

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB COMMITTEE
HELD ON WEDNESDAY, 19 MARCH 2008**

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

26/08 APOLOGIES

Mr R Chapman, Mrs H Neilson.

27/08 AOB NOTIFIED IN ADVANCE

Data Protection Act – update

28/08 DECLARATION OF FINANCIAL INTERESTS

None.

29/08 MINUTES OF THE MEETING OF 28 FEBRUARY

The minutes were agreed.

30/08 MATTERS ARISING

19/08 Energy – Mr Macsporrان reported that Mr Eamon Byrne had taken over LA energy contracts.

20/08 Music overspend - Mr Macsporrان reported that he had spoken to Mr Ives. It appeared that the number of Year 6 students taking music tuition had been lower than expected and collection of data from the feeder primary schools had been difficult. Mr Ives had built in provision for 40 new students but fewer had turned up. Also, a higher number of students had dropped out of lessons over the year.

Mr Ives had also omitted to include the costs of guitar tuition in his calculations. Mr Ives had said that he wished to retain responsibility for chasing up students who did not pay.

Mrs Buckby pointed out that, as deposits from those who had dropped out had been used to fund the autumn and summer terms, there would be a shortfall in funding for the summer term.

It had been agreed that a letter about music tuition be sent out to all Year 6 parents in April/May. with the uniform letter, giving a firm deadline for payment. Mr Ives would also send out a reminder two weeks before the deadline.

Mr Macsporrان had stressed to Mr Ives that, until the system was working effectively, he could not ask governors for more funding.

21/08 Subsidy to Sports Centre – an e-mail had been received from Schools Finance advising that the headteacher must see, and approve, the calculations from the Centre identifying the reduction in income and loss of net profit. An invoice could then be raised. The LA felt that this would be an issue faced by all establishments and it was suggested that the school should agree with the Centre the period over which the contribution from the school would reduce/cease.

Mr Jones said that the figures provided need to be more accurate and he felt that the Centre may have to increase prices to the school to cover the shortfall. He said that the Centre manager had been working hard to seek additional funding and this was on-going.

31/08 FINANCIAL SUMMARY 2007/08

The summary had been previously circulated with the agenda.

Mrs Buckby reported that the February salary figures had been received but there was very little change to the situation at the end of the last meeting.

32/08 BUDGET 2008/09

The final budget had been received on 11 March. Mr Macsporrán said that the school had received some £30,000 more than he had estimated including £542,583 in standards funds and other allocations. He said that schools would not be charged for EMBC broadband until 2011/12.

The Pay and Benefits Project could cause an issue but the final figures would not be known until after Easter.

Although some energy costs could reduce, it was not Mr Macsporrán's intention to reduce allocations.

Mr Macsporrán distributed copies of his second draft budget.

Salaries – a paper showing costings was distributed.

There had been some re-structuring of support staff jobs which would incur additional costs. Mr Jones said that the whole structure had been discussed by the Pupil and Personnel sub-committee and it had been agreed that the changes be taken to the full governing body. It was hoped that these changes would, eventually, result in a reduction in teaching staff costs. Mr Jones said that he aimed to bring the total salary figure to below 80% of the budget.

Mr Barrick remarked that it was pleasing to see that the contribution made by the support staff was being recognised.

These changes were agreed.

Supplies and services – there would be additional Year 10 courses linked to Moulton College, which would have a cost implication.

Contingency – a figure of £28,200 had been set.

Support services – Mr Barrack suggested that the school buy into governor training, at total cost of £1,040. This was agreed.

Projects – nothing in the budget at present. The school will receive funding for these later in the year.

Mr Macsporrán said that he would make the agreed changes to the budget and would present the final budget, in the form that the LA require, to the full governing body.

Mr Jones thanked Mr Macsporrán and Mrs Buckby for their work on the budget.

33/08 BUILDING REPORT

This would be discussed at the next meeting when Mrs Neilson would be present.

34/07 ANY OTHER BUSINESS – Compliance with Data Protection Act etc.

Mr Macsporrán reported that the immediate response to the audit had been:

- the school's two websites had been closed down and the process of establishing a new one was on-going
- logs were now kept of contact with police and other authorised bodies.
- the matter was on the Leadership Group agenda
- the information systems manager would be attending a training course
- the school needs to show that it is attempting to comply with the act and an action plan would be put in place.

35/07 DATE OF NEXT MEETING

Mr Jones said that he would prepare dates for all the sub-committee meetings and would bring them to the full governing body meeting.