

The Swanage School
MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE

Held on Wednesday 26th June 2024 5.30pm

MINUTES

Present: Tanya Hamilton-Fletcher (Chair), Tim Marcus, Isobel Tooley, Dan Parker, Jenny Maraspin (Head), William Knight

In Attendance: Sarah Percival (Clerk), Andrew Thomas (Business Manager)

Item		Action	Lead	By
SFP 6.1	Apologies for Absence Apologies were received from Amanda Rowley and Claire Barnes			
SFP 6.2	Declarations of Interest There were no declarations of interest			
SFP 6.3	Minutes of the Last Meeting The minutes of the meeting held on 15 th May 2024 were approved			
SFP 6.4	Matters Arising & Actions Where not elsewhere on the agenda			
	SFP 2.13 TLR & UPS objective setting- JM to produce a couple of staff anonymised examples for the meeting Autumn 1	Produce examples	JM	Autumn 1
	SFP 4.4 Canteen costs/ healthy eating- action clarified: AT to work with MC & kitchen staff and provide overview/ proposal to encourage more healthy eating and to take environmental effects into account	Prepare proposal	AT	Autumn 1
	SFP 5.4 Update on extra SEN funding: no progress as Dorset Council have put this on hold pending the General Election. This needs to be followed up urgently so that it doesn't disappear from their agenda. <ul style="list-style-type: none"> This item was deemed confidential 			
	FINANCIAL MATTERS			
SFP 6.5	Business Manager's Reports- Budget Report & Management Accounts The report was included in the meeting pack. Some questions had been answered in email correspondence prior to the meeting. It was noted that: <ul style="list-style-type: none"> The Business Manager is confident that the projected £65k overspend is as accurate as possible 			

	<ul style="list-style-type: none"> • The Business Manager is rigorously controlling spending and this will continue next year. • The overspend is relatively small for a £3m turnover. • This item was deemed confidential • Claiming on insurance is considered where possible but often the amounts are under the threshold or the excess is more than the claim. • Exam fees which fall into next year are exam re-marking costs. These are monitored strictly, with parents paying the fee unless the school supports the re-mark. 			
SFP 6.6	<p>Budget 2024-2025 to 2026-2027 The 3-year Budget Forecast return was discussed. Points raised were:</p> <ul style="list-style-type: none"> • The Business Manager is reasonably confident that the budget will be positive next year; however, there are many assumptions, based for example, on static pupil numbers and current government funding. • This item was deemed confidential • The figures do not include any match funding for potential CIF bid grants. • This item was deemed confidential • This item was deemed confidential • The Chair suggested reviewing this item at the next meeting, once the Election outcome is known, and to continue close scrutiny over the coming year. <p>The Business Manager asked the committee for their approval to submit this Budget Forecast. It was agreed that, due to the recent drop in inflation, the 3% increases should be altered to 2% on all costs except staff pay and catering. The Business Manager will circulate the updated document for recommendation to FGB for submission to ESFA.</p>	Agenda item Make changes & circulate	Clerk AT	Autumn 1 Summer 2
SFP 6.7	<p>Risk Register Review The new committee items added to risk register were confirmed.</p>			
SFP 6.8	<p>Designated Funds & Free Reserves Annual Review The Staff Absence Fund was reviewed and the Business Manager warned the committee that the fund is nearing its lowest limit. He will share the actual figure at the end of the academic year. If the Fund reaches the lower limit, he will request to move £24k out of the Fund and replace this over the course of the year. There were no changes to the Maintenance Fund. It was noted that the school's reserves are very low and only essential expenditure is approved.</p>	BM to inform SF&P of staff absence fund figure	AT	Summer 2
SFP 6.9	<p>Items for Financial Review or Approval The following were discussed: <u>Renewal of photocopier contracts</u> – the tendering process is in progress. It has been difficult to get like-for-like quotes to compare. Customer service is important as well as the print cost. Although many teaching resources are online, there is still a lot of printing required for</p>			

	<p>assessments, exam papers, etc. There are now only 3 photocopiers in the building. The Business Manager will circulate the final quotes and requires a quick response from the committee as the current contract ends in August.</p> <p><u>Cyber Essentials</u> –</p> <ul style="list-style-type: none"> This item was deemed confidential <p>The Business Manager will continue to work on solutions and tenders, to bring to the meeting in Autumn 2, to send for approval at FGB in December.</p> <p><u>The purchase of Chromebooks</u> for the incoming Y7 was APPROVED and would be done in August. It was noted that the committee supports the school writing to parents asking for a voluntary contribution towards the cost, emphasising that the Council/ Government does not fund these. The marketing/ selling point of the school providing Chromebooks should be maximised.</p>	<p>Circulate quotes for committee approval</p>	AT	Summer 1
		<p>Bring final solution to SFP Autumn 2</p>	AT	Autumn 2
SFP 6.10	<p>Staff Code of Conduct This was APPROVED, subject to the update of KCSiE date to 2023</p>	Publish	Clerk	
	STAFFING MATTERS			
SFP 6.11	<p>Headteacher Appraisal It was confirmed that the panel (Chair, Vice Chair and SIP) have arranged the meeting date with the Head.</p>			
SFP 6.12	<p>SEN Provision Funding See 6.4 Matters Arising</p>			
SFP 6.13	<p>School Development Plan End of Year Review The review of 2023-24 & considerations for 2024-25 objectives falling under the Committee's remit- to be considered at the FGB meeting July 10th.</p>	FGB agenda item	Clerk	Summer 2
	PREMISES & INFRASTRUCTURE			
SFP 6.14	<p>Policies The Data Protection Policy was APPROVED. The Health & Safety Policy was APPROVED, subject to checking whether Stand Alone Appliances are tested annually or biannually. It was noted that the Privacy notices need to be reviewed.</p>	<p>Publish Check with FM then publish Agenda item</p>	<p>Clerk AT/ Clerk Clerk</p>	Autumn 1
SFP 6.15	<p>Facilities Report & Summer Works Plan The committee noted the detailed report from the Facilities Manager and thanked him for preparing this.</p>			
SFP 6.16	Committee Self-evaluation			

	It was agreed that this committee is effective in covering its remit. The Business Manager thanked the participants for holding him to account and asking pertinent questions. The skills of the group were considered good, with legal knowledge being the only area lacking.			
SFP 6.17	Any Other Business There was a request to have Data Retention & Destruction on the agenda in Spring 1 or 2 next year	Annual planner item	Clerk	
SFP 6.18	Confidentiality Items 6.4, 6.5, 6.6, 6.9 were deemed to be confidential.			
	The meeting closed at 7.55pm. Next Meeting TBA Autumn term to include: Scrutiny of 3-year budget forecast Salary uplift & pay scales Fixed asset & IT register review H&S link governor report Review Privacy notices			