

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE
HELD ON THURSDAY, 18 JUNE 2009**

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

23/09 APOLOGIES

Mr R Hollis.

24/09 AOB NOTIFIED IN ADVANCE

None.

25/09 DECLARATION OF FINANCIAL INTERESTS

None.

26/09 MINUTES OF THE MEETING OF 30 MARCH

Presented at the last full governors' meeting.

27/09 MATTERS ARISING

21/09 Mr Macsporrان reported that the LA had formally accepted the 2009-10 budget.

28/09 FINAL FINANCIAL SUMMARY 2008-09 inc SB1

The committee had received copies of the final financial summary, the LA accounts and Form SB1 showing a carry forward figure of £287,187. Form SB1 had been approved by the LA and showed an uncommitted revenue balance of £19,983. The committee also accepted the re-allocation of the carry forward figure (details appended to the minutes).

28/09 FINANCIAL SUMMARY 2009-10 inc LSC FUNDING UPDATE

The summary had been circulated to the committee.
Salaries - a virement from teachers' salaries to supply agency charges for the summer term would be done at the end of the academic year.
Energy – the school has still not received any invoices for gas since February.

Mr Macsporrان reported that the school had been audited by the LSC. Sixth Form numbers and how EMAs are paid to students were looked at and processes were deemed to be excellent. The school is still awaiting a written report. The committee expressed its thanks to Mrs Diederiks and Mrs Bremner.

Mr Macsporrان also reported that the school would not be losing £67,000 from its budget but would be receiving almost £19,000 additional funding from the LSC. This should be received at the end of June and it was decided to leave the money in contingency.

29/09 AGED DEBTOR REPORT

Three debts remaining outstanding and reminders had been sent out to each.

30/09 INTERNAL AUDIT REPORT inc SCHEMES OF DELEGATION PLANNERS

The audit report had been circulated to the committee.
This covered governance; employees; personnel and payroll; local bank account; income; insurance and licensees on site. An appendix showing good practice in the school had also been included for the first time.

Management comments with proposed actions and timescales had been drafted and added to the document. The document will be circulated to the full governing body. A governing body delegation decision planner and financial delegation decision planner had been distributed to governors. These included draft suggestions for delegation.

Having discussed the suggestions the committee generally agreed with the recommendations. It was decided to accept the planners as an interim measure and review them again in the autumn term. Mr Jones also agreed to contact ASCL for advice on normal practice regarding suspension of the Headteacher – chair or sub-committee.

31/09 FMSiS – STATEMENT OF INTERNAL CONTROL AND DRAFT 2009 SELF-ASSESSMENT

A draft Statement of Internal Control was circulated and an amended FMSiS document which had been completed on-line. Mr Macsporrán agreed to indicate any changes on a copy of the document which would be given to all governors.

32/09 EDUCATIONAL VISITS

A list of education lists up to the end of the summer term was circulated. The visits were approved.

Mrs May had also put forward a paper seeking approval for a ski visit to Andorra in February 2010. It was intended that two ex staff members and one parent be included on the trip and Mr Jones felt that there was an issue with this. CRB checks are not transferable, new List 99 and CRB checks would have to be carried out. There was discussion on the number of adults needed for the visit and Mr Jones agreed to take advice on non-employees accompanying residential visits. Governors agreed the visit in principle.

World Challenge – Mr Jones reported that two students who would not be in education at Moulton were included on the visit. It had not been made clear to them that they needed to be at Moulton when the visit took place. Mr Jones had spoken to the Chair of Governors and it had been decided that, due to the confusion, they should be allowed to go, with the proviso that staff felt confident about their behaviour. Miss Ramsdale and Miss Romaniw would now be accompanying the students. Due to the introduction of ‘rarely cover’ the school will be looking at a limited number of activity days in the future, on which trips may take place.

33/09 POLICIES – PHOTO/VIDEO

Held over to the next meeting. An interim set of guidelines would be given to staff in September.

34/09 HEALTH AND SAFETY

The minutes of the meeting of 13 May had been circulated including an accident/incident record for the spring term 2009.

Mr Macsporrán also reported that there had been five staff accidents.

35/09 MOULTON SPORTS COMPLEX USER GROUP MINUTES

The minutes of the meeting of 21 April had been circulated.

Parking – this continues to be a big issue and the school is looking to increase parking capacity with effect from September. Staff parking permits will continue to be used.

36/09 SPECIAL NEEDS SUITE

Mr Macsporrán reported that he had met with the supplier and everything was on course for completion in time for September. Plans and a breakdown of the quote had been given to the committee. The cost would be approximately £104,000 and 50% of this would be payable immediately. Phase 2 would take place next year with the same number of units being added.

37/09 EQUIPMENT LOAN SCHEME APPLICATION

Mr Macsporrán had submitted a proposal to apply to NCC Equipment Purchase Loan Scheme for computer equipment and furniture for the special needs suite and the school and also reprographic equipment. The funding would come from the capital equipment budget. The cost of the equipment was £89,029 and the cost of the loan, over 3 years, would be £91,255. There was discussion on possible cuts in the future to capital funding and Mr Macsporrán assured governors that costs would be within budget and fundable over the next three years. The application was approved.

38/09 PARTNERSHIP WITH MOULTON MAGPIES

Mr Macsporrán explained the background to the planned expansion. Moulton Magpies are applying to the Football Association for £400,000 in order to expand their facilities and both Mr Macsporrán and Mr Mitchell, Head of PE, had been involved in discussions over the last year. This would be a community partnership with Moulton and there would be pupil involvement with fund raising. The cost to the school would be approximately £20,000. In return, new drainage systems to the playing fields would be funded by the FA Foundation.

39/09 COUNTYWIDE HOT MEALS SERVICE

Mr Macsporrán had circulated correspondence he had exchanged with the LA. The LA had informed schools that 83% of schools had responded positively and 'all other schools will be included in the plan and financially committed unless they state otherwise'. Governors agreed that this was unenforceable.

Mr Macsporrán had attended an information evening and said that contributions would now be phased over five years but the LA was not able to tell schools when work would start.

It was decided to wait and see what happens.

40/09 DATE OF NEXT MEETING

To be arranged.