



	chair checked the previous minutes to clarify the PayScale and new staff should be paid within the new pay scale.			
	<b>FINANCE</b>			
SFP I.6	<p><b>Dear Accounting Officer Letter and Academy Trust Handbook</b>  <u>Dear Accounting Officer Letter</u>  There has been a 'Dear Accounting Officer Letter' issued this year.</p> <p><u>Changes to the Academy Trust Handbook</u>  WK reported the following changes</p> <ul style="list-style-type: none"> <li>SFA have introduced a new document, this is part of the handbook that TSS are obliged to follow. The school is currently following most/all this guidance. One item which requires greater emphasis is:  Good Estates management – these include:  Good Estate management for schools, Estate management competency framework, Condition data collection and School capital funding guidance. AT has reviewed and applied the estate strategy and has reassured the committee.</li> <li>Related party transaction policy – the final paragraph needs to be updated and will be approved through chair's action.</li> </ul>	Approve policy through chairs action	THF	
SFP I.7	<p><b>Reports</b>  <u>Business manager report</u>  AT informed the committee that it has been a tough fiscal year with inflation rising to double figures. The income coming in has contracted, meaning less money for more pupil intake.</p> <ul style="list-style-type: none"> <li>Pupil premium students has increased by up to 33%. Predicted loss of £50k but is now £80k.</li> <li>The staff pay increase was 5% instead of 3%., Additional pay rise costing a further £39k.</li> <li>August figures suggested a deficit of £130k by the end of the year it is predicted to rise to £142k. Unknown costs were incurred after the last meeting.</li> <li>Photocopying has doubled in the last year, difficult to predict this cost.</li> </ul>			

- D of E, was been reviewed and an additional £8k was spent on staff as it was felt it would be unsafe for students.
- SEN space had to be moved costing an additional £5k. Consequences of the move meant buying new furniture for staff room and cannot be capitalised.
- £14.5k went back to Dorset council for two excluded pupils.
- An additional £26k above the budget were for food costs. This was down to food inflation which went up by 15%.
- Of the entire budget most is spent on staffing.
- SEN is an expenditure that has been essential for students and a provision that will benefit long term.
- The committee understands the reasons for some of the additional expenditures. The photocopying requires more monitoring and tighter controls should be in place. Paper based resources are valid and should not impact teaching. Operational resources – teaching and learning spend to be more visible to keep the spend under control.
- D of E cumulus water sports budget has been halved to save money. This is now £8k and an annual cost.
- It was suggested that the student council could enhance the Green Initiative for energy saving costs.
- The lettings income has decreased by £11,500. Community officers will now be doing work related tasks and can monitor the clubs.
- New IT club for primary aged children which has moved from The Purbeck School giving a new revenue income of £4/5k, this will be in the holidays and there are staff who will be able to monitor therefore not requiring any community assistant required. The committee would like reassurance that the school will be secure as they will be using the Wi-Fi and servers. AT assured the committee that TSS has a secure infrastructure.
- The current network and IT system are sufficient, and AT would like to leave the upgrade for another year and recharge the reserves.
- Digital media project was under budget by £4k.
- Communications projects – which included TV screens around the school which has been capitalised and reserves have been affected.
- AT would like to have a frugal year to increase the school's surplus.

	<p><u>Additional Funding</u>  AT and JM have investigated grants for schools.</p> <ul style="list-style-type: none"> <li>• Sponsorship for the Racing team and Robotics team</li> <li>• SEN – JM is to meet with Dorset Council to request additional provision funding. TSS is still being named on EHCP plans to access more funding.</li> </ul> <p>Income generating activities such as school meals and trips. School meal costs have now been increased and there has already been a gain. Trips do make a loss with 33% of PP students. Trips are important to develop individuals, but cultural benefit can be achieved on less costly trips.</p> <p>The committee thanked AT for all his hard work.</p> <p><u>Dorset Council Pension 2022-23 Report</u>  The annual review they have indicated that the balance sheet should improve but there are no figures as yet.</p> <p><u>Data Protection – Action List Progress Update</u>  TSS are compliant</p>	Report on data glitches	AT	Autumn 2
SFP 1.8	<p><b>Salary Uplift &amp; Pay Scales</b></p> <p>The committee confirmed the process for Senior Leadership Team’s pay awards and no changes were proposed.</p> <ul style="list-style-type: none"> <li>• 6.5% pay rise for teachers. Governments additional funding was £27,450.</li> <li>• TLR is normally done at the rate of inflation. TLR’s are not required to be included this would be 6.5% of total salary including any enhancements,</li> <li>• Total additional cost will be £10,403 extra including all National insurance contributions and pensions. The net cost is small and the benefit to the support staff is high. They are the lowest earners.</li> <li>• The 3 to 5 year budget the income was based on 3% and staff cost of 5%. The GAG income will increase but AT is not sure of the amount.</li> </ul>			

