

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE  
HELD ON THURSDAY, 27 SEPTEMBER 2007**

**PRESENT:** Mr S Barrick, Mrs J Buckby, Mr R Chapman, Ms R Lucas, Mr I Macsporrán, Mrs H Neilson.

**40/0/ ELECTION OF CHAIR AND VICE-CHAIR**

Ms Lucas was elected as Chair and Mr Barrick as Vice-Chair.

**41/07 APOLOGIES**

Mr Jones.

**42/07 AOB NOTIFIED IN ADVANCE**

Review of Charging Policy – Mr Macsporrán

**43/07 DECLARATION OF FINANCIAL INTERESTS**

This to be an agenda item at every Finance sub-committee meeting. Forms for completion have been sent out to all governors.

**44/07 MINUTES OF THE MEETING OF 10 MAY**

The minutes were agreed.

**45/07 MATTERS ARISING**

32/07 25/07 Music service agreement – this had been agreed.

26/07 Data Protection – Mr Macsporrán reported that he had reached an agreement with Paul Simpkins Ltd that they should carry out an information law compliance audit later this term.

Freedom of Information – Publication Scheme – this to be scrutinised by Mr Jones and Mr Macsporrán.

28/07 Access to the Sixth Form Centre – plans had been drawn up and tendered. Three doors would be modified to comply with regulations during the October half term.

Toilet keys – all staff had been notified.

34/07 Supply salaries – Mr Macsporrán had been keeping a check on spending.

Cleaning – Mr Macsporrán reported that contract cleaners had been brought in at the end of the summer holidays to prepare the school for the autumn term.

Moulton School Services – the committee received a breakdown of income and expenditure for 2006/07.

**46/07 FINANCIAL SUMMARY 2007/08**

This had been previously circulated.

Mrs Buckby reported that the school had been notified that £22,520 would be deducted from the current budget due to adjustments for statemented pupils to 31 March 2007. However, further funding should be available for new statemented pupils from September.

Support staff had still not received the pay award due in April 2007.

Capital Finance – the headteacher had expressed his wish to re-model the ground floor Y11 social area into a Student Services office. A social area would be incorporated into the quadrangle and would be partially covered.

The headteacher hoped to employ additional support staff to manage student services so that House staff could concentrate on academic progress matters.

Mr Macsporrان had been looking at staffing costs and had asked CS2 to draw up plans and costings for the office and quadrangle developments. The committee asked for further information by February 2008 with a view to completing the work in summer 2008.

School meals grant – funding of £2,150 had been received.

Virements – the committee agreed the following virements: £10,740 from curriculum cost centres to teachers' salaries, ancillary salaries and supply salaries; £12,000 from training and development, £11,000 to standards fund supply and £1,000 to travel costs.

#### **47/07 FINANCIAL MANAGEMENT STANDARDS IN SCHOOLS**

The FMSiS document had been sent to all governors.

Mr Macsporrان reported that Cathryn Walker, the school's finance officer, had visited. A meeting had been held with Mr Jones, Mr Macsporrان and Mrs Buckby and FMSiS had been discussed. Ms Walker had said that she had no worries about the school's finances and, in fact, Moulton had been unnecessarily self critical.

Several items needed to be addressed by the sub-committee and an action plan produced.

- To have in place a 3-year budget
  - to be completed by the end of November
- To complete the self-evaluation of staff financial management competencies
  - to be completed by the end of November
- To use the DCSF Benchmarking website
  - to have started by November
- To consider and sign a Statement of Internal Control
  - to be completed by March 2008
- To complete the self-evaluation of governors' financial competencies
  - to be completed by March 2008. A copy of form R20 to be sent to Chair of Governors.
- Governors to ask Local Authority for confirmation that data returns from the school are made on time.
  - to be done immediately. Mrs Buckby to write as Clerk to the Governors.
- Governor induction/training
  - to be completed by January 2008. Link governor to investigate
- To have a Whistle blowing Policy in place
  - to be completed by November

#### **48/07 EDUCATIONAL VISITS**

Mr Macsporrان reported that there would be Y7 visits to Longtown in the Spring Term, a Sixth Form visit to Rome (19-22 October) and a ski trip to Andorra (16-22 February 2008). These visits had been previously authorised by Mr Woodhead.

Rome – it was pointed out that the company awards reward points which would be spent at the discretion of the headteacher.

One student would be travelling on a South African passport and four ex-students would be going on the trip. The parents of the ex-students had been asked to sign a contractual letter. It had been agreed that ex-students would not be permitted to go on school trips in the future.

Two members of Mr Jackson's family, his wife and his daughter, would also be on the trip but would be travelling separately and staying at a different hotel. It had been agreed that, should Mr Jackson meet with his family, Mr Lancaster would assume the responsibility of party leader.

Andorra – 77 students would be going accompanied by 7 staff and Mr Tony Kidd, a former staff member and the Head of the Everdon Adventure Centre.

Brittany – Mrs Neilson asked whether a Year 8 class had received the letter after the deadline. She also asked why it was necessary to send in a deposit at the same time as the form. Also, some students would only want to go on the visit if they had a friend to go with.

Mr Macsporrán replied that a deposit signified a genuine commitment and he agreed to investigate the sending out of the letters. He would also speak to Ms Ramsdale, Educational Visits Co-ordinator, about the other matter.

Mrs Neilson suggested that letters such as the Jeans for Genes Day information should only be sent out to Year 7 pupils as older pupils, and their parents, would know about the Day from the Parents' Calendar.. She also questioned how many students are absent from school on mufti days.

#### **49/07 HEALTH & SAFETY**

The minutes of the Health and Safety meeting of 18 September and Accident/Incident Report forms were circulated to the committee.

Mr Macsporrán reported that a reprographics technician had been quite badly burned as a result of an electric shock whilst investigating a fault on a piece of equipment. She had been taken to hospital and had needed minor plastic surgery to her arm.

Statements had been taken from all involved and Mr Macsporrán had written to the Local Authority. The school had subsequently received a visit from a County Health and Safety Officer. He had recommended that all major accidents be reported to governors immediately and that regular checks should be carried out to ensure that maintenance and training logs are kept up to date. The lasting impact of his visit, however, was that the school, in order to follow best practice, should be setting targets to reduce accidents.

As a first step, Mr Macsporrán had arranged that both he and the School Nurse should complete a spreadsheet on accidents including the responsible area so that accidents can be more easily analysed.

#### **50/07 ANY OTHER BUSINESS**

Copies of the current Charging Policy were distributed.

4 - Remission of charges – Mr Macsporrán to check on current benefits.

7 - Work Experience - delete first paragraph (Careerpath Northampton).

#### **51/07 DATE OF NEXT MEETING**

Thursday, 29 November at 4.00 pm.