

MINUTES OF A MEETING OF THE GOVERNORS' FINANCE SUB-COMMITTEE HELD ON THURSDAY, 31 JANUARY 2008

PRESENT: Ms R Lucas (Chair), Mrs J Buckby, Mr R Chapman, Mr I Macsporrان, Mrs H Neilson.

1/08 APOLOGIES

None.

2/08 AOB NOTIFIED IN ADVANCE

Whistle Blowing Policy – Mr Macsporrان

3/08 DECLARATION OF FINANCIAL INTERESTS

None offered.

4/08 MINUTES OF THE MEETING OF 29 NOVEMBER

The minutes were agreed.

5/08 MATTERS ARISING

57/07 Data Protection and Freedom of Information – Mr Macsporrان reported that Mr Paul Simpkins, an external DP/FoI consultant, had carried out an audit. He had held interviews with various members of staff and had looked around the school. A simple questionnaire had been sent out to all staff. A copy of the final report would be shared with the Chair of Governors and the County Data Protection Officer. To date, Moulton had been the only Northamptonshire school to request an audit.

Although no written feedback had yet been received Mr Macsporrان felt that the consultant's observation would be that corporate leadership within school, on this issue, is weak and it would be necessary to build up evidence that Moulton is becoming compliant with legislative requirements. The school website is, at present, poor and a faculty support assistant, with previous commercial experience in this area, had been given the responsibility of planning the content for the new website/virtual learning environment.

Other areas looked at included; child protection, careers service, police liaison, and parental consent for various disclosures, CCTV camera notices, DotICT documentation and the retention of records policy.

Mr Macsporrان said that he would develop an action plan once the report is received.

Mrs Neilson pointed out that, at a recent parents evening, information on pupils was being shown on a teacher's laptop.

Disabled parking bay – Mr Macsporrان said that the Health and Safety committee had received a complaint that staff had been parking in disabled bays.

6/07 FINANCIAL SUMMARY 2007/08 & VIREMENTS

The summary had been previously circulated with the agenda.

Teachers salaries – there should be an under-spend here.

Technicians – the ICT support staffing had been re-structured with effect from 1 February and the commitment would therefore increase.

Mr Macsporrán said that Mr Jones was proposing to report on the restructuring of the support staff to the Pupil and Personnel Committee at the next meeting. Any change is budgeted for, before implementation.

There followed discussion on the financial implications of decisions made by other sub-committees.

Supply salaries – Mr Macsporrán gave the committee a breakdown of how supply funds had been spent over the year. Cover Supervisors are being used increasingly and he thought that there could be £11,000 left at the end of March.

Cleaning contracts – there should be an under-spend here but agency staff would be brought in to do a more thorough clean before the end of the financial year.

Examinations - currently overspent by £3,245.

£34,250 still remained in general contingency.

Music Services – this is, at present, overspent by nearly £6,000, which is more than last year despite increasing fees. Mr Macsporrán to ask Mr Ives, Head of Music & Expressive Arts for an explanation.

Governors wondered if the school would have to subsidise Moulton Sports Centre this financial year when the vending machines are removed after half term. Mr Macsporrán said that he would find out.

Virements - £4,290 from contingency to design; £1,560 from capitation to supply; £980 from capitation to ancillary salaries; £3,000 and £4,570 from teachers salaries to supply and capitation; £4,500 from standards fund supply to training. These virements were agreed.

A paper showing some budget headings, normally held under general capitation, was circulated to the committee. These budgets hold funds which had been paid to the school as additional sums, some of which had been brought forward from previous years. At present there is a total of over £43,000 left in these cost centres

Mr Macsporrán said that all additional funding paid to the school in 2008-09 would go into the budget as a whole and would then be distributed as necessary.

7/08 INCOME POLICY

No change.

8/09 CHARGING POLICY

No change.

9/08 GOVERNORS' EXPENSES

Travel expenses are currently set at 20 pence per mile. It was agreed that this would remain the same. It was agreed to remind governors at the next full meeting that they can claim travelling expenses.

10/08 EDUCATIONAL VISITS

A ski visit to Andorra, taking 77 students, will take place during the February half-term and will include 9, possibly 10 staff plus Mr Tony Kidd, Head of Everdon Outdoor Education Centre and previously, Residential Co-ordinator at Moulton, and Mr P Hubbard the husband of one of the staff members. Their daughter, a pupil at the school, is also going on the visit.

Mr Macsporrán requested permission for a one day overseas visit to Auschwitz, organised by the history department through the Holocaust Educational Trust, for two sixth formers. Risk assessments had already been undertaken. The visit was approved.

11/08 HEALTH AND SAFETY

The minutes of the Health and Safety meeting held on 23 January were circulated.

These included - accident reports are now being copied on to Excel spreadsheets; a new School Nurse had been appointed with effect from 7 January; a PE inspector had carried out an audit and she had said that she would be happy to work with the school to try and reduce accidents.

Buildings and insurers risk management survey - Mrs Neilson volunteered to walk the school site, with the Site Supervisor, once a term.

It was agreed to amend the Terms of Reference to include building maintenance:

- To deal on behalf of the governing body with all matters relating to health and safety, school security *and building maintenance* including the preparation of policies on these matters

12/08 WHISTLE BLOWING POLICY

It was agreed that 'The Governing Body' should be changed to '*Moulton School*' throughout the document.

2. Confidentiality

Delete 'How do I raise a concern?' and replace with '*How does an employee raise a concern?*'.

Delete 'What happens if I am not satisfied with the action?' and replace with '*What happens if the employee is not satisfied with the action?*'

The policy to be brought back to the next meeting,

13/08 DATE OF NEXT MEETING

Thursday, 28 February at 4.00 pm.