

The Swanage School
MINUTES OF A MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE
Held on Wednesday 22nd March 2023

Present: Tanya Hamilton-Fletcher (Chair), William Knight, Jenny Maraspin (Headteacher), Amanda Rowley, Isobel Tooley
In attendance: Andrew Thomas (Business Manager), Sophie Weld-Davies (Clerk)

| Item | | Action | Lead | By |
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| SFP 4.1 | Apologies for Absence Apologies were received from Tim Marcus and Dan Parker | | | |
| SFP 4.2 | Declarations of Interest There were no declarations of interest | | | |
| SFP 4.3 | Minutes of the Last Meeting The minutes of the meeting held on 8 th February 2023 were approved and signed | | | |
| SFP 4.4 | Matters Arising & Actions AT requested clarification on increasing the maintenance fund as discussed and agreed in the last meeting. The governors confirmed that they would be happy for money to be moved from one fund to another. AT would also merge the multiple maintenance spreadsheets into one. See separate list | Merge maintenance spread sheets | AT | 31.12.23 |
| | FINANCIAL MATTERS | | | |
| SFP 4.5 | Reports <ul style="list-style-type: none"> The school has received a grant of £19k from the DfE (Department for Education) to help with energy efficiency. AT has been in contact with the solar panel providers who have confirmed that the school has moved to the second round for approval for crowd funding. A governor commented that the funding was appreciated and questioned whether it would be more effective for the school to invest in the panels or to add to the crowd funding. The other consideration would be any complications arising over the fact that the school would own one set of panels and a group owns the others. Alternatively, JM and AT have discussed replacing the strip lighting in the school or the sports hall. The grant money will sit in the | Confirm grant rules for green grant from DfE | AT | 10.05.23 |

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| | <p>maintenance and cleaning budget and AT has spoken to the auditors who have confirmed that this money can be rolled over while a decision is being made. A governor requested AT to clarify with the auditors if the school were to invest in the crowdfunding whether this would count as a novel investment which would have to be reported to the DfE.</p> <ul style="list-style-type: none"> • AT confirmed to the committee that the the school had ended its fixed tariff and that he has negotiated a new rate but with rates rising again in April he would need to keep this under review with the company. The energy company has refunded money owed. AT is still predicting an underspend for the year. • Staffing costs are over the predicted budget due to the extra 2% payrise which was agreed at a previous meeting. AT will be budgeting for next year on a working hypothesis of 5% but at present is unsure whether this will be correct or how much government funding will be forthcoming. AT is expecting the GAG to increase due to it being a year behind and there has been two good years of school intake plus in year transfers. JM clarified that pupils on managed moves to us then their previous school will send on their funding that they receive. The committee asked AT to model two budgets for next year, one with pay going up 5% and one with pay going up 8%, this would then give the committee a clearer idea of potential costs. • A governor noted that the predicted teaching materials spend had decreased and AT confirmed that some spend on equipment had been taken from this budget and not as a capital spend. • AT is monitoring the school trips budget and how much they lose. On the recent CERN trip 3 students did not attend and there was a loss of £3k due to refund arrangements. The number of PP students are rising so these will be offered a discount, but the shortfall will be funded by the PP money. AT will investigate putting in a cancellation policy or a refund timeline for future trips to minimise future losses. • The school production of The Addams Family raised a profit of £1.2k • In response to a governor’s question regarding budget phasing, AT explained that this was difficult due to the timing of events and trips as well as alternative provisions costs for pupils that are moved. | | | |
| SFP 4.6 | <p>Budget Considerations The Student Committee brought the following list to the committee for consideration</p> <ul style="list-style-type: none"> • A new food tech teacher has already been appointed | Put list on next agenda | Clerk | 10.05.23 |

