

The Swanage School

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

Held on Thursday 30th November 2023, 5.30pm

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

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

Item		Action	Lead	By
SFP 2.2	Apologies for Absence Apologies were sent from Tim Marcus, Amanda Rowley, Isobel Tooley and Claire Barnes			
SFP 2.3	Declarations of Interests There were no declarations of interest			
SFP 2.4	Minutes of the Last Meeting The minutes and confidential minutes of the meeting held on 18 ^h October 2023 were approved.			
SFP 2.5	Matters Arising & Actions <ul style="list-style-type: none"> • Support Staff framework – Complete • Mental Health Training – For new DSL • Deputy Head Teacher – The committee are to agree the PayScale before the advert is sent out. 	Update	JM	Summer I

SFP 2.6	<p>Reports</p> <p>1. Budget Monitor – Transparent where the money has been spent. Spending is where it should be. AT is sourcing any additional grants and will update the committee when there is more information. A governor commented that the number of lettings has risen, and AT confirmed that there has been new interest which will generate regular business. There is one overspend, and this is in staffing. He reported that there has been an overspend of £15,000 due to supply teaching, back pay and TSS currently has 2 deputy head roles. One of the support staff has been unwell so there is an additional member of staff helping out. AT is confident that the income will be ok and there have been many cutbacks to help including checks for unnecessary photocopying. A governor enquired as to £8,800 on the payroll and AT confirmed that it was an adjustment accrual. AT is going to meet with Dorset Council to secure some additional SEN funding and will give an update at the next SFP. It is the cash reserves will be low and below the optimum level and will run at a small loss. Alternative provision funding will be paid back if a student is excluded and there is an Exclusion panel next week, this will also affect the balance. Extra Funding for National Insurance, for employees not employer and no fiscal grants all on-essentials have been cancelled.</p> <p>2. Audit & Risk Committee The chair of the Audit committee discussed two points regarding the management letter. these are:</p> <ul style="list-style-type: none"> • It was noted that staff trustees status are not in line with ESFA guidance, but the recommendation is advisory and not compulsory. In the future if the recommendation changed then this would require formal approval from the Members. • Lack of consistency with companies' house and website and timing of information. The problems have arisen with changes in clerking arrangements, if there are any governor changes then the information needs to be updated within 2 weeks. Each Autumn term the information will now be checked to give an assurance that all the data is current, and any leavers or starters information has been updated. • Now aware there is a requirement for the audit committee to ensure all information given to DofE and EFSA is accurate and compliant. 	SEN funding update	AT	Spring I
SFP 2.7	Feedback from Audit Committee – External Auditors Report and Management Letter 2022-23			

Misty Nickells joined the committee at 6pm.

Statement of funds

Reserves

Started the year at £45k of unrestricted funds, with £197k designated funds, £50k for staff absence and repairs and maintenance £97k on digital media suite, with an additional £131k GAG plus £1k of donations.

End of the year ended up with £312,482 of carried forward reserves. staff absence has increased from £50k to £60k. Leaving an overall deficit of £270k after contributing £109k to fixed assets mainly the digital media suite.

Daily costs underlying cost is £161k, which AT confirmed is in line with his projected costs.

Reserves policy is £326 - £480k which is slightly below the reserves policy. EFSA guidance suggests if reserves go below 5% of annual income and above 20% they may be concerned but TSS is within those figures at around 10%. A governor commented that they are conscious that they are a small school and variations may affect them. The current year will be run as a deficit but going forward they would like to strengthen their reserves.

Page 50, item 17 designated staff absence fund still states £50k and should be £60k and needs to be changed.

Revenue Funds

£6,371 of unspent energy efficiency grant from a capital last year. This is to be spent during the Christmas holidays to replace the sports hall LED lighting. AT reported that there had been no surprises capital investment's made last year and student numbers dropped, where he expected it to be.

Management Letter

New Points

- Update trustees with companies' house and any discrepancies, this was discussed by the committee and an action has been made.
- Management accounts, these are produced each month but there needs to be evidence that this has been discussed and shown in the minutes at FGB and SFP committee meetings, this needs to be shown to have been discussed at 6 meetings a year.
- From 2023-24 the VAT will be claimed quarterly and not termly. This will greatly improve cash flow.

