

MINUTES OF MEETING



School: Southwell Minster School
Meeting title: Meeting of the Finance, General Purposes and Personnel Committee
Date and time: Tuesday, 26th February, 2020 at 4.30pm
Location: The Minster 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 Professor J Hardman
A Reverend Canon Dr R Frith
Mr B Chaloner (head of school)
Mr M Parris (headteacher)

In attendance

Mrs J Straw (school business manager)
Miss N Clay (business manager)
Miss L Gallagher (minuting secretary)

The meeting opened at 4.30pm with a prayer led by Mr Shannon.

Action

FGP&P/44/20 Apologies for absence

Apologies for absence were received and accepted from Professor J Hardman and Reverend Canon Dr R Frith.

FGP&P/45/20 Declaration of interest

Mr M Parris and Mrs J Straw declared their interest by their roles with the Trust.

Mr Wright declared his indirect interest by knowledge of his neighbour Gary Slack who provides business services to the school.

FGP&P/46/20 Minutes of the last meeting and review of actions

The minutes of the last meeting held on Tuesday 16th October 2019, having been previously circulated, were approved as a true and accurate record and signed by the chair.

Proposed by Mr Wright. Seconded by Mr Wood.

Review of actions

FGP&P/34/19

Mrs Straw reported that approved three days annual leave carry over for two staff has been added to their entitlement.

FGP&P/35/19

Mrs Straw reported that the activation plan is not supported by the local authority and is the responsibility of the school

FGP&P/36/19

Mr Parris reported that the personal injury claim is still ongoing pending the 20/06/20 deadline and reported that another claim has been received.

FGP&P/39/19

Mrs Straw reported that she is checking the funding agreement for the position on 'gift aid'.

The minimum surplus has been amended from £5 to £10 as agreed.

It was noted that reference to Mr Hardman be corrected to Professor Hardman in future minutes.

FGP&P/41/19

Mr Chaloner and Mr Shannon reported that they attended the Church Leaders Conference on 20th November 2019 and found it very useful.

FGP&P/47/20 Staffing update

A staffing update was circulated including leavers and appointments since October 2019.

HR are working on developing statistical data for future analysis

FGP&P/48/20 Staff absences (Confidential)

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

It was proposed that staff absence be brought back to the FGP&P committee. At present the chair meets with the business manager to consider what information is brought to the committee. The Head teacher shared that staff absence had been identified as higher than average in the inspection data dashboard.

FGP&P/49/20 Budget/Management Accounts

The commentary was circulated in full to the committee prior to the meeting.

Mrs Clay reported that she is working with the Trust Finance Manager to ensure accurate actual and forecasted accounts.

Q – Have DfE moved to announcing budget information?

A – There is a calculator which has shown ours to be below the minimum funding guarantee of £5,000 per student. We have contested this with a reply that it is meant as a guide.

Mrs Straw reported that whilst post-16 funding has been released, pre-16 is not available yet.

Q – Which month is P4?

A – December 2019, the budget reports monthly from September 2019

Q – Would you clarify the income lines 1304 (funding)/1463 (income)

A - The MathsHub is an in/out project e.g. The Dukeries receives payment for leading the secondary mastery project. There are several other commissioned providers who receive payment from the budget.

Q – What is the catering expenditure on the line 5008 (long version) for?

A – This is a daily breakfast provision for vulnerable students to access breakfast before school for about 9 students currently.

FGP&P/50/20 Review policies

Ms Clay advised governors regarding the following policies:

- *Recruitment Privacy Notice*

Minor changes have been made to this policy in line with legal requirements and update to staff contact details.

The above policy was proposed by Mr Wright, seconded by Mrs Turner and approved by governors, by unanimous decision.

FGP&P/51/20 Health and safety

Miss Clay reported nine incidents since the last meeting. The increase in incidents is due to more vigilant reporting by the PE department (4 incidents).

There is a trip to Iceland at Easter. The school is monitoring government advice regarding coronavirus.

Information can also be found on the public health helpline.

FGP&P/52/20 Buildings and grounds

Mrs Clay reported that site management is currently challenging in the absence of the site manager.

Water boiler: cost of replacement £16,545

Corridor Flooring Repairs: £2-£3,000 per corridor. A suggestion is for carpet tiles, Mrs Clay will visit West Notts College to see theirs in situ.

Building adaptations to accommodate a visually impaired student starting in September will take place in Easter/Summer. There is no cost to the school as LA funded.

Ongoing discussion with the school student eco committee considering practicalities and consequences of decisions. Current issues include reduction of single use plastics, liaising with Aspens to discuss drinks dispensers and increased tree planting

Q – Does the Eco committee report into the SD&P committee?

A - Not at present but it is a future possibility.

The leaking roof is an ongoing issue. Despite attempts to resolve the leaks we have had further leakage in the same repaired areas. This is expected to be a long-term problem and is design related at various points of the school.

Options for toilet refurbishments are currently being considered.

The school buildings are expensive to maintain there are no UK suppliers for replacements.

A governor noted that we must monitor the surplus wisely to ensure adequate funds are available to meet the maintenance needs of the school.

Mrs Clay reported the leaking sewage drains under the main driveway are not on school property but do have a direct impact on the entrance to the school. They are adopted by Severn Trent, Mrs Clay is in contact with Severn Trent who will contact her when they expect to carry out the urgent work. It is expected that the drive will have to be dug up entirely which will present problems for traffic to and from the school.

FGP&P/53/20 Budget update

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

Mrs Straw explained the amended forecasts.

Mrs Straw reported that the financial period was from September to August.

FGP&P/54/20 Any other business

Mrs Clay circulated a list of IT equipment at end of life or broken to be written off. The equipment will be disposed of by a regulated company.

Proposed by Mr Wright, seconded by Mrs Turner

Approved by governors, by unanimous decision.

A governor noted that a new Science teacher did not have a staff card to buy lunch. Mrs Clay agreed that in this situation we will provide a lunch for the new member of staff.

FGP&P/55/20 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/56/20 Dates of future committee meetings

The next meeting will be held on Wednesday 10th June, 2020 at 4.30pm.

FGP&P/57/20 The meeting closed at 5.37pm

These minutes have been approved as a true and accurate record

Signed:  (chair)

Date: 10th June 2020