

The Swanage School
MINUTES OF A MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE
Held on Wednesday 16th February 2022, 5.30pm

Present: Tanya Hamilton-Fletcher (Chair), William Knight, Jenny Maraspin (Headteacher), Isobel Tooley
In attendance: Andrew Thomas (Business Manager), Alexia Tough (Interim Clerk)

Item		Action	Lead	By
SFP 3.1	<p>Apologies for Absence Apologies were received and accepted from Amanda Rowley and Tim Marcus.</p>			
SFP 3.2	<p>Declarations of Interest There were no declarations of interest or conflict with any agenda item apart from Andrew Thomas in respect of item 3.14 on Senior Leadership Team remuneration for which he would not be present.</p>			
SFP 3.3	<p>Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 1st December were confirmed as an accurate record. Both minutes were signed by the Chair.</p>			
SFP 3.4	<p>Matters Arising & Actions An action list showing progress on actions since the last meeting had been circulated.</p> <p>On those that were ongoing or not yet actioned: <u>SFP 2.4 External Auditor's Report (Conf)</u> It was noted formal advice was being sought. In progress and on task for Audit Committee in the Spring.</p> <p><u>SFP 2.8.2 Legionella</u> School tanks have been checked and are clear of legionella. The Facilities Manager has been booked onto a refresher course at Easter.</p> <p><u>SFP 2.8.3 IT</u> Report SFP 3.9 on this meeting agenda.</p>			

	<p><u>SFP 1.10 Contracts review</u> Item on hold. No need to move forward in the interim. Decision can be formed after final and formal hearing of the Supreme Court judgement on a test case. All other parts of the contracts can be completed. Next new contract due when appointment for Clerk of Governors has been made. Discussion held on whether revised terms should be offered to existing staff. Acknowledgement that this is not obligatory, and as it would not be favourable to existing staff would be unlikely to be appropriate.</p> <p><u>FP 4.4 KPI/Benchmarking</u> Report SFP 3.5 on this meeting agenda. This links with School Resource Management Self-Assessment Tool Checklist which allows the SFP committee to satisfactorily benchmark progress made in respect of responsibilities.</p>			
	FINANCIAL MATTERS			
SFP 3.5	<p>Financial Reports</p> <p>I. Business Manager</p> <p>i) <u>Budget Monitoring Report</u> The Business Manager, AT, discussed with governors the key points from the budget monitoring report to end January 2022 as follows:</p> <ul style="list-style-type: none"> - The accounts are in a strong position as grant income is £17,955 over target due to £9,060 of additional unbudgeted Covid support funding, £3500 of apprenticeship employer incentive payments and £3,307 of National Tutoring Programme funding. - Trips and visits are over budget by £6533 due to the recent Iceland trip. - Lettings income is only slightly below target, despite closures for COVID 19. - Swanage International have disbanded leaving a loss of £10, 000 of expected income. The unspent £5,000 contingency fund will off-set part of this shortfall. - Catering income is £3,706 behind budget, but overall is making small net profit. <p>The governors requested to see a detailed year-to-date annual statement for catering, mapping expenditure and income. It was agreed there is a need to support future pricing of meals for free school meal (FSM) children. The breakdown will include all costs, including staffing, food, equipment and maintenance, set against income from General Annual Grant (FSM) and net till income. AT expected any loss made would likely be minimal given increased revenue this year.</p>	Report re: Catering	AT	Next SFP meeting