	<ul style="list-style-type: none"> Staff Trustees recommendation is now at 'SHOULD' the committee has discussed this matter earlier in the meeting and MN informed the committee that this will probably become a 'MUST' in future years. <p><u>Points from last year that have been resolved</u></p> <ul style="list-style-type: none"> Revenue recognition and accrued income Capital grant unspent energy efficiency grant Opening balance adjustments Pensions opt out forms Trustee declarations – I directorship not showing this year, trustees to disclose all directorships in the future. <p>Overall MN reported that these are only minor and good housekeeping points and there is no main concern.</p> <p>The committee thanked MN for joining the meeting, and AT and KG for all their hard work.</p>			
SFP 2.8	<p>Annual Report and Financial Statements 2022-23</p> <p>These were Recommended to go to the FGB subject to the Auditors changing one item as requested</p>			
SFP 2.9	<p>Investment Accounts</p> <p>AT gave a verbal update. The final invoice for the new media suite was paid in September AT made the decision to draw £75k from the reserves to stop Lloyds going overdrawn. This is now starting to rise, and AT is hoping to move the funds back in the spring. AT expects around £10k in interest this is reflected in the budget plan.</p>			
SFP 2.10	<p>Pupil Premium Strategy Statement</p> <p>AT and JM gave a breakdown on where money has been spent</p> <ul style="list-style-type: none"> Pupil premium is not for free school meals Money has been spent on food tech support Retain PP lead Training TA support Focused PP interventions in school 			

	<ul style="list-style-type: none"> Retaining the HLTA with specialism in English and math's. Reading development software for PP students <p>Expenditure to be mapped to the strategy. Breakfast club can also be included and any students that are being provided with meals who aren't entitled to them could be included. This will then show all the ways the PP money is being spent to support students and closing the educational gap.</p>			
SFP 2.11	<p>Data Protection</p> <ul style="list-style-type: none"> One near data breach happened during OFSTED, this was a third-party provider, and all staff and students were messaged, within 35-40 minutes this was resolved, and AT has been assured that this will not happen again. An attachment was sent to the wrong parent by a member of staff, the parent was contacted, and the message was deleted with no further action. Potential breach. 			
SFP 2.12	<p>Link Governor Reports</p> <p><u>Mental Health</u> The report has been discussed at the previous Student committee. The committee agreed that there were no significant actions. A governor commented that a single sample is difficult to draw a significant conclusion about TSS approach, but it would be good to have a staff perspective on mental health.</p> <p><u>Health and Safety</u> Discussion between AT & AR about site security and premises lock down following recent breaches and break ins. Incidents have increased including racist graffiti and a thumb print damaged. Committee has discussed security options as access is very easy at the back of the school. AT has researched options including a CIF bid for funding which the deadline has been missed this year but will put together a proposal in time for the following bid process. Security options include fencing around the school, increased CCT, gates and time locks. AT has been told that with all the recent incidents TSS stands a good chance of securing the additional funding and will report back to the committee with an update. The committee Approved and agreed to proceed. Last fire drill carried out 21/11/23.</p>	Feedback from Staff perspective on Mental health	JM	Spring 1
SFP 3.13	TLR & UPS Objective Setting & Monitoring	Anonymised	JM	Spring 2

	<p>JM reported that the work, objectives are set on Blue Sky including actions and timeframes these are reviewed with TLR and UPS holders every half term at one-to-one meetings. KL will check all the objectives when she returns in January and quality assure the DOL's consistency to ensure there is a high standard being set. Set and monitor their impact. The governors asked if JM could produce a couple of anonymised staff examples.</p>	examples		
SFP 2.14	<p>Any Other Business</p> <ul style="list-style-type: none"> • AT asked the governors for some advice on the Pan Reduction, and the change of the policy for the size and category. The results will go back to Dorset Council by the 1st of February. The delegation of authority will need to be checked and the new PAN to be approved by the FGB. • Staff Survey – Moral has improved since the last survey and every staff member has a meeting one to one every 2 weeks, which has seen a dramatic improvement. Staff were calm and confident going into OFSTED, and the feedback has seen a positive boost with moral. 			
SFP 2.15	<p>Senior Leadership Team Renumeration This item was deemed confidential</p>			
SFP 2.16	<p>Confidentiality Item 2.15 was deemed confidential.</p>			
	<p>Next Meeting The meeting closed at 7.30pm The next meeting is to be held on 7th February 2024</p>			