

The Swanage School
MINUTES OF THE MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE
Held on Wednesday 8th February 2022

AGENDA

Present: Tanya Hamilton-Fletcher (Chair), Dan Parker, Amanda Rowley, Isobel Tooley
In Attendance: Andrew Thomas (Business Manager), Sophie Weld-Davies (Clerk)

Item		Action	Lead	By
SFP 3.1	Apologies for Absence Apologies were received from William Knight, Jenny Maraspin and Tim Marcus			
SFP 3.2	Declarations of Interest There were no declarations of interest			
SFP 3.3	Minutes of the Last Meeting The minutes and confidential minutes from 19 th October were approved and signed			
SFP 3.4	Matters Arising & Actions . See action list.			
SFP 3.5	Financial Reports AT reported that the budget is on track despite the recent 5% pay rise and additional pay & back pay for teaching staff. This has been helped by an underspend on the maintenance budget. In response to a question from a governor requesting clarification regarding the budgeting for other income and donations in the year end budget and where they had come from. AT responded that these were for a student who had transferred from Purbeck School, an £6k grant for the garden project and grants for teacher projects have all been received. However, the school production has not taken place yet, so the budget shows much of the expenditure and no income.			

	<p>There is a discrepancy between AT's and SF's letting income. Some clubs have folded or moved elsewhere, and AT will alter his figures for the next report as SF is working off known factors.</p> <p>Each curriculum lead has a budget for teaching materials. There is a predicted overspend but this is very much estimated, and AT will look at this again, talk to staff and if necessary, pull it back. A governor did comment that these budgets are under pressure due to cost increase in materials so would expect to be over budget. AT confirmed that this was his best guess at the moment but would prefer to err on the side of caution.</p> <p>The cost of the minibus is lower than predicted as the 4th minibus has not been leased yet and fuel costs have gone down.</p> <p>The utilities budget is £22k in surplus. This is due to a refund from the former utility provider not recording correct end bills. Also, the heating in the school was not turn on until the 3rd week in November due to milder weather. Thermostats are turned down and the sports hall heating is being turned off completely. The covid guidance has also changed, meaning windows can be kept closed.</p> <p>A governor commented on how well the catering budget was doing despite costs of some goods rising significantly. AT responded that Nicky Oram (NO) is particularly good at upselling small items such as lollies and hot chocolate. AT would like the catering operations to break-even, but this would mean raising prices by 10% to catch up with the increased food costs. NO is very good at continuing to check suppliers prices to get best value for money.</p> <p>AT commented that JM is very good at keeping the staff budget under control. Next year there will be a new teacher role required, pupil numbers have gone up and the GAG has increased to offset the extra costs. After half term, the student numbers should reach 341.</p>			
<p>SFP 3.6</p>	<p>Quotations for Premises Works</p> <p><u>Broadband access point Replacement</u></p> <p>AT reported that the bandwidth via the existing access points are not sufficient and 2 out of the 28 are not working. AT has requested four quotations and after consulting with the School Business Managers</p>			

