

Minutes of the Finance & Resources Committee of The Wey Valley School for the meeting held on Wednesday 21st September 2016

Present: Les Gardner, Di Day, Sara Adams, Paul Quinn

In Attendance: Rob Cole, Andrew Wilson (items 1 to 6), Carole Martin (item 5)

1. Apologies

Apologies received and accepted from Sarah Longdon and Diane Leverton.

2. Declaration of interest

There were no declarations of interests to declare at the meeting.

3. Review of Committee Terms of Reference

Mr Gardner noted no proposed changes to the Terms of Reference but commented the high number of items for review in the Autumn term; a number of which are covered through the budget monitoring report.

The Committee approved the Terms of Reference with a recommendation to the Full Governing Body.

ACTION – The Finance & Resources Committee Terms of Reference to be recommended to the Full Governing Body.

4. Minutes and Matters arising from the Finance & Resources Committee meeting held on Wednesday 13th July 2016.

The minutes were approved as an accurate record.

Matters Arising

Mr Cole reported confirmation from the EFA of the successful emergency capital bid to replace the broken boiler. Works are expected to commence next month with funding of £18k to follow shortly.

Mr Cole confirmed a quotation has been received to improve the air circulation in the Music block and additional works (lead trays, carpet cleaning) to be carried out by the school site team.

Mr Cole also reported that the focus for the next round of Condition Improvement Fund bid will be the MFL roof and Science boilers. These bids will be submitted to the EFA in December.

Mr Cole confirmed discussions with Mr Wearn from Mazars and the need for audit access to personnel files / payroll information to carry out key sampling and audit work on the school's wage costs. In addition, Mr Cole added that sensitive and confidential information carried out by Auditors is safeguarded through their professional qualifications / code of conduct.

The action points from the meeting were noted.

5. Staffing / Personnel update

Mr Gardner welcomed Mrs Martin to the meeting.

Mrs Martin circulated a report to governors and reported on current short and long term staff absence, staff resignations and the list of staff departures at the end of last term and new staff starting this term. Mrs Martin also added several changes to staff contracts for this academic year.

Ms Adams noted the excellent start to the Autumn term and that new staff will be invited to meet with her and Mrs Day to share feedback on the start of term.

Mr Gardner thanked Mrs Martin for the staffing / personnel report.

6. Budget 2015/16 monitoring report

Mr Cole referred governors to the budget monitoring report and confirmed the latest year-end position of £193,990. Mr Cole added that the ring-fenced balance is projected at £123,630 and the non-ringfenced balance projected at £70,359. Mr Cole added that this balance is subject to final audit review next month and a final review of prepayments and accruals.

Mr Cole commented on the net staffing position with an overspend of £13,305. Mr Cole noted the various under / over spends that reflect the staffing movement across the year.

Mr Cole reported a net surplus of £15,632 for Department accounts, with 13 of the 40 department accounts in deficit at year-end. Mr Cole added that balances will be rolled forward into the 2016/17 budget including deficits.

Mr Cole noted the development of department stock accounts and an exercise carried out by the finance team on revision and workbooks. The introduction of stock accounts will improve budget monitoring for Heads of Department and allow accurate tracking of stock for the school's balance sheet.

Mr Cole noted variances in several other budget accounts and referred governors to the detailed budget summary report that confirms spend / income for the year and projected account balances.

Mr Cole commended the excellent work this year carried out by Mr Matthews with the Tennis Centre sink fund at £43k at year-end. Mr Cole added that Mr Matthews will present his analysis and projections for this year to governors at the November Committee meeting.

ACTION – Mr Matthews to present a Tennis Centre update at the next Finance & Resources Committee meeting.

Mr Cole also noted the positive year-end position for the Diner with a surplus of £10.5k at year-end. Mr Cole noted that this surplus covers the cost of the new steamer lease and with changes to procurement this year and a review of the Free School Meal allowance, projections for this year look promising.

Mr Cole noted the year-end overspend with Service Level Agreements but reported on the positive impact of BlueSky (performance management), ShowMyHomework, MyConcern.

Mr Cole noted the budget position for Dual Registration with a minor saving compared to budget. Ms Adams noted concern with funding for Alternative Provision from April 2017 and the impact on schools across Dorset balancing exclusions with alternative provision with significant funding constraints.

Mr Cole noted the delayed income from Ecorys and that these funds are now expected in 2016/17.

Mr Cole also reported that the school held cash funds of £348,688 in the school's general bank account and reserves as at 31st August 2016.

Mr Gardner thanked Mr Cole for the budget monitoring report.

7. Budget 2016/17 update and 3 Year plan

Mr Cole circulated the 2016/17 budget to governors. Mr Cole added that this report was the same report shared with governors at the Full Governing Body meeting on the 12th September.

Ms Adams confirmed the curriculum cost review next month which will determine areas for savings for next year with a full report to be presented at the November Finance & Resources Committee meeting.

