

Meeting Minutes

for the

Governing Body

Finance and Resources Committee

Date	Start Time	End Time
27 th April 2009	5.00 pm	7.05 pm

Present	Apologies for Absence	In Attendance
Tonya Goldring (Chair) Julian La Hive Linda Byrne Mike Allen Sue Dewhirst	Andrew Walkling	Annette Hillier (Headteacher) Jackie Edmunds Don Snowsill (Clerk) Simon Harrison

Item	Subject	Action
1	Welcome and apologies	
1.1	Apologies were noted from Andrew Walkling.	
2	Register of Pecuniary Interests and other Conflicts of Interest	
2.1	There were no declarations of Pecuniary Interests or any conflicts of interest.	
3	Minutes of the meeting of 9th March 2009	
3.1	The minutes were agreed to be an accurate record of the meeting and were signed by the Chair.	
4	Matters Arising	
4.1	Re 3.1 – Action complete.	
4.2	Re 4.2 – Action complete. Julian La Hive, Jackie Edmunds and Mike Allen had met on 20 th April to review the relevant SAP report and had reviewed the data in respect of the temporary members of staff. Jackie Edmunds would be contacting HCC to clarify the arrangements applying to variances of less than £10. The Relevant FMSIS documentation was signed. It was noted that the next FMSIS check relating to procurement was due in the summer term.	Jackie Edmunds
4.3	Re 5.4 – Action complete.	

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4.4	Re 6.1 – Item on agenda.	
4.5	Re 7.2 – Action to develop the charging policy carried forward. It was agreed that this issue should be an agenda item for the next meeting.	Jackie Edmunds Clerk
4.6	Re 8.2 – The agreed actions in respect of FOSC had not after all been necessary.	
4.7	Re 9.4 – The H&S policy had been signed off at FGB.	
4.8	Re 9.5 – The actions relating to the H&S checklist were in hand.	
4.9	Re 10.3, 10.4 and 10.5 – Items on agenda.	
4.10	There were no matters arising.	
5	Review of Budget 2008/2009 and agreement of budget out-turn	
5.1	The end of year financial statements were tabled and it was noted that there would be further minor adjustments made by HCC. Jackie Edmunds highlighted the entry of £2,649 for 'Pay Contingency' on the main school budget which related to pay increases for support staff which had not been finalised and therefore appeared as an estimated total amount. It was agreed that all other significant variances had been discussed at the previous meeting.	
5.2	It was noted that the provisional surplus on the main school budget to be carried forward was £238,517 which was slightly higher than had been expected. The provisional surpluses on the Community and Trips & Events budgets were £56,200 and £18,900 respectively giving a total surplus of £313,600.	
5.3	The final Surplus balance return was considered as follows; Committed Uncommitted	

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	Main school budget	£125,000	£113,500	
	Community budget	£39,900	£16,300	
	Trips and events	£0	£18,900	
		£164,900	£148,700	£313,600

5.4 It was noted that the uncommitted total (£148,700) was within the 4% of total budget limit (£180,600). It was agreed that the surplus balance return would be recommended to FGB for approval.

Clerk

5.5 Governors requested clarification of the expenditure on alterations to buildings, which related to the replacement of flooring, and H&S, which related to essential work on the flooring in the kitchens.

5.6 The HT introduced a statement of the SEN budget and expenditure and explained that the percentage of SEN pupils had been increasing year on year together with the fact that the necessary expenditure on each SEN pupil also seemed to be increasing year on year with the result that the school always seemed to be playing 'catch up'. The HT gave some examples of the expenditure that could be necessary to support individual pupils in order to ensure that they could remain in mainstream education.

5.7 Governors noted the need to monitor SEN expenditure and asked for SEN financial statements for the past two years to be produced for the next meeting together with the statistics on the number of pupils with SEN status.

Headteacher

5.8 Governors asked how the college budgeted for SEN expenditure. The HT explained that ring-fenced funding was provided for all those pupils with statements. However she also explained that the position was more difficult in respect of other pupils with SEN needs partly because it was difficult to predict the needs of each new intake; it was common for pupils to reveal SEN needs at secondary level after having coped

