

The Swanage School  
**MINUTES OF A MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE**  
Held on Wednesday 10<sup>th</sup> May 2023

Present: Tanya Hamilton-Fletcher (Chair), William Knight, Jenny Maraspin, Tim Marchus, Dan Parker, Amanda Rowley, Isobel Tooley

In attendance: Andrew Thomas (School Business Manager), Sophie Weld-Davies (Clerk)

Item		Action	Lead	By
SFP 5.1	<b>Apologies for Absence</b> There were no apologies for absence.			
SFP 5.2	<b>Declarations of Interest</b> There were no declarations of interest			
SFP 5.3	<b>Minutes of the Last Meeting</b> The minutes and confidential minutes of the meeting held on 22 <sup>nd</sup> March 2023 were approved.  A governor asked for clarification on the environmental capital grant spending as the preference had been for solar panels. AT updated the committee that this was now no longer going ahead and that there were other plans for the grant which he would report back to the next meeting.	For Summer 2 agenda	AT	Summer2 meeting
SFP 5.4	<b>Matters Arising &amp; Actions</b> A governor asked for clarification on the environmental capital grant spending as the preference had been for solar panels. AT updated the committee that this was now no longer going ahead and that there were other plans for the grant which he would report back to the next meeting.			
	<b>FINANCIAL MATTERS</b>			
SFP 5.5	<b>Reports</b> The budget is not an accurate reflection at present. AT reported he was using 'best guess' with the phasing of the budge. Although the GAG (General Annual Grant) is fixed and known the income and cost of EHCP's, trips etc are an unknown quantity although there are regular payments being received for the Ukranian students on role. There has been spending on items that have not been agreed on so this will now			

	<p>be stopping, and AT clarified to the governors that this included internal decoration and small items that had not been budgeted for. There was an issue with the window in connecting rooms in the media suite, the window had been purchased, the space made and then boarded up in error which cost extra to rectify. AT reported to the committee that the deficit would not be reduced to £0 but it would be reduced to approximately £46k. The stage payments for the creative media suite are being paid and Digital Garage are staying within the budget and donating some free items.</p>			
SFP 5.6	<p><b>Budget Considerations</b> The committee considered the funding requests put forward from the student committee. Funding for a new TA was approved but the forest school, lock down system and Astro turf lighting were not agreed to due to budget constraints.</p>			
SFP 5.7	<p><b>Data Protection</b> There has been one data breach since the last meeting which was due to human error. There have been two data access requests and AT took advice from Handsam when dealing with them. In response to a governor's question AT confirmed that there was a new process in place for SAR's. The request now goes to AT and a reasonable time frame to respond is set with the requestee and kept to as advised by Handsam. Most of the items on the list which had been given to AT after Handsam's audit have been completed with 4 left to complete during the summer holidays.</p>	Audit update	AT	Autumn 1 agenda
SFP 5.8	<p><b>Policies</b> The Investment Policy was reapproved with no changes.</p>			
SFP 5.9	<p><b>Draft Budget 2023-24 to 2025-26</b> AT presented the draft budget and highlighted the following points</p> <ul style="list-style-type: none"> <li>• AT reported that the income has increased by £400k. The GAG income is fixed and is based on the pupil census of October 2022.</li> <li>• There is a new mainstream school grant from the government which is not ringfenced</li> <li>• There will be an increase in GAG funding proportionate to what they take away from other grants, but AT will not know until October 2023 what the income will be for next year.</li> <li>• The school year 2026/27 is where the birth rate dips again and the draft budget for that year reflects this.</li> </ul>			