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| | <ul style="list-style-type: none"> JM would like a new TA, with possibly another apprentice however there is more support in the SEN team than before so this may not be possible. JM informed the committee that the school does not yet know the SEN profile for the new students for next year but will do soon. There has been an increasing trend nationally of SEN numbers which highlights the need for robust SEN provision within the school. | | | |
| SFP 4.7 | <p>Canteen Pricing & Lettings</p> <p><u>Lettings</u></p> <p>The school and governors would like to see an increase in the lettings income as this has dropped due to movement of groups using the facilities. JM has been approached by a local Brownie group for them to camp on the playing field and the governors felt that this could be seen as beneficial use and advertising that the field was available. SF (Sue Fletcher) had presented 3 different percentage rises in the hiring costs and after discussion the committee APPROVED an increase of 7.5%</p> <p><u>Canteen pricing</u></p> <p>There is an overspend on the catering due to the increase in food prices and historically it has always been difficult to get an income to offset the expenditure. This deficit is increasing due to the increased supply costs. After discussion, the committee APPROVED an increase of 15% on canteen prices from September but parents should be notified this in the summer term to give good notice.</p> | To update pricing AT | AT | 31.07.23 |
| | | To update pricing | AT | 31.07.23 |
| | PREMISES & INFRASTRUCTURE MATTERS | | | |
| SFP 4.8 | <p>AstroTurf Lighting & Access Points</p> <p><u>Access points</u></p> <p>AT reported that the previous quote from Medhurst which the committee had agreed to was misleading and asked Quostar to requote. If the committee agreed today, then the company can get this upgrade completed during the Easter holidays. AT confirmed to the committee that the quoted figure of £17,778 is the maximum figure that will be spent and could go down depending if fewer access points are installed. The cost of licences and software upgrades has been included in this quote and there be no recurring costs until year 6. AT has been reassured by Quostar that the installation will cope with all the new Chromebooks and the needs of the school. The committee APPROVED this spend.</p> | To ensure installation | AT | 30.04.23 |

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| | <p>Astro Turf Lighting</p> <p>The committee questioned if this was good value for money if it can only be used for lesson 5 and after school clubs during the winter. JM respnded that the the PE curriculum is growing in the school, and it will be utilised by the PE department. It will also provide a pitch for groups to use if the football club is over subscribed. AT reported that he struggled to get three quotes to install the lights and was concerned that they will increase. He would be able to get the work done over the summer.</p> <p>The committee agreed to defer this spend and review against priorities when next year’s budget was confirmed.</p> | | | |
| | STAFFING MATTERS | | | |
| SFP 4.9 | <p>Support Staff PayScale This is a confidential minute</p> | | | |
| SFP 4.10 | <p>Performance Management & Continuing Professional Development (CPD) There have been changes to the pastoral framework due to moving to phases and appointing phase leaders rather than Head of House with the creation of job descriptions for the new roles. There are now regular conversations so monitoring can be more effective with accountability measures discussed in each meeting which are held every 3 to 4 weeks. Leaders are feeling more secure with this, and this way of monitoring can be rolled out for all staff and will be put on the SDP (School Development Plan) for 2023-24.</p> <p>CPD has rolled on well for two years for informative assessment and this is now embedded. Curriculum leads would now like more specific subject development and how to do this next year is now being looked at. Teach First is keen to place student teachers here as they are impressed with the way the school teaches and how the pupils respond.</p> <p>There is a need to appoint a lead practitioner for science due to a resignation and JM feels that this is now the time to look at the curriculum lead role, to make it bigger and more in line with management for them with the level down undertaking teaching and learning development.</p> <p>The pastoral curriculum evolved out of covid and now is the time to bring up the curriculum to the same level. The school has some good teachers, and this can be a way of keeping them here.</p> | Report for next FGB meeting | JM | Summer 2 meeting |

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| SFP 4.11 | <p>Policies Staff Pay Policy – approved Staff Code of Conduct – approved subject to date changes for KCSIE (Keeping Children Safe in Education) Whistleblowing - approved Volunteers – approved subject to rewording DBS (Disclosure and Barring Service) checks</p> | | | |
| SFP 4.12 | <p>Any Other Business This is a confidential minute</p> | | | |
| SFP 4.13 | <p>Confidentiality Items 4.9 and 4.12 were deemed confidential minutes</p> | | | |
| SFP 4.14 | <p>Next Meeting - The meeting was closed at 7.27pm. The next meeting is to be held on 10th May 2023</p> | | | |