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	<p>well at primary level. The college simply had to make an estimate of requirements and make an appropriate bid although the position often became clearer by November each year at which time the bid could be revised. Governors asked why, given the overspend against the SEN budget shown by the statement presented, the college did not budget a larger amount. The HT explained that the SEN funds available from HCC were limited for all schools; inevitably SEN needs were partly funded from the main school budget.</p>	
6	Propose budget for 2009/2010	
6.1	<p>The draft budget for 2009/10 was tabled. The HT indicated that the budget had been prepared in anticipation of some proposed changes to staffing as a result of one Assistant HT who would be stepping down. The HT indicated that the responsibilities of the Assistant HT stepping down could easily be absorbed by the other members of the senior management team with the recruitment of an Inclusions Officer. A little re-allocation of responsibilities would be required with the additional benefit that the Deputy Headteachers would be released from all teaching responsibilities allowing them to concentrate on management responsibilities. The HT further explained that it would have formally been difficult to provide suitable accommodation for an Inclusions Officer but recent changes to accommodation had released suitable accommodation making it a possible option. Governors asked what impact the recruitment of an Inclusions Officer would have. The HT explained that it could be expected to have a beneficial impact on all aspects of pupil wellbeing which in turn could be expected to have a beneficial impact on examination results across the board. Governors also asked about the impact of the proposal on the budget. The HT explained that there would be a small increase in costs of about £10k over seven months. After further discussion Governors agreed that the recruitment of an Inclusions Officer to be a sensible and worthwhile proposal.</p>	
6.2	<p>Jackie Edmunds highlighted some of the more significant items in the</p>	

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	draft budget. The budget included provision for a 2.3% increase in teachers' salaries across the board. The entry under head 4771 included provision for the cost of a new management information system. The entry under head 4878 included provision for contracting out the writing of the timetable to a consultant . The entry under head 5098 included the allocated funds for ICT purchases carried forward from the previous year. Governors asked about the reduced budget for music. The HT explained that the arrangements where the college had organised its own music provision the previous year had proved costly and the draft budget included the amount to return to using the HCC provided service.	
6.3	Governors asked about pupil numbers and were informed that the budget was based on 1311 pupils during the current year, and expectation of 1327 in the next year and 1326 the year after.	
6.4	Governors noted that the draft budget would provide an end of year surplus of only £87,961 (compared to the surplus of £238,517 from the previous year). Jackie Edmunds tabled the draft 3-year budget forecast which showed that there would be a deficit of £32,290 in 2010/11 and a deficit of £241,005 in 2011/12.	
6.5	Governors identified and agreed that the College Improvement Plan needed to set out actions to secure cost savings. The HT observed that the budget was based on the current complement of teaching staff which would inevitably change over time and have an impact on costs. The HT also observed that there would be the opportunity to clarify and refine the costs in the budget for future years at many stages.	
6.6	After further discussion Governors agreed to recommend the draft 2009/10 budget and three year forecast budget to FGB for approval.	Clerk
6.7	Jackie Edmunds tabled a statement of the 2008/2009 and 2009/2010 Devolved Capital budgets and drew attention to the fact that an	

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	advance on the 2010/2011 allocation would be provided in 2009/2010 as an initiative by Government to stimulate the economy.	
6.8	Governors discussed the Devolved Capital budget and noted that £319,363 would be carried forward to 2009/2010.	
6.9	It was noted that a major programme of significant works were planned for the summer of 2009.	
6.10	Governors asked if there was any decision on the caretaker's house. The HT explained that a decision on the funding of a Hair and Beauty course, which could possibly be housed in the caretaker's house, was still awaited therefore nothing could be decided. If the Hair and Beauty course did not proceed than other options for the caretaker's house would be considered. Governors asked if there was anything that they could do to speed a decision but it was agreed that there was nothing else that could be done.	
6.11	Governors asked about the planned expenditure on security cameras for 2009/2010. The HT explained that the original security camera plan had been implemented in stages to monitor and assess the effectiveness of the system and that the costs in the budget related mainly to the latest stages of the original plan. The only additional costs to those in the original plan related to camera coverage of the Reception area which had become desirable.	
6.12	Governors noted that the planned expenditure would result in a reduction of the reserves despite the early provision of the 2010/2011 funding. Governors agreed the 2009/2010 Devolved Capital budget.	
7	Review of Committee TOR	
7.1	The Chair had revised the Committee TOR in the format that had been proposed by Andrew Walkling but these had not been seen by all Committee Members. Governors discussed briefly the role of the	

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	Finance and Resources Committee and the frequency for it to meet. It was agreed that the committee should be responsible for H&S and Site issues but it was agreed that further discussion of the TOR should be carried forward to the next meeting.	Clerk
8	FMSIS checks	
8.1	Covered under item 4.2.	
9	FOSC	
9.1	It was reported that there had been a meeting of parents who were willing to take the Parents Association forward and it was hoped that there would be a new committee in place before the end of term. For these reasons the actions agreed at the previous meeting to secure the FOSC funds had later been agreed to be unnecessary.	
10	Health and Safety Report	
10.1	Mike Allen reported that the planned Health and Safety site walk by Mike Griffin had not taken place at Easter. Mike Allen would be trying to re-organise it for the summer holiday.	Mike Allen
11	AOB	
11.1	The HT reported that the Eastleigh consortium had made proposals for a joint meeting to discuss the management of funds. It was agreed that this item should be added to the agenda for the next FGB meeting.	Clerk
11.2	Jackie Edmunds tabled work orders for approval by Governors. These were approved and signed by the Vice Chair of the GB.	
12	Date of next meeting	
12.1	22 nd June 2009.	

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