

The Swanage School
MINUTES OF A MEETING OF THE FINANCE & PREMISES COMMITTEE
Held on Wednesday 27 June 2018 at 5.30pm

Present: William Knight (Chair), Angela Beal, Ben Gibbard, Tristram Hobson (Headteacher), Nicola Newman, Amanda Rowley, Catherine Starmer-Howes, Isobel Tooley

In attendance: Sue Fletcher (Clerk)

Item		Action	Lead	By
FP 6.1	Apologies for Absence Apologies were received from Tim Marcus. Catherine Starmer-Howes would be able to attend for 30 minutes only.			
FP 6.2	Declarations of Interest There were no new declarations of interest or conflict with any agenda item.			
FP 6.3	Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 9 May 2018 were confirmed as an accurate record and signed.			
FP 6.4	Matters Arising & Actions <u>FP 3.6 Bank accounts and cards</u> TH confirmed that CAF bank had agreed to issue a new bank card although it had not yet been received. <u>FP 3.13 Closure of Kier contract</u> See item FP 6.5.1 below. <u>FP 5.6 Premises – Planned preventative maintenance</u> See item FP 6.5.1 below. <u>FP 5.7 IT</u> BG reported that CSE had been contracted for the back-up project as they were able to offer a good value service due to the existing relationship with the School. Delivery of hardware was imminent but it was likely the installation would be held until the Summer holiday period. To create a “pop-up classroom” it was intended to acquire a large supply of laptops, the options being to buy refurbished laptops with a one-year warranty, to rent brand new, with the disadvantage of recurring costs, or to rent with an option to buy at the end of the period. A decision would be made			

	<p>shortly. To better manage data breach risks connected to remote access, a ban on USB devices had been put in place. In addition, all staff laptops will be recalled and the ability to save files to the hard-drive removed so that in future staff laptop use will be limited to providing remote access to the school and internet browsing. To manage the risk associated with staff emails accessed on mobile phones, a number of options were being considered. A software solution that controls behaviour (e.g. by preventing the saving of files to a phone) were preferred above relying solely on a tightening of staff terms and conditions in this regard.</p> <p><u>FP 5.9 General Data Protection Regulations (GDPR)</u></p> <p>The Chair confirmed that Privacy Notices, (PN's) a Data Processing Statement and an updated Data Protection Policy had been published on the School's website. TH reported that the PN's for students and staff had been circulated. The Clerk has circulated PN's to governors and members of the Academy Trust. Registration with the Information Commissioner's Office would be checked. The Chair reported he would be leading a training session for staff on GDPR at the staff INSET day on 6 July 2018. TH confirmed that he had taken up the offer of data protection support from The Purbeck School and therefore Nicky Marsh had been appointed as the Data Protection Officer.</p>			
FP 6.5	<p>Reports</p> <p>I. Premises</p> <p>The committee received a written report from the Facilities Manager. The School will receive a visit from the Education and Skills Funding Agency (ESFA) on 10 July 2018 for a Condition Data Collection site visit. A Display Energy Certificate was required, available for a small cost, and this was in hand. The biometric door system will be replaced by Premier Fire and Security, for which there is a c£6k cost. Costs of c£1700 for additional components and linking of the doors to the alarm system would also be incurred, although reimbursement of these would be sought from Kier.</p> <p>The Chair reported that a meeting had been held with Jacobs Design Consultancy, who have managed the school building project on behalf of the ESFA, to request the signing of a closure certificate for the contract with Kier, and he outlined a number of issues on which there will be further discussion. These included the outstanding snagging items, which Jacobs were reviewing, and decisions in relation to a reasonable cost for contractual variations, on which the School and the ESFA project advisor would take a collective view. Without the closure certificate, Kier would be unable to submit their final invoice (funds being held by the ESFA). The most significant of the outstanding items was in relation to the cold water tank which becomes too warm in hot weather thereby raising the risk of legionella, particularly outside of school hours when water is running less frequently. TH reported that the School will fix the issue with the siting of the electrical board in the exams cupboard (not permitted by the Exams Board) and submit a claim to Kier for this work.</p> <p>Thanks were recorded to Jon Davis for his report.</p>			

2. Bursar

TH confirmed that Anna Carvisiglia, the new Bursar, would be working full-time from September. At present she was available 1-2 days a week only, whilst working notice from her previous role. Her priority to date had been the management accounts and budget, it being noted the budget was required for submission to the ESFA by the end of July. The backlog on the management accounts had almost been cleared and the budget would be available for the committee and the full board of governors to consider at their meetings on 11 July 2018.

Governors discussed with TH the lessons learned from the difficult period experienced since the departure of the previous Business Manager, compounded by the recruitment for a replacement taking longer than expected. TH had already reflected on this and acknowledged that a full time temporary staff member should have been appointed straightaway. It was agreed that procedures and practices should be put in place to ensure a similar situation could not reoccur.