	<ul style="list-style-type: none"> <li>• The committee agreed and <b>approved</b> to increase wages to 6.5% across the entire staff.</li> <li>• The committee discussed whether the Teaching staff increase will be applied to the base salary or additional teaching and learning responsibility. The committee agreed to include TLR's. This will cost an additional £10,300.</li> </ul> <p>Teaching and Learning Responsibilities A Governor enquired as to the Upper pay scale (UPS) threshold and whether the objectives required are rigorous enough. JM reassured the committee that benchmarks are set and must be completed to move up the scale. Teaching staff are continually improving their personal development. JM will provide a review of the TLR's and an outline of the UPS's.</p> <p><i>The Committee approved a 6.5% pay increase for both teaching and support staff. Teaching staffs' pay will now mirror that of that of the national published (Outside of London) rates. Support staffs' pay will have a straight 6.5% added to their salaries.</i></p>	Review of TLR's and UPS	JM	Autumn 2
SFP 1.9	<p><b>Staff Survey</b> This item was deemed confidential</p>			
SFP 1.10	<p><b>Recruitment of DHT and DLR</b> Deputy Head Teacher – Documentation has been finalised; Kay Lawton's permission is required before advertising the position. DSL (Designated Safeguarding Lead) – There are 4 shortlisted candidates who are being interviewed in the next week. MS finishes on the 31<sup>st</sup> October and JM confirmed she will be the DSL in the interim.</p>			
SFP 1.11	<p><b>Pupil Premium Funding</b> The committee discussed the recommendations and finance for PP funding based on the Student Committee recommendations.</p> <ul style="list-style-type: none"> <li>• The Finance is dependent on Pupil numbers and the funding associated.</li> <li>• TA support in lessons</li> <li>• Costed provision maps</li> <li>• Yr7 and Yr8 Peer mentoring.</li> <li>• UPSI and Attendance – an area of responsibility</li> </ul>	Breakdown of PP		

	<ul style="list-style-type: none"> <li>• TA – more needed</li> </ul> <p>Not enough information on the recommendations and finance and where the has been allocated.</p>	recommen dations	AT	Autum n2
	<b>Premises</b>			
SFP I.12	<p><b>Fixed Asset and IT register review</b></p> <p>AT reported to the committee of any depreciated items to zero and a summary of the asset register that comply with the accounting rules.</p> <ul style="list-style-type: none"> <li>• Digital Media</li> <li>• Chromebooks</li> <li>• LED lighting – Green grant</li> <li>• Devolved capital allowance – £9700 per year, offset against the TV's.</li> </ul> <p>A governor enquired as to whether a new freezer was bought, this was confirmed and was under £1000. No insurance claim was made as it was 10 years old. AT confirmed that all the NET book values that are no zero were through depreciation and not written off.</p>			
SFP I.13	<p><b>Facilities Managers' Report</b></p> <p>AT reported to the committee the items that have depreciated to zero and where the money has been spent.</p> <ul style="list-style-type: none"> <li>• West wing redecorated in June. More works are scheduled throughout the year.</li> <li>• Strong SLA review for Health and Safety. Fire Risk assessment, all doors are now compliant.</li> <li>• New LED light for sports hall have not yet been installed, four quotes have been done, costs are around £10k. Installation is expected to be done around the Christmas break. This is a capital item.</li> <li>• SEN hub, staff room, and facilities room have been moved and upgraded.</li> <li>• Pipework issues have been sorted and at no cost.</li> <li>• Atrium leak has now been fixed</li> </ul> <p>AT informed the committee that there is an overspend but it has been spent on the infrastructure of the school.</p>			

SFP I.14	<p><b>Lockdown System &amp; Site Security</b></p> <p>The committee discussed applying for a CIF grant and working with Kendall King Scott to increase security and access into the school.</p> <p>JM currently is in favour of a fence around the school, including a lock to the carpark. There has been a change in youth culture, worrying issues seen on the news and safety has become a concern. The school needs to be a safe space for staff and students, securing the building should be the first priority. Currently the wing doors are not used and students access through the atrium doors which are fully staffed. There is currently no signal in place in case an intruder enters the building. A public address system was discussed to enable staff to implement a lockdown procedures. Currently the reception area is vulnerable and an intruder could jump over the front desk and could access all areas of the school having a screen on the reception area would be secure and still offer an effective way of communicating with students and visitors.</p> <p>The committee agreed to firstly a lockdown alert system and securing the reception, these could be installed very quickly.</p> <p>AT has investigated various options:</p> <ul style="list-style-type: none"> <li>• £9k Lockdown system – Alert system and acts as a PA system</li> <li>• £4k Security camera system doubling the CCT already in place. Currently there are many blind spots and is used retrospectively. It was discussed that this will not keep children safe in the moment.</li> <li>• The committee agreed to implement a security plan with costings which can be done in stages to apply for a CIF fund.</li> </ul>	Report and costs for Security Plan	AT	
SFP I.15	<p><b>Any Other Business</b></p> <p>A governor discussed some recent NGA training and free tools available by the D of E Business managers. These include Peer mentoring, bursaries, capital advisors, various tools and toolkits. They annual assessment of cost pressures, AT currently already uses some of the guides.</p>			
SFP I.16	<p><b>Confidentiality</b></p> <p>Item 1.9 was deemed confidential</p>			

	<b>Next Meeting</b>			
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**The meeting closed at 7.40pm**

The next meeting is to be held on 29<sup>th</sup> November 2023 at 17.30 to 19.30