

The Swanage School
MINUTES OF THE MEETING OF THE FINANCE & PREMISES COMMITTEE
 Tuesday 24 November 2015, 5.30pm

Present: William Knight (Chair), Geoff Atkinson, Tristram Hobson (Headteacher, from 6.00pm), Amanda Rowley, Carl Styants, Isobel Tooley

In attendance: Sue Fletcher (Clerk), Katy Kerr (Business Manager), Jen Richardson (Ward Goodman), Amelia Adkins (Ward Goodman)

Item	Action	Lead	Date
<p>Welcome The Chair welcomed Jen Richardson and Amelia Adkins from Ward Goodman (Auditors) to the meeting.</p>			
<p>FP 2.1 Apologies for Absence None received.</p>			
<p>FP 2.2 Declarations of Interest There were no declarations of interest in relation to any agenda item.</p>			
<p>FP 2.3 Minutes of the Last Meeting The minutes of the meeting held on 6 October 2015 were agreed as an accurate record and signed.</p>			
<p>FP 2.4 Matters Arising & Actions</p> <p><u>FPI.6 Committee Self-evaluation – Benchmarking</u> Further to the discussion at the last meeting in relation to benchmarking being a potentially useful exercise, an email exchange had identified some benchmarking examples. These had contained useful information on key performance indicators (KPIs) although the distinction between KPIs and critical success factors (CSFs) was sometimes blurred. The Chair proposed that the senior leadership team and governors should discuss whether the school’s objectives should be based on KPIs or CSFs. The away-day being planned was mooted as a possible time.</p> <p><u>FPI.8.3 Pay Scales</u> At the meeting of the Staffing Committee held on 13 October 2015 it was agreed that the pay scales approved at the meeting of the Finance & Premises Committee on 6 October 2015 be merged with</p>	<p>On away-day agenda</p>	<p>TH/WK/GA</p>	<p>Feb 2016</p>

	<p>the Pay Policy and that the policy be updated to explicitly cover both teaching and non-teaching staff. The revised policy, including pay scales, will be presented for approval at the next meeting of the Staffing Committee (2 February 2016).</p>			
FP 2.5	<p>Reports</p> <p>1. <u>Premises</u> The Business Manager (KK) had circulated a paper summarising the current state of play of the major defects still outstanding on the school building. These are the wing doors, window leaks, folding partition doors, soundproofing in the music room and landscaping. A further meeting with Kier is planned to address these issues.</p> <p>2. <u>Business Manager</u></p> <p>i) <u>Budget monitor</u> KK reported that she had revised the budget to take account of the claw-back that will require paying to the Funding Agency in January – March 2017. This related to having received funding for 300 students, against 273 being on roll.</p> <p>The previously approved budget had been based on 279 students and had been revised to take account of the actual roll being 273. This resulted in a c£26k loss of budgeted income.</p> <p>In response to questions, KK noted that the opening cash balances on the 5-year plan can withstand the loss of income and agreed that, where appropriate, the pupil-related expenditure lines could be reduced to take account of the lower student number, although the adjustments would be slight.</p> <p>AGREED the revised budget for approval by the full governing body.</p> <p>ii) <u>Cashflow</u> KK reported that she had simplified the cashflow report and included a report on the value of restricted and designated funds. There were no questions on the report.</p> <p>iii) <u>Reportable accidents</u> There were no reportable accidents in September or October.</p>	FGB agenda for approval	Clerk	9 Dec 2015

