

# MEETING MINUTES FOR THE FULL GOVERNING BODY

## SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
10 <sup>th</sup> May 2010	5.00 pm	7.10pm
Present	Apologies for Absence	In Attendance
Mr Mike Allen Mr Darren Bailey Mrs Tracy Baldwin (Chair) Chris Loveday Mrs Ellie Bolton Mrs Linda Byrne Mr J Creese Mrs Kathy Frost Mrs Tonya Goldring Mr Patrick Horwood Mrs Marion Jarrett Mrs S Mordecai Mrs Sue Dewhirst Mrs Annette Hillier(Head teacher)	Dr Lesley Collier	Ms Elizabeth Billingham(Clerk) Mr Simon Harrison (DHT)

Item	Subject	Action	Whom
<b>1</b>	<b>Welcome and apologies</b>		
	Apologies were received from Dr Lesley Collier,		
<b>2</b>	<b>Register of Pecuniary Interests</b>		
	None		
<b>3</b>	<b>Minutes of the meeting of 29<sup>th</sup> March 2010</b>		
	The minutes were agreed and after some amendments will be signed.		
<b>4</b>	<b>Matters arising from the minutes</b>		
	Item 10 – County are working in flexible manner and matter was resolved. Allowed to influence the rules of engagement. Will be major influence of funding in the future.		
<b>5</b>	<b>Budget Review and Plan</b>		
	The Finance Officer reported that the finances had all been scrutinised by the Finance committee. Reports were handed out to all Governors. 09/10 End of year budget. She explained that the accounts stay open until the end of May 2010. The school was not expecting anything else through before the end. Staffing - £20K saving on main supply line with the one to one tuition not used and will be refunded. Paid from April but the role was not started until September. The refund needed to be used by August. £8,000 teacher saving but a £6,000 over spend in Technicians.		

Signed: \_\_\_\_\_

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	<p>The Governors asked why Senior Supervisor line so high. It was explained that some teachers and some support staff over spend across two lines of approximately £1000</p> <p>Training – over spend for training cover for staff.</p> <p>3200 – Staff advertising – The budgeted amount was not spent and a Governor asked the reason. This was due to the types of advertising involved and it was hard to predict at the start of the year.</p> <p>3740 – Gen Maintenance overspend £1000 – Vandalism for roof lights and will be claimed back from county.</p> <p>4540 – Educational supplies – contingency and Stemnet and grant money that came in go in this line</p> <p>4879 – Contractor services – website - Some work had been completed in house and so made savings.</p> <p>5098 – Purchase Comp equipment – Specialist schools money can be spent by August</p> <p>Exams – Overspend was expected.</p> <p>5780 5964 Special arrangements with colleges – was hard to budget prior to the year.</p> <p>5976 5984 – Service level agreements. School meals – overall balance little difference.</p> <p>97% total expenditure. £118,00</p> <p>Income</p> <p>Additional £8000 – PSA funding started in Sept so carried forward</p> <p>6726 – Meals ties in with the expenditure</p> <p>Teachers pay reform – threshold set in budget review and savings made.</p> <p>7697 – Estimate as reimbursement</p> <p>7443 – no interest in accordance with HCC rules.</p> <p>Overall £256000 approximately.</p> <p>Education Finance visit had taken place in the previous week and totals within levels and plans within system for project unlikely to be looked at in claw back.</p> <p><i>Expenditure summary from Jackie</i></p> <p><b><u>TG signed the report for the minute's records.</u></b></p> <p>Draft Budget for 2010/11</p> <p>The Finance Officer handed around the reports.</p> <p>Staffing – all of the positions other than supervisory other and casual</p>		

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	<p>staff built upon curriculum plan. Pay award included. Support staff of 1% built in. £10,000 approximately</p> <p>Supply teachers - £50,000 and then the difference was the money refunded.</p> <p>Estimate due to invigilating. Modular exams are costly to put in place arrangements.</p> <p>Cost contingency will disappear in future reporting</p> <p>3103 Prof training - £50000 – realistic</p> <p>3200 – Advertising- realistic estimate</p> <p>3300 – CRB cost increases due to the new system and ongoing to do existing staff</p> <p>3740 – Maintenance and external work the same</p> <p>Gas and Elect – Full year figures and estimate county figure to come up with this total.</p> <p>Water – not to increase.</p> <p>4970 Contract cleaning – interviews that morning awarded to Hayward's and will be less when revision complete.</p> <p>4495 – IT equipment software - £27500 Swan broadband as previously subsidised. Grant was removed. £22,000.</p> <p>4500 – IT hardware to come out of capital so move across</p> <p>4540 – Educational supplies – Looked at all areas and believe realistic estimated.</p> <p>4771 – Other office expenses. Adding to existing system</p> <p>4878 – Contractor services £6000 timetable for 2010/11</p> <p>5098 – purchase of computer equipment £40K community services money – <i>Jackie details</i></p> <p>5414 – Rugby academy held every year</p> <p>5968 – Music service level agreement – same as last financial year but will need to discuss the next two years. £18,000 difference due to education support service delegated amount and subsidises music tuition. <u>The Governors agree that the funding of £120 per pupil for 153 pupils may need reviewing and if projecting into deficit in next financial period then what the College does in subsidising music will need careful consideration.</u></p> <p>Service level agreements – some are lower due to pupil numbers being lower. Insurance had increased.</p> <p>5983 - School meals estimated same as 2009 10</p> <p><u>A Governor asked if the mobile phones were provided to staff. There were four on campus, community manager, PSA, two used for school excursions. Contracts were in place and the phones were used</u></p>		

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	<p><u>frequently. Approximately £400 negotiated new contracts to £25 for three</u></p> <p>Income 6949 – Funding for PSA and GTP. Hamble funding set amount. Meals and music the same as this year. 7203 – PGSE students from university and in 09/10 for one member of staff so adjusted this year. 7691 – Pupils leaving and coming in and more specific at budget revision. 7694 – Includes one to one tuition and £5000 from ad hoc grants. 7696 – County and NQT money. Addition allocation – based on paternity leaves with reimbursements.</p> <p>£58409 Expenditure Income £39998 surplus for the year</p> <p>Summary report The summary report was distributed, the details which were based upon no staff increases and 1281 pupils income. Some dual registered and explain the details of what this means.</p> <p>Based on 250 pupils in year 7.</p> <p>Explained the model and how the forecast was made And that it was becoming more realistic. The Governors were warned to expect a lower standards fund too. Crucial time in next year to review savings on an ongoing basis.</p> <p><u>A governors asked if considering a consultant. Confident that they know enough and consultants expensive. Not out of line with other schools. SCT has a reputation of being accurate.</u></p> <p><u>Changes were modest however the Finance Officer was bringing together contingency plans for what might happen in the future which will go to the FGB. This would include with staffing ratios etc. One Governor stated that AH strength was in managing the budget and they felt confident in planning.</u></p> <p><b><u>RESOLVED to approve and sign : Signed by AH and TB</u></b></p>		

Signed: \_\_\_\_\_

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	<p><u>A Governor asked if there was any more information about carbon reduction commitment. AH stated that not at present and it was low on local Govt agenda at present but may be pursued through local partnership. SCT needed to wait until HCC pass on the details and clarity.</u></p> <p>The Governors wished to thank Jackie Edmunds/Finance Officer for all her work.</p> <p><b><u>RESOLVED to agree and sign: TG and TB signed the budget plan</u></b></p>		
6	<b>Date of Next Meeting</b>		
	The next meeting would be 12 <sup>th</sup> July		
	Meeting closed at 7.15pm		
	SD sends apologised for next meeting		

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_