

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE
HELD ON WEDNESDAY, 25 NOVEMBER 2009**

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

41/09 APOLOGIES

None.

42/09 ELECTION OF CHAIR

Ms Lucas was re-elected as Chair.

43/09 AOB NOTIFIED IN ADVANCE

None.

44/09 DECLARATION OF FINANCIAL INTERESTS

None.

45/09 MINUTES OF THE MEETING OF 18 JUNE

Presented at the full governors' meeting on 25 June.

46/09 MATTERS ARISING

36/09 Special Needs Suite – the Support Centre is working really well for both staff and students.

39/09 Countywide hot meals service – The governors have decided to take part in this service. The school will contribute £90,000 over five years and will receive £200,000 towards the refurbishment of the kitchen.

47/09 TERMS OF REFERENCE

No changes.

48/09 FINANCIAL SUMMARY 2009/10 & VIREMENTS

The summary and a list of virements had previously been circulated to the committee. Salaries – Mrs Buckby drew the committee's attention to the possible overspend of £96,800 on teachers' salaries.

Mr Macsporrان explained how the error had occurred. He pointed out that the salaries' budget had always been very tight and thought that there should be a surplus on the supply budget and also elsewhere across the budget as a whole.

Premises – there is very little left in the maintenance budget but both Mr Macsporrان and Mr Roberts, the Site Supervisor are aware.

Building cleaning contracts – with the introduction of agency staff this budget is likely to be overspent. Two new permanent cleaners had been appointed which should reduce agency costs somewhat. Mrs Bridgeman, the Cleaning Supervisor is aware that spending needs to be reduced.

Lettings – income is unlikely to match the budget set.

Virements – the virements, appended to these minutes, were agreed. A virement of £30,991, allocated to an incorrect code by the LA, would be presented to the full governing body for approval.

49/09 AGED DEBTOR REPORT

Four debts, all for music tuition fees, remained outstanding and several reminders had been sent out. It was decided that, should the debts not be paid, music tuition should cease at the end of the autumn term.

50/09 CONSISTENT FINANCIAL REPORTING

The 2008-09 report had been presented – for information.

51/09 LSC AUDIT OF SIXTH FORM DATA

The committee had received copies of the letter from the LSC dated 17 August. One or two discrepancies had been identified but there had been no change to funding.

52/09 POLICIES

Schemes of Delegation

The committee had received the papers at the previous meeting.

Financial Delegation Planner – no changes.

Delegation Decision Planner – Staffing:16 – Suspending the headteacher – Mr Jones to ask ASCL for advice before the full governors' meeting.

Both to be taken to the next full governors' meeting for approval.

Draft Photography Policy

Mr Macsporrán explained each point and said that he had kept the language as simple as possible. It was agreed that this should now go to the full governing body for approval.

Data Protection and Freedom of Information Policies

Data Protection Policy – it was noted that section 8.2 would need a slight alteration.

The committee noted requests from the police for personal details and copies of CCTV images, and one request for information. The school's publication scheme is available at www.moultonschool.co.uk/publication-scheme-policies/

e-Safety Policy

An early draft of this policy had been circulated. Mr Macsporrán explained what had been covered but said that further work needed to be done and the policy would be presented again at the next meeting.

53/09 REPORTS

MSC User Group

Mr Jones reported on the meeting of 17 November.

Health & Safety Committee

Mr Macsporrán reported on the meeting of 1 October.

The committee had received both the minutes and copies of the Accident Report for the summer term.

21/09 The LA were now willing to accept an insurance claim for the floor in the design block.

23/09 Swine flu – the committee noted both staff and student absence.

54/09 FINANCIAL BENCHMARKING

Charts for 2008-09, generated by the Schools Financial Benchmarking website, together with guidance notes, had been distributed.

Mr Macsporran explained the background and charts and said that governors should be more challenging. It was agreed that this should be a standing agenda item at every meeting.

55/09 THREE YEAR FINANCIAL PLANNING

Mr Jones reported that the school now has a three year Improvement Plan which would inform the three year financial plan. The school would also have, theoretically, a three year budget from the LA.

When the 2010-11 budget is discussed in March the school will also present a three year financial plan.

56/09 LA FINANCE SEMINAR REPORT

The committee received copies of the handout at a recent finance seminar.

57/09 EDUCATIONAL VISITS

A list, for information, had been distributed.

Mr Hollis asked about the criteria for the Macbeth visit on 19 November and Mr Jones agreed to look into it.

58/09 TRANSFER OF DEEDS FOLLOWING FOUNDATION STATUS

The school is involved in the legal process of transferring the land deeds to the governing body. A firm of solicitors had been recommended by the Foundation Schools body and the committee agreed to proceed.

59/09 ANY OTHER BUSINESS

None.

60/09 DATES OF NEXT MEETINGS

Wednesday, 3 March 2010 at 4.00 pm

Wednesday, 17 March 2010, at 4.00 pm