

The Swanage School
MINUTES OF MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE
Held on Wednesday 25 May 2022, 5.30pm

Present: Tanya Hamilton Fletcher (Chair) William Knight, Jenny Maraspin (Headteacher), Amanda Rowley (acting as minute-taker), Tim Marcus
In attendance: Andrew Thomas (Business Manager)

Item		Action	Lead	By
SFP 4.1	Apologies for Absence Apologies received from Isobel Tooley and Kay Lawton.			
SFP 4.2	Declarations of Interest There were no declarations of interest or conflict with any item agenda.			
SFP 4.3	Minutes of the Last Meeting The minutes of the meeting held on 30 March 2022 were confirmed as an accurate record, with one minor amendment. Minutes to be signed at a later date.			
SFP 4.4	Matters Arising & Actions An action list showing progress on actions since last meeting has been circulated. On those that are ongoing and not yet actioned: <u>SFP 4.5 Integrated Curriculum & Finance Planning Model</u> Ongoing <u>SFP 3.5.1 KPI's</u> Ongoing <u>SFP 3.8.2 Lockdown Policy</u> Ongoing <u>SFP 2.8 Maintenance Fund</u> AT wants a Capital Expenditure Plan going forward that needs significant work and will link to the Maintenance Fund.			

	All other outstanding items are included on the agenda			
	STAFFING MATTERS			
SFP 4.5	Support Staff Pay Scale Papers [Confidential minute]			
SFP 4.5	Performance Management & Continuing Professional Development (CPD) JM demonstrated to the committee Blue Sky system that is used for performance management. There is now a well-established performance management cycle for all staff. Staff have allocated Blue Sky time. Going forward JM would like to establish mid-year reviews to track progress.			
SFP 4.6	Teachers' Pension – Indexation Payment The committee had received an email from IT prior to the meeting with her thoughts on the document received from NASUWT. AT had contacted Teachers pensions and updated the committee that there was nothing to worry about as all teachers had a pay increase in the last fiscal year (Apr-Mar) therefore the school was compliant. WK reminded the committee that Academies Handbook advises to follow The Treasury's Guidelines which we do.			
SFP4.7	Pay Policy One small amendment to be made by AT then Committee happy for policy to be published	Amend and publish policy	AT	June
SFP 4.8	FINANCIAL MATTERS Business Managers Report Business Manager Andrew Thomas (AT) discussed with Governors the key points from the budget monitoring report and summarised that, 2021 – 2022 the school was running above where it needed to be and therefore proposed to the committee that purchases were made in this financial year rather than next. AT had no concerns a few ebbs and flows with a lot of trips happening this term and payments made and monies received not always tying in. WK asked if AT could provide a year-end projection forecast as best, he could help governors discharge their duty that they are happy with the accounts. Discussion took place how best to provide this information.	Add extra columns to include Year End forecast	AT	Summer Term

	Utilities were discussed and AT reported that although the tariff is currently fixed until Aug 2022, he is requesting quotes from a National Consortium authorised by EFSA and an Independent Broker and will place a new contract next week. The committee gave him authority to do this.	Get quotes on same day and place contract	AT	w/c 30/5
SFP 4.9	Draft Budget 2022-23 to 2024-25 AT reported that not much will change between now and the final budget next meeting. The GAG figure is very accurate and there is nothing to suggest there will be any changes to this, only inflation. AT has met with Dorset Council regarding grants and new SEN lead has been very good at submitting plans for students with SEN needs. Challenging items in budget AT has worked on best guess scenario. Committee previously agreed 5% increase on catering, minibuses & trips. Low student numbers predicted again in 3 years time will be factored into budgets. Currently £550K of reserves of which £100K of capital spend has been authorised need to ensure reserves are kept within required limits.	Create final budget for committee approval	AT	
SFP 4.10	Financial Procedure Review AT is working on a 78-page procedures handbook not yet completed, carry over to next meeting	Complete procedures handbook	AT	Next meeting
SFP 4.11	Data Protection. (i) DPO report <i>Confidential minutes see report.</i> (ii) Privacy Notices Jonathon Worth, DP Officer has reviewed all the Privacy Notices, only changes made are to the dates.	Publish notices	AT	ASAP
SFP 4.12	IT Support Tenders AT had shared a paper with the committee detailing four comparable quotes for providing IT support. Jamie Langtree (IT technician) and Tim Marcus had been involved in the process. Quostar, although not the cheapest was the preferred supplier. AT to negotiate with Quostar to reduce the initial onboard cost or refund of call out charges from Tuesday 24 May	Negotiate further reduction	AT	ASAP
SFP 4.13	Security / Lockdown Policy Review AT had struggled to find companies to quote therefore carried over to next meeting	Get quotes	AT/JM	

SFP 4.14	<p>Summer Works Plan & Premises Update</p> <p>(i) Digital Media Suite Costs for the new digital media suite had been included in the capital plans and had been progressing. Layouts had been created by an architect; the committee preferred the improvements to the layout suggested by IT. Builders had been asked to quote however non were able to start work before September 2022. Media equipment and software will be purchased before September, Bournemouth University will help look at specifications needed, and AT will update committee at next meeting with quotes and timelines.</p> <p>(ii) Facilities Managers report The committee received a report from the Facilities Manager detailing works carried out, updates on outstanding issues and mandatory risk assessments such as Fire and Legionella.</p>	Get quotes and timelines	AT/JM	Next meeting Next meeting
SFP 4.15	<p>Health and Safety Report</p> <p>The committee received a written H&S report and verbal update from AR raising concerns on storage of PE equipment and uncertainty by staff of risk assessment procedures. AT is implementing new procedure and will communicate to all staff. JM & AT reviewed the storage situation following AR report and are making improvements. AR will visit school again in Summer to term to check.</p>	Implement Risk Assessment procedures Visit school after half term to check storage	AT AR	Summer Term Summer Term
SFP 4.16	<p>Any other business</p> <p>AT asked if anyone had contact details for Councillor Bill Trite, AR will provide them to AT</p> <p>AT requested of the Committee that Cumulus (local water sports and adventure activities provider) become a preferred supplier to the school, therefore, do not have to quote each time the school purchases their services. Due to increased numbers the Year 7 residential induction trip in September now exceeds £10K threshold as pupil numbers have increased. Therefore, he needed to seek approval from the committee. Committee approved the purchase value of £10.5K subject to increase of student numbers and will inform FGB.</p>	Inform FGB of approval Send letter to CAF	THF AT	Next FGB meeting 26/5/22

	<p>CAF bank account had been closed in April however closing balance funds had not been received, AT required signatures from named signatories on the account on a letter to be sent to CAF to release funds.</p> <p>Meeting closed 7.45pm</p>			
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