

# MINUTES OF MEETING

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**School:** Southwell Minster C of E VA Comprehensive School  
**Meeting title:** Meeting of the Finance, General Purposes and Personnel Committee  
**Date and time:** Wednesday 23 May 2018 at 4.00pm  
**Location:** At the school

## Membership

'A' denotes absence

Mr R Wood  
Mr A E Wright (chair)  
A Mr D Shannon  
Mr R Beckett  
Mr N Ladbury  
Mrs E M Turner  
The Very Reverend N Sullivan  
A Mr N W Turner  
Mrs M Hepworth  
Mr M Parris (headteacher)

## In attendance

Mrs J Straw (Business Director)  
Ms C Baird (minuting secretary)

The meeting opened with a prayer led by Dean Nicola.

**Action**

## FGP&P/01/18 Apologies for absence

Apologies for absence were received and accepted from Mr Nigel Turner and Mr David Shannon.

## FGP&P/02/18 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

## FGP&P/03/18 Minutes of the last meeting and review of actions

The minutes of the meeting held on 7 March 2018, having been previously circulated, were confirmed as a true record and signed by the chair, subject to the following amendment:

- Page 4 – date of next FGP&P meeting should read 'Wednesday 23 May 2018'.

*Review of actions not covered by the agenda*

- Page 2 – photocopying at home is an ongoing issue which the headteacher will continue to monitor. Noted that all students can print in school.
- Page 3 – the business director reported that the marketing of lettings is being looked at and an advertising brochure may be produced. Lettings prices are available on the school website.

## **FGP&P/04/18 Staffing update**

The business director tabled a staffing report for governors' information. Governors noted the various appointments, leavers and vacancies. The headteacher stated that vacancies for maths and physics teachers were challenging to fill.

Q: Why is the vacancy listed as a 'Teacher of Science' and not a physics specialist?

A: The advert will be for a teacher of science with a preference for specialism in physics, as it can be difficult to recruit teachers at this time of year because of notice periods. The post could be re-advertised next academic year if necessary.

Q: What defines 'long term' absence and how is cover provided for such absences?

A: 'Long term' is beyond one month. Recruitment of cover varies, depending on the staff member and the post.

The business director collected the reports at the end of the discussion.

## **FGP&P/05/18 Staff absences**

The chair confirmed that, under delegated authority, he had reviewed and signed off absences, and that there were no causes for concern. Governors confirmed that they were happy with this.

## **FGP&P/06/18 End of year budget 2017/18**

The business director presented the year-end financial statement, which had been previously circulated, and highlighted the following:

- Total school balances carry-forward is £526,679.39.
- The cost centres provide a breakdown of the budget into school money and ring-fenced money.
- Significant amounts of money are held by the Maths Hub and TSST.
- The out turn statement shows the school does not have a current deficit, paper or otherwise.
- Significant savings have been made in the following areas:
  - E01 Teaching staff
  - E03 Support staff
  - E14 Cleaning and caretaking
  - E19 Curriculum areas
- There are two cost centres where funds are held over each year – E201 Back office and E272 Bursary funds.

- Noted an adjustment of £3,160 due to NCC misposting funds at the end of March 2018.

Q: How have savings been made in curriculum areas?

A: By underspending on all budgets. Governors noted that this was a significant achievement but that this approach could not be used indefinitely.

Q: Why is there a significant difference in E04 Premises staff?

A: This is due to a period of long-term sickness absence.

The business director informed governors that, as the out turn is in excess of the permitted carry forward, a B02 report is required.

Governors

**approved**

the B02 return, to be signed by the chair and submitted by 31 May 2018.

The headteacher stated that the school is in a better financial position than had initially been predicted.

The chair offered thanks on behalf of governors to the business director and her team, and to all the staff who had worked so hard to reach the current budget position.

#### **FGP&P/07/18 Proposal for governors' funds post-academisation**

Governors discussed the report from the working party set up to review the future of governor funds and assets. The chair noted that income from lettings will go to the school and not to governors.

Q: Who will own the school buildings?

A: Ownership of the buildings will transfer to the trust, and ownership of the land will remain with the local authority who will lease it to the trust on a 125-year lease. Every school in the trust will hand over responsibility for their buildings to the trust, and if a school leaves the trust then the buildings would be transferred back to the school. Governors noted that clear guidelines and strong restrictions are outlined in the *Academies' Handbook*. The land footprint is distinct from the land, and this is also transferred to the trust.

The business director stated that the fence-line is transferring to the trust. The school is currently in discussion with the local authority over the lease management of the caretaker's accommodation, which is not transferring to the trust – this will be brought back to governors when it is resolved.

The headteacher stated that the value of the land at the Burgage will be brought onto the accounts from 31 March 2018.

Governors

**agreed**

the proposal for governors' funds post-academisation, subject to the following amendments:

- Rephrase paragraph beginning 'The current separate charitable status...'
- Rephrase proposal to include Mitre
- Remove last row of table
- Rephrase final paragraph

## **FGP&P/08/18 Review of policies**

### **CCTV policy**

The business director informed governors that this was a new policy in line with GDPR and it had been bought in as part of a compliance package from Browne Jacobson. Governors noted the following:

- 3.1 requires amendment to include school-specific information.
- 7.1 links to data retention policy

Headteacher and business director to investigate if the Privacy Impact Assessment is a public document.

**Head/Bus  
Dir**

Governors

**agreed**

to adopt the CCTV policy, subject to the above amendments and to delegate approval of the amended policy to the chair.