ACTION – Ms Adams and Mr Cole to provide a report to the Finance & Resources Committee meeting in November (date yet to be confirmed)

8. Fitness suite update

Mr Cole noted the excellent local press coverage of the new fitness suite with the school's press release in the Dorset Echo on the 10th September and 3d's press release on the 16th September. Mr Cole added a further press release will follow after the official opening of the studio with former students and Team GB cycling, Rebecca Raybould and Alex Jolliffe.

Mr Cole confirmed 3d membership at 131 (September target of 126) with 3d now aiming for membership to reach 200 by the end of this month. Mr Cole added that the school's Open Evening on the 29th September will be a key opportunity to achieve this target.

Mr Cole noted that 3d offer 22 classes and now manage the Sports Hall lettings.

Mr Cole wished to note the fantastic contribution by the Campus Site team since Easter in refurbishing the former Dance studio and the co-ordination with 3d and contractors during the Summer holidays.

Mr Gardner noted that the committee may have questions for 3d leading up to a presentation and update in the New Year and invited colleagues to pass these questions onto Mr Cole. Mr Gardner added that it would be useful to know how

many members are former members of another gym and the 'risks' of seeing a gym members moving from one gym to another.

ACTION – Agreed to invite Mr Dickinson from 3D Health and Fitness to the Finance & Resources Committee meeting in January 2017.

9. Health and Safety audit feedback on trips and visits

Mr Cole circulated the H&S report to governors – this followed a visit by Rob Brindley to Wey Valley in February 2016.

Mr Cole noted that Nicki Miles who managed the risk assessments for school trips and visits has since left the school with Mrs Elliott in the finance office overseeing trip risk assessment until Mrs Stone in the main office attends a training seminar.

Mr Cole commended the practice in place in school and the feedback from the audit with recommendations to share national and DCC web links to staff on good practice and highlighting some risk assessments using the generic template.

10. Policy review:

- ***School Uniform***

Ms Adams noted the key change to the Uniform policy with an update on school shoes. Ms Adams noted staff review of uniform for the start of this term and a number of conversations with parents to ensure students wear the correct shoes in school.

- ***Pay policy – teaching staff***

Mr Cole circulated the policy to governors along with the teaching staff structure. Mr Cole added that the policy was published to schools in the summer but a final version was issued by Human Resources in September following Trade Union review. Ms Adams noted the proposed changes to the policy and suggested that the policy is forwarded to Mrs Leverton for comment before recommending to Full Governing Body.

- ***Redundancy & Restructure Procedure Policy***

Ms Adams confirmed this new policy from Human Resources following a meeting with Sharon Baxter (DCC) earlier this month.

- ***Performance Management Policy***

Ms Adams confirmed minor changes to this policy in sections 4.3.

- ***Attendance Policy – staff***

Ms Adams confirmed no changes to this policy.

- ***Fairness & Dignity Policy***

Ms Adams confirmed no changes to this DCC policy.

ACTION – Recommend the School Uniform Policy, Redundancy & Restructure Procedure Policy, Performance Management Policy, Attendance Policy – staff and Fairness & Dignity Policy to the Full Governing Body.

ACTION – Subject to final review by Mrs Leverton, to recommend to the Pay policy – teaching staff, to the Full Governing Body.

11. Any other business

Mr Quinn left the meeting at this point.

Mrs Day confirmed a visit to St George’s Primary School, Portland on Wednesday 5th October at 2.15pm to view their Governor Virtual Office system.

Action Points from the meeting

Action Point	Description	Person Responsible	Timescale
1.	The Finance & Resources Committee Terms of Reference to be recommended to the Full Governing Body.	Mr Cole	17 th October 2016
2.	Mr Matthews to present a Tennis Centre update at the next Finance & Resources Committee meeting	Mr Matthews	November F&R Committee meeting
3.	Ms Adams and Mr Cole to provide a report to the Finance & Resources Committee meeting in November (date yet to be confirmed)	Ms Adams / Mr Cole	November F&R Committee meeting
4.	Agreed to invite Mr Dickinson from 3D Health and Fitness to the Finance & Resources Committee meeting in January 2017.	Mr Cole	January F&R Committee meeting
5.	Recommend the School Uniform Policy, Redundancy & Restructure Procedure Policy, Performance Management Policy, Attendance Policy – staff and Fairness & Dignity Policy to the Full Governing Body.	Mr Gardner	17 th October 2016
6.	Subject to final review by Mrs Leverton, to recommend to the	Mrs Leverton / Mr Cole / Mr Gardner	17 th October 2016

	Pay policy – teaching staff, to the Full Governing Body.		
7.	Mr Cole to contact Mr Quinn (for quorate decision) regarding the Vice Principal position of Mrs Watson	Mr Cole	23 rd September 2016