

MINUTES OF MEETING

School: Southwell Minster School
Meeting title: Meeting of the Finance, General Purposes and Personnel Committee
Date and time: Tuesday, 4 June, 2019 at 4.30pm
Location: At the school

Membership

'A' denotes absence

Mr R Wood
Mr A E Wright
Mr D Shannon (chair)
A Mr R Beckett
A Mr N Ladbury
Mrs E M Turner
Professor J Hardman
A Reverend Canon N Coates
Mr B Chaloner (head of school)
Mr M Parris (headteacher)

In attendance

Mr D Everett (acting school business manager)
Miss J Waldrom (minuting secretary)

The meeting opened with a prayer led by Mr Shannon.

FGP&P/15/19 Apologies for absence

Action

Apologies for absence were received and accepted from Mr R Beckett, Mr N Ladbury and Reverend Canon N Coates

It was noted that Mr B Chaloner was now a co-opted governor.

FGP&P/16/19 Declaration of interest

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

FGP&P/17/19 Minutes of the last meeting and review of actions

The minutes of the last meeting held on Wednesday, 27 February, 2019, having been previously circulated, were approved as a true record and signed by the chair.

Proposed by Mr Wright. Seconded by the headteacher.

Review of actions

FGP&P/25/18

Mr Shannon reported that the MITRE Finance policy required adopting by the school. Mr Everett would circulate this electronically to governors after the meeting.

DE

It was noted that an additional meeting of the committee would be required for approval of the budget. Approval of the MITRE Finance policy would be added to the agenda for that meeting.

Governors enquired if MITRE policies had been to Unions. The headteacher replied that the Union consultation group was part of MITRE and that all policies had been fully discussed by them and had been to legal groups.

FGP&P/12/19

Mrs Turner reported that altar fronts for the school chapel had been completed and that work had begun on backs with funds from a member.

FGP&P/18/19 Staffing update

A staffing update was circulated, and the number of staff leaving at the end of the summer term was noted.

There were a number of vacancies in school, and the headteacher stated how he proposed to fill these.

Mr Shannon asked if it was necessary to fill all vacancies in school. The headteacher explained that this was only carried out where necessary and that every opportunity was taken to make natural reductions where it was possible to do so.

Mr Shannon asked if other schools were informed of vacancies. The headteacher confirmed that every avenue was explored but that this was not always possible as some subjects were relatively specialised areas

FGP&P/19/19 Staff absences

A detailed list of staff absences was circulated, and these were considered and discussed, with governors being updated by the headteacher regarding long term absences.

FGP&P/20/19 Review policies

Mr Everett advised governors regarding the following policies:

- *Support Staff Review Policy*

This was now a MITRE policy which was the same as that of the school with no changes having been made.

- *Statement of Internal Control Policy*

This policy had only been updated in terms of the dates covered by the policy.

- *Charging Remission Policy*

This policy had been reviewed and no changes made.

- *Lettings Charges Policy*

A 2% increase in lettings charges was proposed, with the removal of the commercial tariff (for weddings etc).

The headteacher enquired if the commercial tariff was higher than the usual tariff, and Mr Everett confirmed that it was.

A 2% increase in lettings charges was

approved

by governors.

All the above policies were

approved

by governors, by unanimous decision.

Proposed by Mr Wood. Seconded by Mrs Turner.

FGP&P/21/19 Health and Safety

Governors were advised of four incidents with all those persons involved making a full recovery and having returned to school.

Mr Everett reported that there was nothing further to report regarding the on-going personal injury claim and that this was being dealt with by the Local Authority.

FGP&P/22/19 Buildings and Grounds

Mr Everett reported that the rainwater harvesting system was now back in use after a service and that he would ensure that the company returned on a regular basis to assess the repairs carried out.

A local marketing company had approached the school regarding a project planned with 3M, a company searching for a space to rejuvenate with their laminate wrapping product.

The downstairs reception desk was selected and the work undertaken at no cost to the school, in return for 3M being allowed to video and photograph the process throughout for their marketing purposes.

A visitor management system was installed on main reception which has enabled visitors, staff and governors to sign in and out electronically.

Mrs Turned reported that she had encountered problems in that she was unable to sign in that day. Mr Everett would address the issue after the meeting.

DE

Mr Chaloner advised governors that the school planned to divert students away from the main front door in that they would enter and exit through the side or bus area to leave the reception area clear, and that a soft launch of this would take place in July.

