

The Swanage School

MINUTES OF THE STAFFING, FINANCE & PREMISES COMMITTEE

Held on Wednesday 19th October 2022, 5.30pm

AGENDA

Present Tanya Hamilton-Fletcher (Chair), William Knight, Jenny Maraspin (Head teacher), Dan Parker

In attendance: Andrew Thomas (Business Manager), Sophie Weld-Davies (Clerk to the Governors)

Item		Action	Lead	By
SFP 1.1	Welcome The Chair welcomed everyone to the meeting			
SFP 1.1	Apologies for Absence Apologies were received from Tim Marcus, Amanda Rowley, and Isobel Tooley			
SFP 1.3	Declarations of Interests There were no declarations of interest			
SFP 1.4	Minutes of the Last Meeting The minutes of the meeting held on 29 June 2022 were approved and signed			
SFP 1.5	Matters Arising & Actions <ul style="list-style-type: none">Maintenance fund – is currently standing at 50k. As a new school there has not been much maintenance and this fund is to cover larger costs and can be used as a buffer. Ian has a fund that he spends as he goes but this fund is for more capital itemsMaintenance schedule – revisit thisHealth & Safety – At has taken full responsibility for all risk assessments in the school and his working his way through the out-of-date ones.			
	FINANCE			
SFP 1.6	Dear Accounting Officer Letter and Academy Trust Handbook <u>Dear Accounting Officer Letter</u>			

	<p>There has been no ‘Dear Accounting Officer Letter’ issued this year, AT has checked with Griffin Accounting, the school external auditors.</p> <p><u>Changes to the Academy Trust Handbook</u> WK reported the following changes</p> <ul style="list-style-type: none"> • Financial reporting – we do not need act • Exit payments – the school is unlikely to exceed the amount, but it is important to note this in terms of financial regulations. AT will take forward • Indemnities – allows us to spend more money than in the past and we need to note this in the school’s financial procedures. • Small turnover – if this more than 20k then the school is unable to write off any debt accrued • Religious character – not applicable 			
SFP 1.8	<p>Reports <u>Business manager report</u> AT made the committee aware that the report filed was written two weeks before this meeting and since then there have been £15k of additional invoices from August 2022.</p> <ul style="list-style-type: none"> • There is a surplus of between £60K and £65k after excluding depreciation costs, the staff did not get a pay rise last year • AT is expecting more grant income, but it is impossible to account for this as these change from year to year • AT is in discussion with Dorset Council about the cost of alternative provision. Currently DC charge for the entire year even if the student is only in alternative education for part of the year so a refund is expected. • Income is up and expenditure is down – this is a combination of good housekeeping and no pay rise • Utility costs have been covered in item 1.11 • The operational budget does not include depreciation and capitalisation. A governor commented that historically the school has done cash accounting model and if AT wants to include depreciation, then that is ok. AT is happy with the way it is at present. • Capital spends – the bulk of the Digital Media Suite capital expenditure will come in this financial year, the computers for the media suite having been purchased in the last financial year 			

	<ul style="list-style-type: none"> The audit report from the auditors is expected towards the end of October or early November with the report going to the next meeting of this committee. The Audit Committee will receive the management letter from the auditors. <p>AT and JM were thanked for bringing in the budget ahead of the planned year surplus.</p> <p><u>Actuary Pension Report</u> WK commented that the suggestion is that liabilities are likely to decrease, and projected income will go down.</p>			
SFP 1.9	<p>Banking and Insurance</p> <p><u>Cyber training</u> – The governors training is being followed up by the Clerk as the staff and governors need to be compliant. AT is putting in place the requirements needed such as storage solutions, firewalls and looking at ore secure long-term solutions.</p> <p><u>Investments</u> The majority of the 4 term fixed term savings accounts of £85k are ending their term. AT is seeking approval for reinvesting and for how long. A governor commented that it is important to have a spread of lengths of investments with nothing being inaccessible for longer than 2 years. It was suggested that there should be 4 investments,</p> <ul style="list-style-type: none"> Instant access 90 days 1 year 2 years <p>The chair approved of this plan and asked AT to bring some options to the next meeting of his committee. If reinvesting, then all 4 signatories would need to sign.</p>	Update Committee at next meeting	AT	Nov 2022
SFP 1.10	Pupil Premium Funding			