	<p>iv) <u>Fixed Asset Register</u> Committee members had received the Fixed Asset Register, and noted the increase in fixed assets primarily due to the purchase of new computing equipment and furniture.</p> <p>v) <u>Pupil Premium</u> Committee members considered a draft report on pupil premium for publication, and a brief report on pupil premium spend, which approximated the cost of pupil premium inputs for 2014/15 to be £64k. These inputs included subsidised uniform, trips and music tuition, small group work, mentoring and intervention sessions, and the cost of teaching assistant time. A pupil premium tracker for each entitled student was used to track the input each student received and the allocated cost of providing it. The school had received £58k in pupil premium funding, with 33% of students eligible for the funding.</p> <p>AGREED the proposed report on pupil premium for publication on the website.</p> <p>[Tristram Hobson joined the meeting]</p> <p>3. <u>Responsible Officer</u> Committee members had received a written report from the Responsible Officer in which he summarised:</p> <p>i) that the latest internal controls checklist from the Charities Commission (CC8) had been reviewed and outstanding issues checked. Progress had been made as the outstanding issues had primarily related to the ability of the school to “segregate” duties given the small number of support staff. Now that the staff number had increased, segregation had become possible and it was considered that an appropriate level of internal control is in place;</p> <p>ii) that he had discussed the school’s policy for establishing dedicated reserves with KK and WK, with reference to charities law and guidance from the Charities Commission. At present the only restricted income earmarked fund is the staff absence fund. The need to earmark reserves to meet future repair and renewal on the school buildings and equipment is considered the next priority. It is planned to bring a proposal to a future meeting of the committee;</p>	Publish	KK	Dec 2015
		For agenda	Clerk	Jan 2016

	<p>iii) the next major reviews will be of the Parent Pay system and the annual review of the Financial Regulations.</p> <p>Thanks were recorded to SP for the thorough report.</p> <p>4. <u>Health & Safety Governor</u> AR, the Health & Safety (H&S) governor, reported on the termly inspection of H&S that she had undertaken with the Premises Manager. She felt the school was in excellent shape in respect of its H&S practices and still benefitted from the building being so new. The Premises Manager was felt to be doing an excellent job. A few things were noted:</p> <ul style="list-style-type: none"> - risk assessments varied in their quality and presentation, from basic to comprehensive. An updated risk assessment template was now in use which would help with standardisation; - temperature and ventilation in some classrooms is an issue, with it getting uncomfortably hot at times. Air conditioning units or fans might be required in summer; - some classrooms are being used for 30 students, more than they had been designed for. The Chair clarified that they were designed for 28 students and can take more as long as the school stays within its overall net capacity; - fire risk assessments are being reviewed to check whether they need updating. There is a good record of fire drills. The wing doors can be used as a fire escape despite not being in general use. <p>The Committee thanked AR for the thoroughness of her reviews, and thanks were recorded to the Premises Manager, Gary Stone.</p>			
FP 2.6	<p>Annual Financial Statement The draft Financial Statement for 2014/15 had been circulated. The external auditors had submitted a number of detailed drafting points to KK and IT raised a number of additional points for alteration.</p> <p>AGREED an amended version of the report would be circulated to all members of the committee for comment before being presented for approval to the full governing body.</p> <p>There were no questions on the accounts.</p>			

	[Clerk's note: with a view to agreeing the Financial Statement for recommendation to the full governing body, an additional meeting of the Finance & Premises Committee was subsequently arranged, to be held immediately prior to the meeting of the full governing body on 9 December 2015]			
FP 2.7	<p>External Audit for Year Ended 31 August 2015</p> <p>The external auditors thanked KK for the high level documentation that had been presented for the purpose of the audit. They circulated journal adjustments and a copy of the audit feedback report. There were no significant findings to report or issues to bring to the attention of governors. There were a few very minor points, as follows:</p> <ul style="list-style-type: none"> - the school's website should show the dates of appointment/reappointment of governors, and indicate resignations for a limited time period - the list of governors in the staff handbook requires updating, although it was discussed whether it would be preferable to cross-refer to the website - declarations of interest for Education Swanage members, governors and the senior leadership team should be on the website, it being noted this was in hand - land registry documents have not been updated with the school address, it being noted this had been attempted but had not proved successful <p>The auditors informed committee members that the Generally Accepted Accounting Practice (UK GAAP) is changing, leading to some changes in the way accounts are managed. Training will be provided by Ward Goodman.</p> <p>The Chair thanked the auditors on behalf of the Committee. Thanks were recorded for KK.</p> <p>[Jen Richardson and Amelia Adkins left the meeting]</p> <p>AGREED to recommend re-appointment of Ward Goodman as auditors.</p>	<p>Include on website</p> <p>Update or cross-refer</p> <p>Obtain & publish</p> <p>Update</p> <p>FGB Agenda</p>	<p>Clerk</p> <p>KK</p> <p>Clerk</p> <p>KK</p> <p>Clerk</p>	<p>Dec 2015</p> <p>Dec 2015</p> <p>Dec 2015</p> <p>Dec 2015</p> <p>Dec 2015</p>