The method used for Post 16 students signing in and out would be reviewed as it was unclear at present who was on site.

Mr Everett drew governors' attention to the new visitor waiting area installed near the main reception desk which was constructed by Martyn Wilson (site manager) during the Easter break.

Mr Shannon would write to Mr Wilson on behalf of governors, thanking him for his work on this project.

DS

Mr Everett reported that drainage inlets on the roof had been causing issues for the school in that leaks had occurred into the drama rooms and IT office. As the roof installers were unable to solve the problem, another local commercial company was contacted for an opinion.

The cause of the leakage was identified and repaired with the leaks appearing to stop, **but on-going testing in heavy rain was required to ensure that this was permanent.**

The steam oven in the kitchen installed 12 years ago was broken and would cost £10,000 to replace, but the school kitchen could not function effectively without this.

The phone system was currently being upgraded as the present system had been in place since the new school opened and was both expensive to run and difficult to maintain, with work to replace this planned to take place during the summer break.

Mr Shannon enquired if three quotes had been obtained for this. The headteacher replied that four were obtained and DWD Telecoms selected as best value.

Half of the CCTV cameras had already been replaced this year, and the remaining cameras would be replaced in the next financial year.

Mr Shannon asked how long CCTV recordings were kept for, and Mr Everett confirmed that these were only retained for one week.

FGP&P/23/19 Budget Update

An income and expenditure report and cost centre summary report were previously circulated.

Mr Everett reported that the surplus estimated in February 2019 had been reduced by £6,051 to take account of actual balances and was now predicted to be £416,562.

The following items were highlighted:

- teachers pay grant
- teaching staff costs
- supply staff costs
- educational support staff costs
- premises staff costs
- water
- gas
- SEBD expenditure

It was noted that the school was currently six months through the current nine month financial period, and that the aim was to conserve money and reduce the potential deficit.

Governors were advised to contact Mr Everett after the meeting if they had any additional questions regarding the budget.

Mr Everett reported that timelines for budget setting had altered now the financial period was from September to August, and as the new budget required submitting by the end of July 2019, an additional meeting of the committee would be required to approve this.

FGP&P/24/19 Moorfield Court

Mr Wright reported that internal changes to Moorfield Court were planned to convert this into flats. Mr Shannon asked if governors were required to sign this off. Mr Wright replied that this had been done by himself and trustees, and that planning consent would be sought at a later date

Mr Wright added that Moorfield Court was built as sheltered accommodation and that systems were in place to protect the school and the Leisure Centre from inappropriate action being taken.

FGP&P/25/19 Updated Governor Action Plan

Mr Wright reported that the governor working group had met and reviewed the action plan, with uncompleted actions and requests having been taken forward.

An annual improvement cycle for review was in place, and the group proposed to present the action plan to the next full governing body meeting for approval.

Governors attention was drawn to the third bullet point on page 8 where it was acknowledged that it was difficult to know how to progress as the Government were currently dealing with Brexit.

The action plan would be reviewed next in summer term 2020.

The headteacher reported that MITRE intended to provide governor training collectively, involving governors from Bleasby Primary, Farnsfield Primary and Minster Schools. This was currently being planned, and the headteacher would circulate dates when these were confirmed.

HT

Mr Shannon reminded governors regarding shadow governors, and he and Mr Wright offered governors the opportunity to shadow them.

Mr Shannon stated that governors needed to focus on the action plan objectives and aim to achieve these, with the plan being discussed at committee level and a report then made to the full governing body.

Mr Shannon added that governors must be aware of impact of Governors' actions and where to locate evidence for this.

Mr Wright proposed to present the document to the full governing body for approval, and for approval of the continuous review process.

FGP&P/26/19 Any other business

Mr Wood reported that he intended to run Hadrian's Wall (69 miles) for Wish Upon A Star Charity, and asked governors to donate if they wished to do so.

Mr Shannon suggested that Southwell Rotary Club members may also wish to contribute.

FGP&P/27/19 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that only the circulated list relating to staff absence be deemed confidential.

FGP&P/28/19 Dates of future committee meetings

The next meeting will be held on Thursday, 4 July, 2019 at 3.30pm.

The headteacher would table suggested dates for meetings during the next academic year at the next full governing body meeting.

HT

The meeting closed at 5.45pm.

Signed  (chair) Date 16/10/2019

JW/jag