

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE
HELD ON THURSDAY, 19 MARCH 2009**

PRESENT; Mr R Chapman (Chair for this meeting), Mr S Barrick, Mrs J Buckby, Mr M Henderson, Mr T Jones, Miss R Lucas, Mr I Macsporrان.

1/09 APOLOGIES

None.

2/09 AOB NOTIFIED IN ADVANCE

None

3/09 DECLARATION OF FINANCIAL INTERESTS

None.

4/09 MINUTES OF THE MEETING OF 13 NOVEMBER

The minutes had been presented to the last full governors' meeting.

5/09 MATTERS ARISING

52/08 Building report – Mr Henderson reported that he had completed a familiarisation visit to the school site with Mr Roberts, the Site Supervisor. The general condition of the school and the possibility of new buildings had been discussed. Mr Macsporrان said that he had been told that no re-building would take place at Moulton until 2020 – 2025. The flooring in the design block is in a very poor condition and he hoped that the school may be able to make an insurance claim to put this right.

It was agreed that Mr Henderson should make a termly visit.

6/09 FINANCIAL SUMMARY 2008-09

The summary had been circulated to the committee.

Salaries – Support staff had been awarded a further 0.3% with effect from 1 April 2008. This would be paid with March salaries and amounted to approximately £2,400.

It was agreed that any funding left in staff training and development would be taken over into 2009-10. There would be very little in the way of a carry forward figure from salaries this year.

Premises – MSC vending subsidy – although £30,00 had been allocated initially, actual expenditure had amounted to £11,930.

Energy – a gas invoice covering the period December to February had been received amounting to £3,820 but charges for the same period last year had been nearly £13,000. The Site Supervisor had checked the readings and these appeared to be accurate. However, it was agreed to carry forward a contingency sum to cover any amended invoices.

Income – Schools had been advised not to allocate any bank interest to next year's budget.

Exam fees – there was an overspend, to date, of £9,106.

Music tuition – This had overspent, to date by £1,610.

General contingency - £8,510 remained in this cost centre.

Virements – the deadline for returning virement forms to the LA had been in February. A copy of all virements since the last finance meeting had been sent to Miss Lucas who had approved them. A copy had also been circulated to the committee.

7/09 BUDGET PROPOSAL 2009-10

Mr Macsporran reported that the LA budget was due in to schools on Friday 20th March.

He had been working on the 2009-10 budget and distributed a paper showing proposals for growth in 2009-10. This included increases in teaching staff, additional TLRs, maternity leaves, additional support staff posts, premises costs, supplies and services and capital financing. He said that the government had announced that it is to bring forward 40% of capital funding from 2010-11 to 2009-10.

There would be a change of direction in capital spending. Rather than replace the fourth façade of the main block, it had been decided to buy a modular SEN suite comprising two classrooms and an office which would be situated behind the gym.

Mr Macsporran also intended to increase ICT equipment funding to £100,000.

8/09 AGED DEBTOR REPORT

Presented to the committee.

9/09 INTERNAL AUDIT VISIT

An Internal Audit visit had taken place in December and the school had received the post discussion notes but not the final report.

One of the main items had been the need to have a Scheme of Delegation in place.

10/09 NEW PAYROLL/PERSONNEL PROVIDER

It had been decided to move away from the LA personnel and payroll service to Education Personnel Management (EPM) with effect from 1 April 2009. Both providers had been into school to discuss their services. Mr Jones had been dissatisfied with the quality of advice he had been given by the LA and it was hoped that a better service for both payroll and personnel would be provided by EPM. Several of the other SWAN schools are with EPM and had been very satisfied with the change. However, there would be an increase cost of £4,000 pa.

11/09 RARELY COVER

Mr Macsporran distributed a paper showing the current situation, future problems the school may encounter, strategies/discussions and the definition of 'rarely'. He said that there had been discussions with all interested parties in school and the new regulations would come into effect from 1 September 2009. The school has five cover supervisors and supply teachers, including part-time teachers, to provide cover. This legislation would have a big impact upon secondary schools and activities may have to be reduced.

12/09 FMSiS

Controls Assurance Statement – to be carried forward to the meeting on 18 June.

13/09 EDUCATIONAL VISITS

A list of forthcoming visits was distributed.

The company running the German/history visit to Berlin had, at the end of December, told the school that it was no longer able to trade. All payments made to them had been refunded and a new company found. Dates would be the same but, instead of accommodation being in a hotel, it would now be in a youth hostel and travel in Berlin would be by public transport instead of by coach.

14/09 POLICIES

Acceptable Use Policy – the current policy was circulated and also the Northants County Council policy. Mr Macsporrán asked the committee to look at the NCC document before the June meeting. Mr Jones pointed out that the key page (26) – Key Stage 3 & 4 – Secondary e-safety awareness for students, needs to go into planners.

Photo/video Policy – to be deferred.

15/09 HEALTH & SAFETY

The minutes of the meeting of 21 January and the accident report for the autumn term were circulated.

Mr Macsporrán again congratulated PE staff for their additional supervision during building work.

16/09 DATE OF NEXT MEETING

Monday, 30 March 2009 at 4.00 pm. (Budget).