It was noted that changes to the requirements in the Academies Financial Handbook would come into effect in September 2018, including the need for the Chair of Governors to have sight of management accounts once a month.

The committee discussed how it could improve its understanding of key performance indicators in relation to the staffing budget given that this amounts for approximately 80% of spend. It was agreed that a number of new reports be devised to provide governors with a way of tracking changes over time to identify trends and assess the impact of staff deployment decisions, for example the average number of students per lesson by year, the use of teaching assistants and support staff, and the use of contact/non-contact time.

The need for governors to have a greater understanding of the funding pots for special educational needs and their impact was also identified.

AGREED that TH would discuss these ideas with the Bursar in the Autumn Term and that development of new, meaningful data would be a worthwhile objective for the school development plan.

TH noted that the Bursar would also review roles and responsibilities of the non-teaching staff.

3. Health & Safety

[This item was taken first whilst CSH was in attendance]

CSH reported on a recent meeting with the Facilities Manager to review the health & safety checklist. A number of actions had been identified and these were in hand. The committee discussed each in turn. On the whole these

	<p>reflected differences in practice and the need for the new Facilities Manager to satisfy himself that procedures/resources are in place to meet relevant requirements.</p> <p>Specific items discussed included the arrangements for the use of personal emergency evacuation plans and the use of equipment (evacuation chair) to assist mobility impaired students. As there was an action related to checking whether a fire risk assessment has been completed, the Chair informed CSH that this was done by the fire brigade prior to the occupation of the building and would be on file for the Facilities Manager to review.</p> <p>Thanks were recorded to the Facilities Manager and CSH. [CSH left the meeting].</p>			
FP 6.6	<p>External Auditors AGREED to commend to the full governing body that Griffin Chartered Accountants be recommended to Education Swanage for re-appointment as auditors for the financial year ending August 2020.</p>	FGB / AGM agenda	Clerk	Jul '18
FP 6.7	<p>School Development Plan</p> <p>I. Progress on objectives under the committee's remit for 2017-18 <u>SDP 4.1 Create a school environment which is inspiring on entry and all around the school:</u> Noted that this objective had been passed to the Community & Engagement Committee to monitor. TH felt that the "branding" of the school had continued to develop. A maintenance schedule was in place for painting and renovation tasks, with these generally taking place during the school holidays. It was noted that permission should be sought from pupils who are featured in publicity materials and on the internal display boards to continue to use their image once they leave the school.</p> <p><u>SDP 4.2 Access alternative sources of funds to improve school revenue:</u> The committee noted that with the SchoolsPlus contract coming to an end, the School had an opportunity to improve revenue through lettings, both from managing the lettings internally and through maximising use of the facilities by increasing the range of groups and spaces used. The multiple aspects of lettings in terms of committee oversight was discussed and would need refining over the coming year, it being noted that there are issues for community relationship (Community & Engagement Committee), health & safety (Finance & Premises Committee) and staffing (Staffing Committee) as well as the financial aspects (Finance & Premises Committee). Staff roles and responsibilities would also need clarifying as plans were taken forward, it being noted however that ultimate responsibility would lie with the Headteacher, with operational decisions delegated to the Bursar. It was acknowledged that there would be a tension between providing facilities for the benefit of the community and the need to maximise profit from lettings for the benefit of the School. Advice on TUPE of current SchoolsPlus staff would be sought. Plans to improve revenue through consultancy and other external work was also noted.</p>	Consent	TH	Jul '18

	<p>[Amanda Rowley left the meeting]</p> <p>2. Consideration of objectives for 2018-19 As noted under item 6.5.2 above, the development of key performance indicators for the staffing budget would be added to the SDP for 2018-19. Development of alternative funding sources (e.g. lettings, consultancy) would remain on the SDP. It was also suggested that procedural changes relating to changes in the Academies Financial Handbook effective from September 2018 also be reflected in the SDP.</p>			
FP 6.8	<p>Committee Meetings & Effectiveness Noting that this had been an unusual and difficult year and given that there was a new Bursar in post, it was agreed that holding meetings half-termly would be helpful for the first half of the next academic year at least. In future, now that the school is well established, dropping to fewer meetings per year would be desirable and it was AGREED this would be reviewed in the Spring Term 2019.</p>	Spring Term review - Agenda	Clerk	Mar '18
FP 6.9	<p>Any Other Business The possible benefits of training the Network Administrator at a certified PAT tester were noted and this would be explored further as it would not only benefit the school financially, saving the cost of external PAT testing, but could potentially be a source of income by providing a service to other local schools. Providing more general IT services was also mooted as a potential business opportunity, as was providing educational specialist first aid training / mental health first aid, although caution was expressed with regard to the need to ensure that management of any such income initiatives does not interfere with core business.</p>	Explore PAT testing certification	BG	Sep '18
FP 6.10	<p>Confidentiality No item required confidential minutes.</p>			
	The next meeting will be held at 5.30pm on Wednesday 11 July 2018.			
	The meeting closed at 7.20pm			