	<p>AT noted that at year end he reviews the data with the Catering Manager and Headteacher. This can be shared with the governors. An annual review of the food pricing is completed, and new rates set for beginning of next academic year. Last year a focus group of pupils gave their views on the food, its pricing, plus the layout of the catering facility from a customer perspective.</p> <p>ii) <u>Expenditure</u> AT reported some costs were adrift due to phasing of the budget but were firmly under control. For example, a £36, 000 gas bill was received for December, clearly overcharging the school, this was rectified immediately so did not impact the school accounts. Currently the gas contract is fixed until August 2022, which will mean no immediate increase, and higher gas costs will therefore not impact the school this fiscal year.</p> <p>AT reported that next year there will be some budget strain, due the reduced pupil numbers and increases in cost of energy. The increased funding for schools in 2022-23 is still an unknown, but unlikely to offset the short-fall.</p> <p><i>Governor's challenge – Why does supply staff sit at £0 cost?</i> AT reported a subcode miscoding, meaning figures were correct, but the cost was added to the teaching costs line in error. This will be correct in the next report.</p> <p>Overall the budget as at December 2021, is £37, 000 positive to the expected position. AT confirmed on the balance sheet that the fixed assets remain the same as 01st September 2021.</p> <p>iii) <u>Key Performance Indicators (KPIs)</u> KPI's are tracked monthly to key data, all are in the expected range. GAG (General Annual Grant) income is exactly on target. A governor requested information to compare this data with National benchmarks. AT to liaise with Griffin Accounting for available data do this.</p>	<p>Add National KPI data to BM report</p>	<p>AT</p>	<p>Next SFP meeting</p>
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	<p>iv) <u>Cash flow</u> Cash is increasing year on year in the school's accounts and is currently looking positive. This position does not account for the plan to spend £80k to £100K capital expenditure. Even after, the cash position will be strong and in line with reserve policy and auditor's advice.</p> <p>The fourth new savings bank account is now open, with the United Trust Bank. As the base rate has recently increased, the bank is offering a 1.27% fixed for the year. £85, 000 has been deposited with them, ensuring full protection under the Financial Services Compensation Scheme (FSCS)</p>			
SFP 3.6	<p>School Resource Management Self-Assessment Tool Agreed that the School Resource Management Self-Assessment Tool Checklist fall between the Staffing, Finance & Premises Committee and the Audit & Risk Committee. The Committee agreed they are happy for the Audit & Risk Committee to sign off at their meeting on 9th March and for document submission. Any queries have been answered during the completion of the checklist.</p>	Upload approved return to the DFE	AT	Before 15 th March 2022
SFP 3.7	<p>Reserves Policy APPROVED as presented. Thanks were recorded to William Knight and Isabel Tooley for their time spent on the document. Document to be finalised and re-published on website.</p>	Republish	Sue Fletcher	
	PREMISES / INFRASTRUCTURE RELATED MATTERS			
SFP 3.8	<p>Security Verbal report on security incident – (Confidential minutes)</p> <p>I. <u>School security, including an update on installing an intercom system</u></p> <p>AT has made enquiries re: incident with the Health and Safety Executive and it has been agreed that the incident is recorded with them.</p> <p>AT will meet with Adam Lilly White an architect at Kendall King Scott to review options for any security changes.</p>			

	<p>Option 1 – To construct fencing around the perimeter of the whole school.</p> <p>Option 2 – Look at school vision/aspiration and what an entire package for change would look like to include changes to security, AstroTurf area and staff room.</p> <p>It was agreed that option 1 was not in keeping with the ethos of the school and that it would come at a large financial pressure. It was not a balanced decision to design premises on a one-off incident. However, governors acknowledged that they needed to be mindful that the rural location and population of Swanage was not a guarantee that we wouldn't see the security issues more populated areas were currently dealing with.</p> <p>Option 2 would need advice with grant seeking.</p> <p>AT reported the intercom system supplied by a company called Audiebant, which originally suggested a pre-site inspection cost of £4-5000. However, on further investigation had increased to £12,000 once full specification was included. There is an ever-increasing importance for Lockdown Systems in schools, colleges and other public buildings. Audiebant have developed an effective Lockdown Audio System to meet the needs of our individual buildings. Any opportunity to prevent threats should be taken advantage of with the use of audio communications in active security zones. This system would fit it well and it could be linked into the existing hardware. There would be a challenge to achieve 3 comparable quotes due to the uniqueness of the system on offer. There is an option of a simpler version, which would be more cost effective. Overall, there would be a balance needed between cost & value against gain.</p> <p>2. <u>Lockdown policy</u> After discussion the Committee agreed this was still a work in progress and more thought was needed to look at a differentiated response to various types of intruder alerts or incidents which may merit a lockdown, for example in whether internet and phones need to be switched off. Any works would be carried out over the summer and may need to come from the reserve spend.</p> <p>3. <u>CCTV Policy</u> Governor's challenge – GDPR regulations stipulate that the Data Protection Officer who has responsibility for the CCTV needs to inform the Information Commissioners' Office to get a registration number. This will be investigated.</p>	<p>To provide formal costing for the next meeting</p> <p>Research from other settings.</p> <p>Follow-up with DPO</p>	<p>AT</p> <p>AT</p> <p>Clerk</p>	<p>Next SFP meeting</p> <p>Complete by 31.08.22</p> <p>March 2022</p>
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	APPROVED the policy subject to section 4.1 being removed and sections renumbered.	Update and republish	Clerk	March 2022
SFP 3.9	<p>Information Technology</p> <p>1. <u>Information Technology (IT) report</u> AT summarised the report, noting that both Matt Walling and Jamie Langtree were consulted in the process. Key points included:</p> <ul style="list-style-type: none"> • School IT infrastructure is strong and new developments are focused on keeping pace with current technology. • 155 Chromebooks have been bought or gifted by the DfE to date. All year 7 & 8 pupils now have a Chromebook personally issued. Where parents have declined the offer of a Chromebook for their child, they are reminded that the personal device their child is using instead must be brought to school daily, as it forms part of the classroom teaching process. • Within a year, subject to the pilot Chromebook review and budget allowing, every pupil in the school could be issued with a personal Chromebook. • Decommissioning of the IT desks is being planned. February half term will be used to look at what resources are still required. • Tim Marcus (Governor with IT expertise) will be part of the interview panel for external agencies looking to offer monitoring support outside of school hours and IT strategic direction for the school. Three providers have been short-listed for interview. AT will come back to committee with an update for the next meeting. <p>2. <u>Change to BT broadband contract</u> AT reported that BT were the only provider able to supply the required broadband upgrade, due to the school's geographical location and the IT infrastructure in rural Dorset. The school is starting to see capacity issues at peak times with its current capacity. BT are offering a 1 gigabyte capacity, a 10-fold increase in current supply. The shortest term is 5 years but can be upgraded after 12 months. If the existing BT contract was terminated now, the early the redemption charge would be £8,460. As</p>	Update on IT strategy	AT	Next SFP meeting