<p>SFP 3.7</p>	<p>Income/expenditure generating activities annual review AT produced a detailed report breakdown the income and expenditure for each area.</p> <p><u>Lettings</u> As Swanage does not have a sports hall in town, there has been a steady stream of users generating income, however there is starting to be a decrease in users and as some regular clubs have dropped away. Pricing options have been put into the report to consider at a future meeting.</p> <p><u>Transport</u> Although this is still making a loss the governors all thought that it was not a big as loss as previous years. The leasing costs have increased. but the income has increased also charged to parents.</p> <p><u>School trips and events</u> There has been an increase in income post covid, this is despite the PP and FSM students being offered a 30% discount. AT went on to say that some residential trips suffered from last minute drop out which impacted on income. For example, two pupils are now not attending the CERN trip, parents are unwilling to pay the full balance. There no insurance to mitigate the loss. AT also commented that the budget is written in May but the, so trips income and expenditure always challenging to predict.</p> <p>A governor made some comments on the above that they were happy to lose money on the minibuses as they did bring students to the school and losing money on the trips was also OK as enhances the school experience. They went on to say there the school did need break even on the catering and to consider increasing the prices up by 10%. But was there also merit in doing a step increase by going up partially after Easter and then increasing to the full 10% in September. AT responded that he was not sure how well this would be received by parents and would also see the need to change the laminated information signs twice. FSM would also have to be recalibrated twice.</p> <p>The chair asked that this discussion and the lettings increase be deferred to the summer term meeting.</p>	<p>Review Pricing</p>	<p>Clerk</p>	<p>For Agenda Spring 2 meeting</p>
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SFP 3.8	<p>Contracts annual review including subscriptions (software & hardware) review, insurance</p> <p>This information is how the governing body holds the SLT (Senior Leadership Team) to account on its spending, AT commented that it lays the groundwork for spending for the curriculum area budgets and keeping on top of subscriptions.</p> <p>A governor commented that payment for legal support from Dorset Council was to be confirmed and does the school use it, AT responded that it is not necessary to have it, so we have not purchased it yet. The governors also commented that the school has not made use of the H&S training even though the school pays £1600 for the support.</p> <p>The governors were happy with the report and commented that it was good to know that the small ticket items were in place that do not get commented on in meetings. AT responded that the report is for the governor's information and that he was grateful they were doing due diligence by asking questions.</p>			
SFP 3.9	<p>Updated HR Policies</p> <p>Adoption Policy – approved</p> <p>Flexible Working Policy – approved</p> <p>Maternity policy – AT to change some of the wording and then will send to the THF for Chairs action</p> <p>Maternity and Adoption Policy – approved</p> <p>Early Career Teaching (formerly NQT) induction – Clerk to change the wording as requested by Danni Drodge and send to THF for Chairs action</p>	Complete Required changes	AT	March 2023
SFP 3.10	<p>Data Protection</p> <p>Due to the school DPO current provision ending, data protection has now been moved to Handsam who have been into school to conduct a desk top review. AT has asked for 30 minutes in the next Inset day to discuss the report with the staff although 8 or 9 of the actions have been completed. In response to a governor's question, there is only one walk through provided by Handsam in the two-year contract. The Chair requested an update on the actions raised to be brought to the SFP meeting in May.</p>	Update on action list	AT	Summer 1 meeting

	<p>There were two minor data breaches prior to Handsam taking over but these were not reportable to ICO</p> <p>Freedom of Information Policy - approved</p>			
SFP 3.11	<p>Risk Register Annual Review</p> <p>Risk Number 1 on the Risk Register – the committee discussed this and agreed to move from Probable to Possible</p> <p>Risk Number 4-7 - the committee discussed these items and as they are Covid related agreed to move them to other.</p>			
SFP 3.12	<p>Health and Safety</p> <p>The link governor reported that she has not managed to see Ian prior to this report but highlighted the following</p> <ul style="list-style-type: none"> • although H&S is in Ian’s job description, she feels that checks are being done because they are facilities based not because of H&S. The link governor will change the H&S policy to reflect this and send to THF for a Chairs action to approve. • Training is also needed in fire and evacuation and has asked that this is completed before the end of the academic year. • AT has taken on the role of completing all risk assessments and are being logged properly • All screen forms need to be completed for IT from all new staff. • The accidents procedure us now in place and is an improvement on what was previously done. Every visit to the medical room is now recorded • It has been identified why the sports hall floor is breaking up as they have discovered that the cricket club is using hard cricket balls for their training. Jon Gregory has asked them to stop and will keep checking the floor <p>The link governor will make an appointment with Ian for a proper walk round the school.</p>			

<p>SFP 3.13</p>	<p>Maintenance Fund A capital premises list of items was created to review the estimated life spans some years ago. It was created to estimate the cost of replacing the items, at the time a £50k capital contingency budget was put in place in the school accounts. AT would like to revisit the list to future proof it and review process. He asked if the governors would consider extra funding from 2023 to cover the likely increase in costs now that the school is 10 years old. He with a suggested an extra £10k a year be added to the fund. Capital items would continue to be funded from the capital reserves.</p> <p>AT can apply for some capital grants from the DFE (Department for Education) if there needs to be a large expenditure, but the school would need to contribute some of the money.</p> <p>The governors AGREED in principle to start topping up the reserve funds</p>			
<p>SFP 3.16</p>	<p>Any Other Business Following correspondence regarding the recent teachers strike the Chair was unsure if any action comes to this committee and is happy for it to be discussed at the next FGB AT confirmed that enough staff took industrial action to warrant the school being closed and JM suspects it will be the same on 2nd March.</p>			
<p>SFP 3.17</p>	<p>Confidentiality There were no confidential minutes</p>			
	<p>Next Meeting As there was no further business the meeting ended at 7.35pm The next meeting will be held on 22nd March at 5.30pm</p>			