

The Swanage School

## MINUTES OF A MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE

Held on Wednesday 28<sup>th</sup> June 2023

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

In attendance: Andrew Thomas (School Business Manager), Margarett Corben (Clerk)

Item		Action	Lead	By
SFP 6.1	<b>Apologies for Absence</b> Apologies were received from Tim Marcus and Amanda Rowley			
SFP 6.2	<b>Declarations of Interest</b> There were no declarations of interest			
SFP 6.3	<b>Minutes of the Last Meeting</b> The minutes and confidential minutes of the meeting held on 10 <sup>nd</sup> May 2023 were approved			
SFP 6.4	<b>Matters Arising &amp; Actions</b> Tanya-Hamilton-Fletcher (THF, Chair) reported that Andrew Thomas (AT, School Business Manager) and THF had tidied up the action list for the following items: <ul style="list-style-type: none"><li>• 4.5 Integrated curriculum and finance planning model, to be added to the Autumn 1 Agenda.</li><li>• 5.8 Self-evaluation and skills audit is completed.</li><li>• 3.8.1 Security/Lockdown system &amp; policy, the committee felt that this was an important issue, due to an escalating climate of anti-social behaviour so this will be deferred to October 2023. AT to look at potential options and quotes to increase the school's security.</li><li>• 2.8 Maintenance fund is completed.</li></ul>			Autumn 1  Autumn 1

	<ul style="list-style-type: none"> <li>• 3.5 Astro Turf Lighting is completed.</li> <li>• 3.10 Data Protection Action List to be added to the Autumn Agenda.</li> <li>• 3.12 IT Screens has been completed</li> <li>• 4.9 Support Staff Pay Scale is on the agenda.</li> <li>• 4.12 Deputy Head Teacher Recruitment, committee discussed advertising before Christmas to find a suitable candidate.</li> <li>• 4.7 Canteen Prices AT reported that this action will be completed next week.</li> <li>• 5.11 Health and Safety report on Autumn Agenda.</li> </ul>			Autumn I
	<b>FINANCIAL MATTERS</b>			Autumn I
SFP 6.5	<p><b>Reports</b> School, Budget 2022-23: AT reported that the school annual budget is on track to arrive at the planned -£49K at year-end. Although there have been some ‘ups and downs’ but it has gone in the school’s favour this year. In the main all budgeted costs were under control.</p> <p><b>Income:</b> The grant income is significantly over budget, which includes the new school supplementary grant. AT had also been successful in securing a new grant for the development and upkeep of the school’s greenspace. AT also informed the committee of the negatives, these include lettings income being slightly down, catering income being stable, but food costs have risen sharply, thus overall the catering provision is making a small loss.</p> <p><b>Expenditure:</b> AT reported on the expenditure, following the staff 5% pay rise which was 2% higher than the original budget. Support staff cost were broadly on budget despite the increases, due to in year savings. Academic staffing costs were overspend at present, but this will be reduced due to the on-going teachers’ strike action and one senior member staff leaving in early July. Agency support staff is overspent to the set annual budget. Isobel Tooley (IT) noted however that this cost had reduced significantly over the last few years.</p> <p>Trips are difficult to budget as they change in scale and cost each year. AT is keeping a very close eye to ensure they breakeven, less any internal pupil premium support.</p> <p>The digital media suite capital project is almost most complete and is on budget.</p>			

	<p>Please refer to the Business Manager report for a detailed breakdown of respective areas of income and expenditure.</p> <p>THF and the committee thanked AT for all his hard work.</p> <p><b>Staffing &amp; Premises:</b> Jenny Maraspin (JM, Head Teacher) informed the committee that the school is currently recruiting for a new Higher Learning teaching assistant (HLTA) for 2023-24 to assist with growing number of Educational Health Care Plan (EHCP) students. Currently, the school has 20 EHCP students. JM also informed the committee that the SEN HUB classroom is going to be swapped with e staff room the during the summer, which will offer more space to support and deliver the children’s varying needs.</p>			
SFP 6.6	<p><b>Budget Considerations</b></p> <p>The committee considered the Energy Efficient grant allocation. AT reported that if all lighting were switched to LED the investment could lead to a 35% reduction in the school’s electricity bill annually. The grant was not enough to complete the whole site but would make a significant impact.</p> <p>AT has planned a schedule of works for the next 5 years. Painting classrooms and corridors. Replace the lighting to LED in one wing of the school will be the focus this summer. Then the next year will focus on another wing and so on. This work programme will include the Atrium and sports halls.</p> <p>The committee agreed to the expenditure and felt we should not delay in starting, and should replace all the lights in one wing, the atrium, and the sports hall. This will use all of the Department of Education Grant which is around £20,000.</p>			
SFP 6.7	<p><b>Policies</b></p> <p><b>Designated Fund (Staff Absence)</b></p> <p>This item was deemed Confidential</p> <p><b>Allegation of Abuse against staff policy.</b></p> <p>AT has investigated the policy and feels there were no significant changes needed. THF discussed with the committee the section on Governing Body section and make sure there is an allocated Governor to each sub-section, and they have undertaken the necessary and appropriate training. Committee approved the current policy which will be due for reapproval in 3 years, 2026.</p>			

