

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: Monday 30 October 2017 at 4.30pm
Location: At the school

Membership
'A' denotes absence

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

In attendance

Mrs J Straw (Business Director)
Mr D Everett (Deputy Business Director)
Ms C Baird (minuting secretary)

The meeting opened with a prayer led by Mr Shannon.

FGP&P/37/17 Apologies for absence

Action

Governors **agreed** that Mr Turner would chair the meeting in the absence of Mr Wright.

Apologies for absence were received and accepted from Mr Wright, Mr Ladbury, The Very Reverend Sullivan, Mrs Hepworth and Mr Parris. It was noted that Dean Sullivan and M Parris were attending the concurrent SDP&P meeting.

The chair informed governors that Mr Pierpoint has resigned from the governing body because of a potential conflict of interest. His resignation took effect on 8 October 2017 and was acknowledged by the local authority in a letter dated 23 October 2017. The vacancy will be discussed by the full governing body.

FGP&P/38/17 Declaration of interest

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

FGP&P/39/17 Election of officers

See *FGP&P/37/17 – Apologies for absence* above.

FGP&P/40/17 Minutes of the last meeting

The minutes of the meeting held on 24 May 2017, having been previously circulated, were confirmed as a true record and signed by the chair.

Matters arising

- FGP&P/29/17 – Buildings and grounds
Deputy business director to review the issue of the junior school bicycle shed guttering.

DE

FGP&P/41/17 Staffing update

The business director tabled a staffing report for the committee's information. Governors noted the various appointments, leavers and vacancies.

The business director informed governors of the following additions:

- Internal appointments – Rod Price appointed to temporary Head of School post, which will be re-advertised after Christmas
- Current vacancies – Library Administrator post to be added

The chair informed governors that the appointment of the Director of Teaching School had not required afternoon interviews as the successful candidate was so strong.

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

FGP&P/42/17 Staff absences

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

FGP&P/43/17 Governor accounts

The deputy business director circulated the Foundation Accounts, and informed governors that the independent examination has been carried out by Beeley Hawley & Co. The following points were highlighted:

- There has been a slight fluctuation in lettings income, with a reduction of £5,249
- Under *Other Income* there is a transfer from the Official Custodian for Charities relating to an investment held for prize-giving in 1979/80
- Buffet and retirement gifts have increased from last year
- There has been a drawdown of £3,000 from the Library Legacy funding to purchase books for the school library

A governor questioned whether the reduction in lettings income is due to a reduction in the number of lettings. The business director replied that the reduction was specifically due to losing the letting on Saturdays, and that this letting slot was now available to sell.

The business director informed governors that the accounts had been agreed by the accountants in their role as Independent Examiners

Governors

agreed

the accounts, and they were signed by the chair.

FGP&P/44/17 Current budget review and reforecast

a) Cost centre summary

The business director drew governors' attention to the following changes:

- E01 Teaching staff –£46,923 reduction
- E03 Education support - £35,199 reduction
- E031 Classroom support - £6,122 increase
- E04 Premises staff - £6,917 increase
- E05 Admin staff - £11,394 reduction
- E07 Midday staff – coding error at County Hall resulted in increase of £44,421 to deficit – this will be corrected in October tranche payment to school
- E28 Bought in Profs - £14,700 increase
- I08 Income - £15,218 reduction

b) Reforecast budget

The business director informed governors that, after the correction of the error made by County Hall, the deficit will stand at £244,897. Supply costs are currently higher due to long-term absences.

A governor questioned whether absence insurance covers long-term absences, and the business director replied that only half the costs are covered by insurance.

The business manager stated that every opportunity to reduce expenditure is being examined.

Governors

agreed

to accept the reforecast budget.

FGP&P/45/17 Review policies

Governors

agreed

to accept the following policies, which had been previously circulated:

- Pay
- Appraisal
- Fire Plan
- Health and Safety
- Finance
- Whistleblowing
- Accessibility

A governor questioned who is responsible for visitors and lettings in the Fire Plan. The business director replied that reception is responsible for visitors, and that letters sign an agreement as part of the letting pack stating that they will carry out their own fire drills.

A governor questioned how a fire evacuation can be effectively carried out if visitors do not always sign out when they leave school. The business director replied that the Fire Plan is to sweep the building and not use a register of who is in the building.

FGP&P/46/17 SFVS submission

Governors discussed the SFVS, which had been previously circulated and had not changed significantly.

The committee

recommended

that the SFVS be approved by the full governing body on 21 November 2017.

FGP&P/47/17 New signage

The business director informed governors that new signage to support the ethos statement has been installed, and asked governors whether they would contribute to or cover the costs of the signage. £2,212 has already been spent, and a larger sign is to be purchased at a cost of c£600. The chair noted that the school's deficit would be reduced if governors contributed to the cost of the signs.

After discussion, governors

agreed

to fund the new signage up to £3,000.

The chair proposed that a 5mph sign be purchased for entrance to the car park – business director to investigate the cost of this.

JS

FGP&P/48/17 Health and safety

The business director informed governors that the legionella report has been received and included some minor non-compliances, some of which were inaccurate and have been removed. The remainder are being resolved.

There have been five incidents reported since the last meeting, but no significant injuries.

The business director informed governors that she has renewed her IOSH qualification.

FGP&P/49/17 Buildings, grounds and transport

The business director informed governors of the following:

- The catering contract has been renewed with Apsens, who provided a further capital investment and installed an additional serving point in the dining break out space. There have been teething issues with food

provision but they are currently being resolved.

- The local authority have extended their provision of transport for out of catchment students from September 2018 to September 2019. Contingency for transport is being investigated but the local authority decision is awaited before any decisions on provision going forward is made.

FGP&P/50/17 Governor Action Plan

The chair tabled the Governor Action Plan, which had been previously circulated.

The committee

recommended

that the Governor Action Plan be approved by the full governing body on 21 November 2017, with the following amendment – Page 1, paragraph 2 to read “Governance plays a key role in the success of the organisation and we strive to meet and exceed the very high standards expected.”

Chair

Governors thanked Mr Parris for his support in the development of the Governor Action Plan.

FGP&P/51/17 AOB

No other business was raised for discussion.

FGP&P/52/17 Date of next committee meeting

Wednesday 28 February 2018 at 4.00pm.
Wednesday 23 May 2018 at 4.00pm.

FGP&P/53/17 Determination of confidentiality of business

It was

agreed

that no items of business were deemed to be confidential.

The meeting closed at 5.30pm.

Signed(chair) Date

CB/ls