-11

Teachers' salaries – the September pay award of 2.3% had been built into the commitment.

Supply (Training) – no funds had been allocated, apart from the carry forward figure, and virements would have to be done each term from Training and Development to cover spending. The approach to CPD limiting external courses is expected to minimise this.

Recruitment advertising – due to the large turnover in staff, there was an overspend on this budget and this will increase.

Capital Funding – the 2010-11 allocation of £90,461 will be paid to the school with the June funding.

Supply Agency costs – Mr Macsporrán circulated a paper showing teachers' average daily absence between January and May 2010. He explained that there had been several long term absences and, consequently, spending on supply and agency staff had been more than expected. Mr Jones said that a ceiling would have to be placed on supply spending and that, in September, it may be necessary to combine classes with a senior member of staff. This was discussed by governors.

The school is looking at the management of both long and short term absences and, where necessary, Personnel could become involved.

Virements – the committee had received a breakdown of virements and these were agreed. As several were over £20,000 these would be taken to the full governing body.

33/10 AGED DEBTOR REPORT

This was given to governors for information. There were no concerns.

34/10 BENCHMARKING

A benchmarking document and CFR chart for the school, showing comparisons with the school's statistical neighbours, was circulated to governors and the data was discussed.

35/10 STATEMENT OF INTERNAL CONTROL

A Statement of Internal Control Guide and Checklist for Governors, downloaded from the FMSiS website was given to the committee. It was agreed that Moulton's Statement would be taken to the full governing body for signing.

36/10 REVIEW OF POLICIES

Procurement and Contracts – this had been updated. The policy was agreed.

Governors' Allowance – this was agreed.

Charging and Remissions – there had been no changes to this document. However, Mr Macsporrán agreed to check on the current Child Tax Credit salary limit and amend the document if necessary. Mr Macsporrán also confirmed that no students are excluded from educational visits and there are charitable trusts which can be approached for help with other visits. The policy was agreed.

Complaints procedure – the policy was agreed.

All policies would be taken to the next full governing body meeting.

37/10 HEALTH AND SAFETY

The minutes of the meeting of 13 May and students' accident report for the spring term were circulated. Mr Macsporrán confirmed that the level of accidents remained constant.

The reports on accidents to staff were also presented. There had been one injury in the workplace and the member of staff had been absent for 3 months. There had been a managed return to work from 8 June.

It was agreed that the school had fully complied with Health and Safety regulations.

38/10 ANY OTHER BUSINESS

Moulton Magpies agreement

Mr Macsporrán gave an update of the situation and said that the £20,000 contribution would now be paid directly to Moulton Magpies.

Moulton Sports Complex expenditure 2010-13

A document was circulated showing expected income and expenditure for the period. At the end of the financial year 2012-13 it was expected that the ATP sinking fund would stand at £134,720.

The hard court would be upgraded (£25,000) and new fitness room equipment purchased (£10,000) in 2011-12 and the Astroturf re-laid (£130,000) in 2012-13.

There may be a shortfall of £30,000 but it was felt that this could possibly be covered from the school's capital funding.

Devolved Formula Capital spending

A document was circulated showing the proposed spend for 2010-11.

This included SEN modular suite, commitment to Moulton Magpies, contribution to the County Hot Meals plan and a contingency fund for the design block floor.

Mr Hollis asked that the school review the planned spending on the SEN suite.

It was agreed that Mr Hollis would meet with Mr Jones and Mr Otley on Monday and that Mr Otley should make the final decision.

Governors agreed that, in future, phased projects should be reviewed at the completion of each stage.

This had been Mr Macsporrans' last finance meeting and Mr Barrick thanked him, on behalf of the committee, for all his work over the years.