

MINUTES OF MEETING

School: Southwell Minster C of E VA Comprehensive School
Meeting title: Meeting of the Finance, General Purposes and Personnel Committee
Date and time: Wednesday, 24 October, 2018 at 4.30pm
Location: At the school

Membership

'A' denotes absence

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

In attendance

Mrs J Straw (business director)
Mr D Everett (acting school business manager)
Mr B Chaloner (head of school)
Ms C Baird (minuting secretary)

The meeting opened with a prayer led by Mr Shannon.

FGP&P/15/18 Apologies for absence

Action

Apologies for absence were received and accepted from Dean Nicola.

FGP&P/16/18 Declaration of interest

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

FGP&P/17/18 Election of chair of committee

Mr Wright informed governors that he was standing down as chair of the committee, and invited volunteers for the position. Mr Shannon was the sole volunteer. Mr Shannon left the meeting to allow governors to vote.

Governors

agreed

That Mr Shannon be elected chair of the Finance, General Purposes and Personnel Committee.

Mr Shannon chaired the meeting from this item.

The chair thanked Mr Wright for his work as chair of the committee.

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

The minutes of the meeting held on 23 May 2018, having been previously circulated, were confirmed as a true record and signed by the chair.

Review of actions not covered by the agenda

- *FGP&P/07/18* – the headteacher stated that the issue of ownership of the school buildings had been resolved, with the historic site of the school being transferred. The path will be part of the material leased to the school by the local authority on a 125-year lease. The town council is amenable to cooperative working. The insurance from the DfE is adequate to cover associated legal risks. Noted maintenance issue. Areas at potential risk of flood have been removed from the school's plans. The business director stated that the fence line is no longer transferring to the Trust.
- *FGP&P/08/18* – noted need to appoint a link governor for DGPR – to be discussed at next committee meeting. The headteacher stated that the school has had two subject access requests since the introduction of GDPR and that there have been no data breaches.

Chair

FGP&P/19/18 Register of business interests

The new register of business interests forms were signed by governors and returned to the business director. Noted Dean Nicola still to return her form – business director to action.

Bus Dir

FGP&P/20/18 Staffing update

Mr Everett tabled a staffing report for governors' information. Governors noted the various appointments, leavers and vacancies. The headteacher noted the challenging nature of the key appointments which need to be made.

Q: Has the SENCO role been replaced?

A: Mr Chaloner updated governors on the reorganisation of this area and confirmed that Jo Woodhouse is to undertake SENCO training.

Mr Everett collected the reports at the end of the discussion.

FGP&P/21/18 Staff absences

Mr Wright 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/22/18 Approval of annual leave carry forward for members of support staff

The business director reported that one small amount of additional leave carry forward for a member of support staff had been reviewed and approved by Mr Wright, under delegated authority.

FGP&P/23/18 Approval of the teachers' pay award 2018

Governors considered the letter sent by NCC to headteachers and chairs of governors concerning the teachers' pay award 2018. The business director outlined the available options, stating that governors had chosen Table B last year. The chair noted that that the Pay Policy states that governors should follow statutory guidance.

Governors

agreed

the teachers' pay award 2018 and its implementation, using Table B.

The headteacher stated that the school will continue to follow national guidance on teachers' pay after academisation.

Q: Has there been any indication of what funding will be received from the DFE to support teachers' pay increases?

A: There has been no clarification yet but the indicative guidelines suggest that the school will benefit from the funding.

FGP&P/24/18 Budget – October re-forecast

Governors considered the *Cost Centre Summary Report* and the *Full Budget Plan – reforecast* documents. Mr Everett highlighted the following:

- The October reforecast has increased the predicted deficit to £278,318 – key reasons for this predicted increase were outlined.
- A balance of £20,000 has been built in to the budget to account for anticipated supply costs.
- Every measure is being taken to reduce expenditure and minimise the deficit.
- There are no current plans to spend from cost centre E206 – IT refresh.
- Income from the Maths Hub and teaching school will have a significant impact on the year-end position.

The business director and the headteacher noted that the current financial position is very similar to the position at this time last year and that there was no deficit at the end of the last financial year. Governors noted that the budget is overly prudent. However, continued uncertainty about some aspects of funding was also noted.

Q: What is the situation with IT provision if the IT refresh budget is not being spent?

A: The curriculum leader for IT is happy with the current level of IT provision. The refresh is continuing on a five-year programme, with money coming from capital funds. The E206 cost centre is for longer-term projects, specifically replacement of switches, servers and lines, and interactive whiteboards or their future equivalent. The headteacher stated that broadband provision will be improved over half term, moving to a direct provision.