FP 2.8	<p>Policies</p> <p>1. <u>Charging & Letting Policy</u> APPROVED the Charging & Letting Policy</p> <p>2. <u>Data Protection Policy</u> APPROVED the Data Protection Policy, noting that this would now be reviewed annually.</p> <p>In response to questions, KK confirmed that she was not aware of any practices that may have breached the policy. However, it was acknowledged that an audit of practices should be undertaken and spot checking made a routine job.</p>	Publish	Clerk	Dec 2015
FP 2.9	<p>Curriculum Model and Recruitment</p> <p>TH reminded committee members that in January recruitment will take place for teaching staff commencing posts in September 2016. Given the range in teacher salaries, the people recruited will have an effect on the budget for 2016/17. The 5-year budget is based on the existing curriculum model which predicted the number of new staff needed over each year of the 5-year plan. Apart from an increase in hours for Science (approx. 0.2 FTE) there had been no changes. A full cohort of 84 students is expected to start in Year 7, whilst a cohort of only 37 students will leave from the current Year 11. It is expected that 4 FTE teaching staff will be recruited. A number of part-time staff may have their hours increased.</p> <p>Following the recruitment of teaching staff, teaching assistants and non-teaching staff will be recruited. The number of teaching assistants will depend on the needs of students.</p> <p>KK reported that currently 49 applicants for entry in September 2016 have the school as their first choice, higher than at the same point last year. Further counts occur in February, April and May as Dorset County Council continue to chase those who have yet to make an application.</p>			
FP 2.10	<p>Any Other Business</p> <p>1) <u>Solar Panels</u> WK and KK provided an update on the Dorset Community Energy Scheme which was currently seeking public funding through a share scheme to fund solar panels for schools. The Swanage School is eighth of eight on the list to receive the funding, and currently enough funds have been</p>			

	<p>raised to install solar panels in the first five of the schools. Other funding might be possible if the share option fails to raise the required funds by the closing date of 26 November 2015. The school has thus far agreed in principle with no commitment. Approval of the full governing body would be required in due course, if funding became available and the scheme was able to go ahead at the school. It is predicted that the installation of 50kw of solar panels would save the school around £2k per annum over 25 years.</p> <p>Committee members discussed briefly whether the school would be a position to make up any shortfall in funding, but it was agreed more information would be required at the time, before taking a view on whether this would be permissible and prudent.</p> <p>2) <u>Student Numbers</u> CS asked for reassurance on the number of students leaving the school, having heard reports in the local community that many were leaving. TH and KK said such reports were completely unfounded. Like any school, a few students had transferred out since the start of term, and a few had transferred in. 271 were currently on roll, against 273 at the start of term.</p>			
FP 2.11	<p>Confidentiality No item was considered confidential.</p>			
FP 2.12	<p>Date of Next Meeting/s [Finance & Premises Committee additional meeting – 9 December 2015, 6.00pm] Full Board of Governors – 9 December 2015, 6.30pm Finance & Premises Committee – 27 January 2016, 5.30pm</p>			
	<p>The meeting closed at 6.50pm</p>			