	<ul style="list-style-type: none"> <li>• The income from pupil premium 2025/26 should increase as the numbers of PP students are increasing.</li> <li>• The figure for ECHP income is a best guess as the school are not aware yet on how many students with ECHP will be starting.</li> <li>• The devolved capital as increased with inflation</li> <li>• The grants are safe, but the income is optimistic, and AT will relook at these figures</li> <li>• AT has offset 25% on trips to income.</li> <li>• The payroll figures are accurate if there are no leavers or joiners but there is no promotional increase for support staff factored in and at present AT cannot include in the budget the April National Living Wage increase as this is unknown. The school has recruited one teacher and one HTLA which has been included in the budget. IF future pay rise is 5% then this pay rise would have to come from the reserves, however the pay rise and how it is to be paid has not been confirmed by the government. AT will come back with a revised figure for the next meeting</li> <li>• The cost of supply staff should be negligible next year and although the school is over budget on agency staff there will be an extra teacher next year for cover.</li> <li>• Pension contributions are increased by 1% in April and IT confirmed that this will stay the same for 3 years.</li> <li>• Water sports will be taking place next year but not in the current format so there will be a saving.AT has factored in that.</li> </ul> <p>The governors commented that the budget is looking tight and if it is still looking this way when AT has managed to relook at some items then should the school take a different position on trips. JM responded to this by saying that the school can look at the frequency of trips and can cut the amount if necessary and this will be kept under review.</p>	Revise figures	AT	Summer 2 Agenda
SFP 5.10	<p><b>Financial Procedure Review</b></p> <p>AT reported that he and Karen Goode reviewed the Financial Procedures thoroughly last year and visited them again this year. The only change to look at was increasing some of the limits for authorisation due to inflation. On a governor's advice AT will check in the financial handbook whether this is allowed.</p>	To sign review	TM	

	<b>PREMISES &amp; INFRASTRUCTURE MATTERS</b>			
SFP 5.11	<p><b>Health and Safety</b>  <u>Health and Safety Report</u>  AR gave the committee a verbal report</p> <ul style="list-style-type: none"> <li>• Ian is up to date with the maintenance logs including regular water checks</li> <li>• There is a new minibus driver who completes a regular maintenance log on the minibuses and routine repairs are now outsourced to a local garage</li> <li>• Ian is continuing to upgrade any lights to LED's when a bulb needs replacing</li> <li>• The outside emergency lights are now working</li> <li>• The last fire drill was successful, and half of the fire extinguishers have been replaced</li> <li>• The playing field is 90% improved with reseeding being completed.</li> <li>• There is a new electronic accident book and AR would like it noted that there is an increase in self-harm being seen in the medical room.</li> <li>• Dorset Council are coming in to do an audit as the school pays for this through the SLA. The date is still to be set but the audit will take place in August</li> <li>• Since the music room has been converted there are a lot of spare desks and there is limited storage for these. The committee were happy for the tables to go but to ensure that some money was obtained for them as it would be seen as deprivation of assets by giving them away. There is a school's free share site where you can get credits for any items that are 'sold' on there and Ian has already been selling the disused lockers on Facebook Marketplace.</li> </ul> <p><u>Health and Safety Policy</u> – this was approved by Chairs Action after the previous meeting</p>	Next report for Autumn 1 agenda	AR	Autumn 1 agenda
	<b>STAFFING MATTERS</b>			
SFP 5.12	<p><b>DHT recruitment</b>  This item has been recorded as a confidential minute</p>			
SFP 5.13	<p><b>Support Staff Pay Framework</b>  WK previously produced a piece of work on implementing a support staff pay scale. With teachers' pay scale any changes are straightforward to do but at present any changes to support are done manually and are</p>			

	<p>susceptible to human error. AT has produced a scale and has place all current support staff on at their respective hourly rates to give guidance to future hires. It has shown that TA's may need their own pay scale within this. It is important to note that if this scale were adopted in its current form, then it would not cost the school any extra in pay and any increase up the pay spine would be subject to appraisals.</p> <p>The proposal is that this scale is introduced from September 2023 as a framework, roles could be looked at more thoroughly and placed on the spine and the framework consolidated from this. It was agreed that AT would work with WK and bring this back to the next meeting.</p>			
SFP 5.14	<p><b>Any Other Business</b> AR reported that the PTFA has been restarted with planning for future events under way</p>			
SFP 5.15	<p><b>Confidentiality</b> Item 5.13 was deemed confidential</p>			
	<p>The meeting closed at 7.25pm. The next meeting will be held on 28<sup>th</sup> June</p>			