Q: Who is the link governor for GDPR?

A: This is on the agenda for discussion at the full governing body meeting.

Mr Nigel Turner is the interim GDPR link governor.

### **Data protection policy**

The business director informed governors that this was a new policy in line with GDPR. Governors noted the following:

- 4.1 – change 'trust' to 'school'. Also check document throughout for this.
- 4.1 – amend table to contain only the Minster School contact details
- 6.13 – after discussion, governors agreed that this was covered in notices sent to parents and need not be changed at the moment, but it can be reviewed if it becomes an issue
- 6.4 – these are the fundamental legal requirements and link to the privacy notices

Governors

**agreed**

to adopt the data protection policy, subject to the above amendments.

### **Data retention policy**

The business director informed governors that this was a new policy in line with GDPR and the table had been obtained from the Information and Records Management Society. The policy is Minster School-specific as secondary schools have different data retention issues to primary schools.

Q: How are electronic documents deleted?

A: Reasonable measures have to be taken to delete documents and a forensic level of deletion is not expected. Staff have been informed that they are permitted to keep emails for 13 months. Capita are working on compliance for SIMS records.

Governors

**agreed**

to adopt the data retention policy.

### **Data breach procedures policy**

The business director informed governors that this was a new policy in line with GDPR. Governors noted the following amendments:

- Point 5 – bring down to school level
- Take out references to trust/academy
- Correct numbering

Governors

**agreed**

to adopt the data breach procedures policy, subject to the above amendments.

Q: What has been done concerning the practical application of these policies and staff awareness of them?

A: A GDPR briefing session for all staff was held w/c 14 May 2018, and a privacy notice for staff will be circulated on 24 May 2018. GDPR will form part of annual staff training from now on. The main areas of concern for staff have been summarised in an information sheet. Headteacher to circulate this document to all governors.

**Head**

### **Statement of internal control policy**

The business director informed governors that this policy had not changed. It was noted that references to 'DCSF' and 'DfES' need amending to DFE and the year dates need amending.

Governors

**agreed**

to adopt the statement of internal control policy, subject to the above amendments.

### **Charging remission policy**

The business director informed governors that this policy had not changed, and was a school policy. Governors noted that point 39 should be amended to cover returnable deposits for text books and musical instruments. It was also noted that point 11 will require amendment on the next review of the policy.

Governors

**agreed**

to adopt the charging remission policy, subject to the above amendments.

Governors

**agreed**

that all policies should have the Minster School logo on them prior to academisation, and that the dates of adoption should be removed.

### **FGP&P/09/18 Health and safety**

The business director informed governors that two incidents have been reported since the last meeting, with nothing significant to note.

### **FGP&P/10/18 Buildings and grounds**

The business director informed governors of the following:

- The second wooden pod will now be installed in June 2018.
- Aspens have provided funding to enable the refurbishment of the post-16 dining area. Governors noted the ongoing good relationship with Aspens.
- A quote of £16,195 has been received for the rejuvenation of the all-weather pitch. It was noted that the pitch is one of the most used lettings facilities and has to be kept at match standard.

After discussion, governors

**agreed**

to contribute 50% of the cost of refurbishment of the all-weather pitch.

## FGP&P/11/18 Budget setting

The business director presented the full budget plan for 2018/19 and highlighted the following:

- The projected year end position for 2018/19 is a deficit of £249,093
- Noted staffing costs
- Noted funds retained by the teaching school
- Ring-fenced funds remain and make the budget more stable
- Significant savings have been made this year

The business director circulated a document outlining the effect on the budget with a static carry forward.

Q: What will the changes to the funding formula mean for the school?

A: This is unclear at the moment. The initial changes to the funding formula put the school in a detrimental position. However, it is now unclear what will be implemented at a national level and the local authority funding is broadly the same as before. Levels of funding will be revealed shortly before academisation, and it is anticipated that funding will not change significantly. It should be noted that the budget was planned completely ignoring the academy agenda, and there will be movement in the budget as a result of this.

Q: What are the estimates for the number of sixth form students?

A: The current Y13 is large, and the funding lag means that this cohort will be part of future funding. The current Y12 is smaller, and it is estimated that next year's Y12 will be slightly larger. Sixth form numbers are an ongoing challenge and neither year group is full. Work is being done on retaining pupils into the sixth form and remaining competitive in this area.

Q: Why is there a budget of £0 for the apprenticeship levy?

A: The apprenticeship levy has an impact of c£15,000 per year, but this is loaded into teachers' pay earlier in the budget. Part of the levy can be reclaimed for staff training courses.

The chair noted that all staff have worked hard to produce the budget and that it is as realistic as possible at the current time. The headteacher noted that the year ahead would be challenging but that he was confident that the deficit could be managed.

Governors

**agreed**

the 2018/19 budget.

On behalf of the governors, the chair thanked the business manager for his work on the budget.

**FGP&P/12/18 Any other business**

The business director circulated copies of the privacy notices under GDPR for governors' consideration, noting that they are also available on the school website.

The headteacher reported that communications concerning GDPR were sent to parents on 23 May 2018, and will be sent to staff on 24 May and to students on 25 May.

**FGP&P/13/18 Determination of confidentiality of business**

No items of business were deemed to be confidential.

**FGP&P/14/18 Date of next committee meeting**

The headteacher stated that that a full year's schedule of committee meetings will be made available at the full governing body meeting on 19 June 2018.

**The meeting closed at 5.55pm.**

Signed .....(chair)      Date .....

CB/jag