Governors

approved

the re-forecasted budget.

FGP&P/25/18 Review of policies

Governors

agreed

to adopt the following policies, which have had minor changes to update information:

- Fire Emergency Policy
- Health & Safety Policy
- Whistleblowing Policy
- Finance Policy

Governors

agreed

to adopt the Nottinghamshire School Appraisal Policy for Teachers, September 2018.

The business director noted that the Finance Policy will be superseded by the Trust's Finance Policy on academisation, and that this will have to be considered in detail at the next committee meeting.

Chair

Governors noted that the Pay Policy is currently delayed at NCC level due to negotiations with the trades unions.

FGP&P/26/18 Health and safety

Mr Everett informed governors that nine incidents have been reported since the last meeting, with nothing significant to note.

The business director informed governors that one personal injury claim for an incident which occurred in 2015 has been received by the school and is being dealt with by the legal department at NCC.

Mr Everett informed governors of the details of a near miss involving objects being thrown in a stairwell. A quote has been obtained for repair work and this is currently in progress.

Q: Have the students responsible been asked to contribute to the cost of repairs?

A: It is not known which students were responsible for the damage.

Mr Everett reported that the health and safety audit had been carried out.

Governors noted that the school building is now 11 years old and so maintenance and health and safety will be an increasing concern, with specific reference to budget considerations.

FGP&P/27/18 Buildings and grounds

Mr Everett informed governors of the following:

- On-going issue with the rainwater harvesting system and possible need for repair. The headteacher stated that the indication is that the system was not installed correctly. The system is currently isolated and mains water supply is being used. Governors discussed the cost implications of this. **A governor asked** if repairs to the system were covered by insurance – Mr Everett to investigate and provide an update at the next meeting.
- Replacement of walk-in fridge – awaiting costings.
- Manhole cover repair.
- The rejuvenation of the all-weather pitch has been successful and governors were thanked for their financial contribution towards this. The headteacher stated that this has also increased income from lettings.

DE

Q: Will the pitch have to be completely replaced in

A: This is a possibility. The pitch is being maintained four times a year by the installation company in order to extend its lifespan.

FGP&P/28/18 Governors' accounts

Governors received the Foundation Accounts, which have been independently examined. The chair stated that these accounts will go to the MAT after academisation. Mr Wright noted that these funds are ring-fenced for governors and that the governing body will continue to control the income and expenditure for that cost centre. Mr Everett stated that the accounts will form part of the overall audit.

Mr Everett highlighted the following:

- Lettings income has increased by £7,500 to c£51,000.
- Governors were thanked for their contribution to pay for school signage.
- The donation towards the all-weather pitch will be included in the capital contribution next year.

The chair noted that the prize-giving event was very positive and successful.

Q: How has the library legacy fund been used this year?

A: It has been used to facilitate the purchase of books and also to fund the schools' library service. The headteacher noted that the library legacy fund should be considered in more detail at a later date.

Governors discussed the ownership of the footpath included in the accounts. Mr Beckett stated that he had discussed this with the council and will forward all his correspondence on the matter to the headteacher. Governors noted that it would be useful to have maps or plans of the land.

RB/Head

Governors

agreed

the accounts and Mr Wright signed them on behalf of the governing body.

FGP&P/29/18 Any other business

The headteacher informed governors that the academisation process is coming to an end and noted that the land transfer and clarity of plans with NCC had been difficult. It is expected that academisation will take place on 1 December 2018, at which point work can begin with other schools to help them join the MAT. The headteacher will give a further update at the next meeting of the full governing body.

Mr Everett informed governors that the staff pension uplift is due to take place from September 2019, but that no details have yet been received.

Q: Will the governing body still have access to Governor Services after academisation?

A: Yes – the same level of NCC service buy back will continue.

The chair informed governors that he will be unable to attend the next meeting of the full governing body, and it was confirmed that Mr Wright will take any questions on the FGP&P committee minutes in his absence. **AW**

FGP&P/30/18 Determination of confidentiality of business

No items of business were deemed to be confidential.

FGP&P/31/18 Dates of next committee meetings

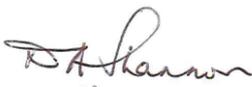
Wednesday, 27 February, 2019 at 4.30pm

Please not change of date for the summer term FGP&P Committee meeting

The summer term FGP&P Committee meeting has been rescheduled from 22 May, 2019 and will now take place on **Tuesday, 4 June, 2019 at 4.30pm.**

The meeting closed at 5.45pm.

Signed



(chair)

Date 27/02/2019

CB/ww