

**MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE HELD ON THURSDAY, 29 NOVEMBER 2007**

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

**52/07 APOLOGIES**

None.

**53/07 AOB NOTIFIED IN ADVANCE**

Revenue Balances; Activity – based Funding Consultation – Mr Macsporrان.

**54/07 NOTIFICATION OF FINANCIAL INTERESTS**

None offered.

**55/07 TERMS OF REFERENCE**

Virement limit to be increased to £20,000.

- To act, without staff members, as the first committee to deal with matters such as discipline where there is a right of appeal

This point to be clarified by the full governing body, bearing in mind that there is to be a new Pupil and Personal sub-committee.

**56/07 MINUTES OF THE MEETING OF 27 SEPTEMBER**

The minutes were agreed.

**57/07 MATTERS ARISING**

45/07 26/07 The Data protection audit will now take place in late January 2008.

Freedom of Information – Publication Scheme – this has been scrutinised by Mr Jones and Mr Macsporrان.

28/07 Access to Sixth Form Centre – now meets current regulations.

There had been some concerns about the standard of the work but this has now been rectified. A small reduction in the cost had been negotiated and the invoice has been paid. However, there are still concerns about the disabled parking bay.

46/07 Notification had been received that the support staff pay award would be approximately 2.47% backdated to 1 April 2007.

48/07 Mr Macsporrان reported that after investigating absence levels on mufti days the results appeared inconclusive.

50/07 The school's Charging Policy had been re-written using advice from the Local Authority.

**58/07 FINANCIAL SUMMARY 2007/08**

This had been previously circulated with the agenda. Mrs Buckby gave the committee an updated sheet of salary commitments to 31 March to include UPS re-gradings, estimated lettings fees for the Site Supervisors and a pay award for mid-day supervisors.

There remained £38,963 in supply and £6,200 in the training supply budgets. Should this all be needed there may be an overspend on employee costs.

Mr Macsporrán said that he had been keeping a close eye on supply expenditure and he felt it unlikely that the whole sum would be needed.

Premises - £40,000 had been set aside in case of repairs to the boilers, £2,705 spent on fencing and £9,722 had been put towards the cost of the Sixth Form doors. £5,623 remained in the maintenance budget. The remaining £9,723 for the doors had been taken from grounds maintenance.

Cleaning contracts – there should be a surplus on this. Mr Macsporrán explained that he would be bringing in agency staff more often to help with the cleaning.

Energy – there is still some confusion about invoices and credit notes for June, July and August.

Exams – current figures show an overspend of £3,588. Mr Macsporrán explained that modular science exams are now taking place at a different time of year and this had impacted on the current financial year.

General contingency - £23,980 remained. Mr Macsporrán had authorised the purchase of a laser cutter and some smaller items of equipment for the Design Faculty (see virements).

Publicity and marketing – this cost centre was overspent due to the publication of a new prospectus.

Income - £7,700 had been received from T(n)S Catering for the year September 2006 to July 2007.

Staff free meals – it looks as though this will be overspent by about £1,300.

School meals grant – although the school had received £2,150 this has since been clawed back by the Local Authority.

Virements – a list of virements had been circulated with the agenda and these were agreed. In addition, a virement of £10,270 from contingency to design, for new/replacement equipment, was also agreed. Mr Macsporrán explained that this was part of a three year plan for the improvement of CAD/CAM equipment in the Design Faculty.

#### **59/07 CFR 2006-07**

A copy of the school level CFR report for 2006-07 had been previously circulated to the committee for information.

#### **60/07 FINANCIAL MANAGEMENT STANDARDS IN SCHOOLS**

A Statement of Control should be affixed to future CFR reports.

The school had received a letter from Schools Finance confirming that all statutory finance returns are received on time.

The competency matrix for staff had now been completed. Minute 47/07 had set March 2008 as the deadline for governors to complete a similar competency matrix.

Mr Macsporrán circulated a draft three year expenditure plan which followed the outline of the draft School Improvement Plan (SIP). Priorities included curriculum changes at KS4 and Year 12 – demand for increase in curricular resources; the introduction of Spanish as the second language; the creation of Student Services including staffing and building costs; time to lead – timetable implications; working towards zero cover – increase in cover supervisors; healthy school award – impact on Sports Centre revenue. Mr Macsporrán also explained his thoughts on where savings could be made.

Mr Jones pointed out that there were problems with the current method of planning expenditure of Science College, Secondary Strategy and other smaller funds. He is proposing that these funds are included in the strategic budget plan in future, which would effect the strategies agreed in the SIP. He emphasised that all savings would be made through natural wastage.

Benchmarking – Mrs Neilson explained that she had looked at the Audit Commission's benchmarking website but had not found it user friendly and the 2006-07 figures for the school were inaccurate. She was unsure what value would be derived from the exercise.

It was felt that buying-in training on benchmarking would be useful.

Whistle Blowing Policy – A draft policy was circulated based on LA guidelines. Mr Macsporrán asked the committee to read the document so that it could be discussed at the next meeting.

#### **61/07 FREEDOM OF INFORMATION PUBLICATION SCHEME**

A copy of the scheme was circulated to the committee.

Aims and Objectives – currently being considered by the full governing body.

Accessibility plans; Race Equality Policy; Collective Worship statement – these are in the process of being developed. It may be that race equality and collective worship could be discussed by the new Pupil and Personnel sub-committee.

It was agreed that the school should publish as many policies as possible on the school website.

#### **62/07 EDUCATIONAL VISITS**

Mr Macsporrán handed out list of visits planned for 2007-08. He said that a lot of colleagues had put in a vast amount of work on visits especially Ms Ramsdale, the school's Residential Co-ordinator.

The visit to Rome had been successful, 77 students would be going on the Andorra trip and the visits to Longtown would take place over three weeks instead of the usual four. Form tutors and Deputy Heads of House would be accompanying Y7 students to Longtown.

Approval was given for a Rugby tour to South Wales in April 2008.

#### **63/07 HEALTH AND SAFETY**

Nothing to report.

#### **64/07 ANY OTHER BUSINESS**

Revenue balances – Mr Jones reported that balances would not be clawed back next year but the school should carry forward more than 5% of its budget into 2008-09. Claw backs would probably happen in 2009-10.

#### **65/07 ACTIVITY-BASED FUNDING**

A copy of a letter from Mr Paul Burnett, Director for Children and Young People, was circulated.

#### **66/07 DATE OF NEXT MEETING**

Thursday, 31 January 2008 at 4,00 pm.