

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 7th March 2018 at 4.30pm
Location: At the school

Membership

'A' denotes absence

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

In attendance

Mrs J Straw (Business Director)
Mr D Everett (Deputy Business Director)
Ms K Davies Trust Finance Manager (for introductions only)

Katie Davies was introduced to the Governors as the Trust Finance Manager, After being introduced, Katie left the meeting.

Apologies for absence

Action

Apologies for absence were received and accepted from Dean Nicola, and Mr Ladbury.

The chair informed the governors that Mrs Liz Turner would be a few minutes late.

Declaration of interest

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

Minutes of the last meeting

The minutes of the meeting held on 30 October 2017, having been previously circulated, were confirmed as a true record and signed by the chair.

Liz Turner joined the meeting at 4.37pm

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:

- School has appointed a new CTL for humanities.
- School has appointed an additional pastoral support assistant, having decided not to appoint a further progress and achievement leader (vacancy from Mrs Stanley retiring due to ill health).

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

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.

Current budget review and reforecast

a) Cost centre summary

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

- Reduced deficit of £278,500
- E02 – supply budget has overspent, full report at next meeting
- E12 – overspent due to unforeseen maintenance costs
- E90 – SEBD funds are being disputed relating to high charges for a student who was permanently excluded

Governor accounts – Trip Accounts

The deputy business director circulated the Trip Accounts, and informed governors that the independent examination has been carried out.

Governors asked for clarification on the fluctuation at year end between 15/16 and 16/17.

DE

The business director discussed with the Governors that the governors accounts become merged into the main school accounts upon academisation. She asked governors how they might like to manage this change and plan for the future. It was agreed that a small working party would be set up to establish proposals for this. The working party will be:

Nigel Turner, Alan Wright, Katie Davies, David Everett, Matthew Parris and Jacqueline Straw.

JAS

Mrs Hepworth added an item at this point about a visit made to the school by herself and Mr Shannon. Mr Parris to share the report with the governing body.

MJP

Mrs Hepworth asked about photocopying at home and the equality issue around whether every student was able to do this. Mr Parris agreed to investigate this issue.

MJP

Review policies

Governors

agreed

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

- Lettings
- CCTV
- Governors Allowances Policy

Mr Parris gave the governors an overview of GDPR

Mr Wright shared with governors the lettings schedules and governors discussed that there were some opportunities for further lettings. Governors discussed advertising through the Bramley and by word of mouth. Governors agreed to 'spread the word'. Mr Parris offered to consider advertising the vacancies in "The Works"

**All and
JAS**

Health and safety

The business director informed governors that Mr Wright has undertaken a fire check on their behalf. A report of the fire check had been circulated. Governors decided that this should be added to the policy matrix and reviewed every 2 years.

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

Buildings, grounds and transport

The business director informed governors of the following:

- The catering contract is now running smoothly and the school are satisfied with the provision.
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- The MSPTA raised funds and donated these to the school to build two wooden pods into the quad between D and C block and to install an additional basket ball hoop on the playground.. One pod installation has taken place and the other will take place at Easter. The second pod is delayed because there is wooden decking which has now rotten through and needs to be replaced with tarmac, and two drains raised. This ground work will be paid for from the capital budget.
- It was agreed that Governors would write a letter of thanks to the MSPTA
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- The all weather pitch is now in need of some attention and we are working on the cost of this.

**JAS and
Chair**

Mr Wright commented that the last time the all weather pitch had needed significant work that the Governors had contributed to this. Agreed to discuss further.

AOB

No other business was raised for discussion.

Date of next committee meeting

It was discussed and concluded that in future:

committee meetings will take place at 4.00pm and full governors meetings will take place at 6.30pm

Next FGP&P -Wednesday 24th May 2018 at 4.00pm.

Determination of confidentiality of business

It was

agreed

that no items of business were deemed to be confidential.

The meeting closed at 5.50pm.

Signed(chair) Date

CB/ls