	<p>this was not an option as they are the only supplier, the upgrade was approved. The Business Manager had provided a paper outlining exact costings.</p> <p><i>Governor's challenge – request for fail safe back up from BT, e.g. if Swanage server fails or ducting cable is damaged. Do BT offer back up in the event of service failure? AT agreed to investigate and report back on building in a contingency plan.</i></p>	Investigate back-up plans	AT	Next SFP meeting
	STAFFING RELATED MATTERS			
SFP 3.10	<p>Early Career Teachers (formerly NQT) Support A draft Early Career Teacher policy was had been circulated. Committee agreed the policy meets statutory requirements including time and mentor and regular check in points with actions. Training would be provided from UCL under the South-Central Teaching Alliance who were the Awarding Body to sign off after evidence provided from school.</p> <p>Discussed whether annual review was a requirement. Regardless, it was agreed to annually review the policy in the first instance, until embedded.</p> <p>APPROVED as presented, subject to amending 4.1 5th bullet point to “School’s main pay range” to avoid confusion.</p>	Update and republish	Clerk	March 2022
	DATA PROTECTION			
SFP 3.11	<p>Reports Data Protection Officer report - confidential minutes</p>			
	RISK MANAGEMENT MATTERS			
SFP 3.12	<p>Risk Register Annual Review</p> <p>Risk register review</p> <ul style="list-style-type: none"> - Infectious diseases reduced to a 4. COVID not ignored but separated out as an operational risk, not strategic (as we know how to respond). 			

	<ul style="list-style-type: none"> - Injury or death, information security and employment legislation remain important strategic risks. - Reducing Published Admission Number (PAN) agreed to be an operational risk as the school works on a fluctuating model and the new marketing strategy is already showing improvement. - There is no risk around richness of options within the school. <p>Committee recommended that PAN and infectious diseases be considered operational risks and not strategic.</p>	Report to Audit Committee	Clerk	March 2022
SFP 3.13	<p>Any Other Business</p> <p><u>National Tutoring Programme</u> Through the government funded catch-up programme, £525 per staff member has been allocated to 9 members of staff to support the first wave of tutoring to students in the Spring term. 60 pupils are attending the programme working in groups of 3 with 15 hours allocated each.</p> <p>Remuneration for governor staff members Jenny Maraspin & Adam Hines as National Tutoring Programme teachers was given approval for payment by Committee.</p> <p><u>Recruitment of staff</u> Application form is to be amended, to ask if the applicant has any relationship to a school governor or Academy Trust member. This will enable the recruitment process to flag these associations to seek appropriate approval from the Board. There has been a fixed one-term teacher recruited recently where this had not been acknowledged. This has now been fully documented to comply with the School's Articles of Association.</p>	Update application form	Clerk to refer to HR Assistant	March 2022
SFP 3.14	<p>Senior Leadership Remuneration (Confidential) (Confidential minutes)</p>			
SFP 3.15	<p>Confidentiality SFP 3.8, 3.11 & 3.14 require confidential minutes</p>			
	<p>Next Meeting To be held on 30 March 2022 (please note change of date from 23rd) and to include (tbc):</p>			

	<ul style="list-style-type: none"> - Business Manager's Report - Review plans for capital reserves spend - Budget Forecast Return Outturn - Premises Report - Pay Policy - Health & Safety Policy and report - School Development Plan progress report - Income/expenditure generating activities, including lettings annual report - Contracts review 			
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