

MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE HELD ON THURSDAY, 28 FEBRUARY 2008

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

14/08 APOLOGIES

Mr R Chapman.

15/08 AOB NOTIFIED IN ADVANCE

Health and Safety – Mr Macsporrان.
Minor staff re-structuring – Mr Jones.

16/08 DECLARATION OF FINANCIAL INTERESTS

None.

17/08 MINUTES OF THE MEETING OF 31 JANUARY

The minutes were agreed.

18/08 MATTERS ARISING

6/07 Overspend on music services – no response to date.

10/08 The ski trip to Andorra had been very successful.

A teacher place is now available for the visit to Auschwitz.

19/08 FINANCIAL SUMMARY 2007/08

The summary had been previously circulated with the agenda.

Teachers salaries – an underspend is still expected.

Site Supervisors – this will be overspent.

Supply salaries – actual expenditure to 15 February was £58,258. Schools will be charged up to 21 March and Mr Macsporrان estimated that an additional £7,750 would be needed up to that date.

Mr Jones explained the circumstances regarding one or two long term illnesses.

Repairs and maintenance - £20,000 had been earmarked for the possible replacement of a boiler.

Energy – there will be an overspend on electricity but and underspend on gas.

Mrs Buckby reported that the school's supplier had recently changed and invoices were inconsistent although the readings were correct.

Mr Macsporrان reported that Mr Julian Steele, the LA energy officer, had left and that the post would not be filled.

Exams – there would be an overspend in the region of £6,500.

Mr Macsporrان reported that he had spoken to the Exam Officer who had said that £3,000 was due to a change in the Year 10 science syllabus, £1,000 due to a teacher error in the business studies and sociology departments, and the remainder was due to a mis-calculation.

General contingency - £19,690 remain in contingency.

Mr Macsporrان reported that an error had been made by the reprographics technician, over the last few years, on the reading of the number of copies done on one of the staff room copiers. An invoice had been received for £5,870.

It was agreed that this amount could be taken from contingency.

20/08 DRAFT BUDGET 2008/09

Mr Macsporran presented his draft budget.

Employee costs – teachers salaries had been increased by 2.45% and all others by 2.5%.

Premises – maintenance would be reduced if there should be a large carry forward.

Utilities – based on the present allocation and spending.

Cleaning contracts – slightly down on last year.

Staff free meals – increased due to overspend this year.

Music services – as the current year. Mr Macsporran to go back to the Head of Music again for an explanation of this year's overspend. Mrs Neilson pointed out that £45 per term for music tuition is good value.

Governor training – this year's allocation.

Mr Barrick agreed to look into what governor training is available on financial issues.

Projects – Mr Macsporran thought that there could, possibly, be a saving of £50,000 on teachers' salaries.

Mr Jones said that the school has over-staffing in its teaching complement but it will take time to effect changes. He also explained changes to the timetable from September 2008 and said that staffing would be reduced over the next 2/3 years through natural wastage.

Other funds – discussions are on-going within the leadership group. Allocations to cost centres will be prioritised to give a reflection of items in the School Development Plan and will enable the school to make more efficient use, and control, of funding. At present, funding is not spent strategically over the year and, in future, some will be used to support salaries and responsibility payments.

The school is also looking at electronic registration which will also need a degree of investment. £8,000 would buy the software. Electronic registration would, possibly, do away with afternoon registration and would provide a good check on sixth form attendance.

The teaching of Spanish will be on the agenda for the next curriculum sub-committee meeting.

Mr Macsporran is also considering employing a fourth cover supervisor.

Capital income – this, together with the 2007-08 carry forward figure of £44,070, will be used to refurbish the other short end of the main block, building connected with the new student services area and alterations to the quadrangle.

Income – the carry forward figure is estimated to be in the region of £96,400.

The final budget share is estimated to be £5,378,600 plus a SS Co grant of £17,400.

Provisional spending is estimated at £5,232,200 leaving a difference of £163,800.

21/08 SUBSIDY TO SPORTS COMPLEX

The school had received an invoice for £2,096.68 from the Moulton Sports Complex, a subsidy towards the removal of vending machines from the February half-term. Mrs Buckby had contacted Education Finance for their advice and had been told that they would investigate.

There was some discussion and it was agreed that governors would need to know that the figure was accurate and the whole issue carefully managed.

Mr Barrick remarked that it was an unfortunate situation.

Mr Jones said that the Sports Complex may have to charge the school for use of the facilities, the split may have to be changed to 70:30, or charges to external users may have to be increased. An agreement would have to be arrived at so that the manager could set his 08/09 budget

It was agreed that the invoice should not be paid until advice had been received.

22/08 WHISTLEBLOWING POLICY

Second draft - all changes agreed to at the last meeting had been done and it was agreed to take the policy to the next full governors' meeting for approval.

23/08 DATA PROTECTION/FREEDOM OF INFORMATION AUDIT AND RELATED MATTERS

Copies of the audit were circulated to the committee. Mr Macsporrán had been promised bound copies but these had not arrived yet. A copy to be sent to the Chair of Governors.

It was agreed to look at the audit, in detail, after Easter when an Action Plan would have to be formulated. However, some immediate steps were being taken.

This would also be an item on the leadership group agenda.

24/08 ANY OTHER BUSINESS

Health and Safety

Mr Macsporrán reported that the school had received a letter from the Criminal Injuries Compensation Authority asking for reports about an accident to a student in 2004. He had found all the relevant data and had sent copies to the authority.

Minor staff restructuring

Mr Jones reported that there had been some internal re-structuring to the ICT support staff.

All were new posts and there would be some cost implications.

Mrs Christa Diederiks had been appointed as Operational Systems Manager (Scale 7 from Scale 4), Mr John Hancock as Network Manager (Scale 7 from Scale 4) and Mr Phil Halford as Assistant Network Manager (Scale 5 from Scale 4).

Another ICT technician had resigned and the school was in the process of advertising for two replacements. This would give a more professional structure to ICT personnel.

Mr Jones said that these appointments would be discussed at the next Pupil and Personnel committee meeting.

Other posts to be appointed – Head of Student Services, Attendance Officer, Data Manager (including exam support) and another post within the main office (due to a resignation). It was hoped to appoint the Head of Student Services before Easter.

25/08 DATE OF NEXT MEETING

Wednesday, 19 March at 4.00 pm. (Please note change of date)