SFP 6.8	<p><b>Draft Budget 2023-24 to 2025-26</b>  <b>Budget Forecast Return – agree for submission to EFSA</b></p> <p>AT reported the budget to the committee. Grants are now more understated, and more flexibility has been built in to cover unexpected costs.</p> <p>William Knight (WK) enquired about the pupil numbers breakdown over the next 3-yeras. Changes take place in the volumes, going forward there are smaller number of KS4 pupils compared to KS3, funding is higher for KS4. WK felt that the committee needed to be aware of the salary bill and the impact of this. JM discussed with the committee the national issue of recruitment in schools and training teachers to do various roles.</p> <p>The Budget Forecast will be made known to the Full Governing Body for their information.</p>			
<b>PREMISES &amp; INFASTRUCTURE MATTERS</b>				
SFP 6.9	<p><b>Chromebook Tendering process 2023-24</b></p> <p>AT updated the committee on IT. He has been reviewing the school’s IT requirements with support &amp; teaching staff, Jamie Langtree and Tim Marcus regarding outdated technology, which includes limited access points and aging computers. Therefore, AT has proposed a plan which will involve a lot of planning and consultation. It will require a presentation to Governors in the Autumn as a significant capital expenditure will be required if it proceeds.</p> <p>AT has spoken with SLT &amp; teaching colleagues, who all feel that the 5-year Chromebook agenda should continue. AT has researched some new suppliers and has found a company IC Technology could supply all new year 7’s with a Chromebook at a cheaper price. This will ensure that all students will have a Chromebook in the school in 2023-24. AT felt IC Technology will be a good fit for the school in terms of delivery and customer service. The committee approved this expenditure of 75 Chromebooks.</p>			

SFP 6.10	<p><b>Summer Works Plan &amp; Premises Update</b></p> <p>AT explained to the committee the plan for the summer works:</p> <ul style="list-style-type: none"> <li>• Decorate and refresh the lower left wing of the school, including the digital media suite, £2500 cost.</li> <li>• Lower left wing to have new LED lighting.</li> <li>• A Skip will be used to de-clutter the school.</li> <li>• All water regulations to be checked</li> <li>• Staffroom and SEN/HUB to be switched over.</li> <li>• THF commented that the reception sign is tatty and needed to be revamped. JM to have a walk round the school to check for any other issues.</li> <li>• Ongoing maintenance will also take place</li> </ul> <p>AT is currently working on an asset management plan, which includes a premises plan and IT infrastructure plan. This will be a 5-year plan tying together all aspects of the building &amp; IT.</p>			
SFP 6.11	<p><b>Convene Head Teacher Appraisal</b></p> <p>The committee agreed that this will be done by the end of the term. The week beginning 17<sup>th</sup> July was agreed but a suitable time will be set by IT and Tim Marcus (Chair of Governors).</p>			
SFP 6.12	<p><b>Support Staff Pay Framework</b></p> <p>This item was deemed Confidential</p>			
SFP 6.13	<p><b>Any Other Business</b></p> <p>Dan Parker raised the issue of First Aid Training and would like a review of Health and Safety within the school. The committee would like Amanda Rowley to look at first aid as a priority when the Health and Safety review is due.</p>			
SFP 6.14	<p><b>Confidentiality</b></p> <p>Item 6.12 and 6.7 Designated Fund was deemed confidential</p>			
	<p>The Meeting closed at 7.25pm The next meeting will be held on the 18th October 2023</p>			