	<p>The Swanage School has its highest ever level of students receiving Pupil Premium, standing at 34%. JM will present a full paper in January, but the focus will change this year to mental health and other issues post covid that has affected PP students.</p>			
	<p>PREMISES</p>			
SFP 1.11	<p>Premises Report <u>Energy consumption and saving</u> The DfE (Department for Education) has published a paper with tips on how to reduce energy and water use. The Swanage School is a modern school that is well insulated and equipped with lights that turn themselves off and anywhere a light fails then bulbs are replaced with LED bulbs. The weather will continue to be monitored and heating put on when needed. At the time of refixing the gas & the electric contracts, AT obtained quotes for the best deals he could from the government approved supplier and a commercial source, and both advised a two-year fixed deal. Since then, the government have put subsidies in until April.</p> <p>Ian and AT have also been looking at the solar panel as they did not understand how the tariff worked. There is the option of putting more panels on the sports hall and AT has asked for a crowd funding quote which he will present at the next meeting. A governor commented that if there is a case for additional solar panels then it raises the question of whether to pay ourselves and get all the benefit, at present a third-party group sells on the electricity that the school does not use in the holidays but if the panels were self-funded then the school would benefit.</p> <p>A governor asked what plans the school has in place if there are planned power outages which are being widely talked about, as it could be likely that the school will have to close. AT will look at costs of hiring a generator but at present the outages could be between 4pm and 7pm which is after school and would a back-up generator be worth it if there is no power in students homes. The governors were also concerned about the alarm system and security in the event of a power cut and were told that the doors could still be locked but were unsure about the alarm system, this would be investigated.</p> <p>In response to a governor's question regarding who sets the temperature of the thermostat the governors were told that it is set by a third party. There is no longer any minimum temperature for schools.</p>	<p>Update Committee at next meeting</p> <p>Update Committee at next meeting</p>	<p>AT</p> <p>AT</p>	<p>Nov 2022</p> <p>Nov 2022</p>

	<p><u>Request to rent a 4th minibus</u> The student numbers are growing from outside the Swanage area and all three minibuses are currently full for the school runs. In response to a governor's question, JM is not sure where incoming pupils will be coming from next year. The first deadline is 31st October when the school finds out how many have put The Swanage School down as a preference but will not be told in which place. Prices and waiting lists have now increased since covid and realistically it would not be supplied to the school until spring 2023. The outlay for the first year will be £3k which AT states that he can find savings for it this year to pay for it. JM is supportive of getting a 4th bus as operationally a full year group could be transported without the need for hiring coaches. There could also be the possibility of running a minibus so that students could attend after school clubs and for the PE department to use it for away fixtures. Currently the income from the minibuses covers the running costs excluding the cost of the drivers. The school would not have to employ another driver if the 4th bus was not used for the school run. The committee APPROVED the funding of a 4th minibus</p> <p><u>Lockdown policy and System</u> Delayed until October 2023</p> <p><u>Data destruction</u> AT reported that barely anything needs to be destroyed at present with most documents relating to students needing to be kept for 22 years from date of birth, so 7 years after leaving school. Financial records are kept for 7 years, and the current year has gone. It has become known that no fingerprint ID has ever been deleted but this has now been done. Going forward storage will become problematic but currently it is on decent shape. There is the need to appoint a data protection officer and AT and JM will bring some solutions to the next meeting.</p>	To order Minibus	AT	Oct 2022
SFP I.12	<p>Fixed Asset and IT register review AT has checked with the auditors who confirmed that any zero depreciated items do not have to be removed from the register unless they have been written off.</p> <p>A governor commented that it is important to know where the money that has funded items has come from – devolved capital, restricted funds, or unrestricted funds.</p>			

	<ul style="list-style-type: none"> Capital item spends come out of devolved capital pot. Restricted funds must be spent on education as is controlled by ESFA Unrestricted funds are income that the school has raised and ESFA has no control over this. <p>The governor went on to say the school may want to do something in the future that cannot be funded but the restricted funds and it may be prudent to ringfence the unrestricted funds. AT will change the spreadsheet</p>	To update asset register document	AT	Oct 2022
	STAFFING			
SFP I.13	<p>Salary Uplift and PayScale's</p> <ol style="list-style-type: none"> To agree cost of living rise for teachers – a pay rise of 5% for teachers (and 8.81% for MI' teachers) was agreed by the committee. It was agreed that all support staff will have a 5% pay rise Teaching & Learning Responsibility Payments – it was agreed to increase TLR's at 5% for teachers. To review process and confirm - Performance related awards – JM commented that it is too early to do this as she has not gone through all the paperwork yet. To confirm process for Senior Leadership Team pay awards – it was confirmed that this will be looked at by the Chair and Vice Chair of the Governing body <p>The discussions on this item have been recorded in a confidential minute</p>	<p>To review process</p> <p>To review process</p>	<p>JM</p> <p>Chair and Vice Chair of the Governing body</p>	<p>March 2023</p> <p>March 2023</p>
SFP I.14	<p>Link Governor Reports</p> <p>To be updated at the next meeting</p>			
SFP I.15	<p>School Development Plan</p> <p>There are no explicit areas of the SDP (School Development Plan) which come under this committee apart from long term financial stability. There may be some cost savings in the improvement of the information management systems but there is no anticipation of any extra costs</p>			

SFP I.16	<p>Policies APPROVED subject to the change of date and the committee's name</p>			
SFP I.17	<p>Risk Register There are 5 risks that come under this committee, but these do not have to be looked at every year and there is an option to ask AT to bring to the next meeting 2 or 3 to look at in detail and then pass on to the Audit Committee.</p>			
SFP I.18	<p>Any Other Business There have been changes in KCSIE (Keeping Children Safe in Education) around recruitment and the expectation is now to do a social media check on new employees. Nicky Taylor is already aware of this change. The wider question of staff social media is around usage, checking what you are posting and privacy settings. There are companies that can check social media platforms for a fee.</p>			
SFP I.19	<p>Confidentiality Item 1.3 - the decision has been minuted but the discussion is a confidential minute</p>			
	<p>Next Meeting To be held on 30th November 2022 at 17.30 to 19.30</p>			