

The Swanage School  
**MEETING OF THE STAFFING, FINANCE & PREMISES COMMITTEE**  
Held on Wednesday 29 June 2022

Present: Tanya Hamilton Fletcher (Chair), Jenny Maraspin (Headteacher), Tim Marcus, Isobel Tooley  
In attendance: Andrew Thomas (Business Manager), Dan Parker (Governor observing), Sue Fletcher

Clerks note – item numbers differ from the agenda item numbers due to minute sequencing, agenda items in brackets

Item		Action	Lead	
SFP 5.1 (Agenda 4.1)	<p><b>Apologies for Absence</b>  Amanda Rowley, William Knight, and Laurie King sent their apologies</p>			
SFP 5.2 (Agenda 4.2)	<p><b>Declarations of Interest</b>  There were no declarations of interest or conflict with any item agenda.</p>			
SFP 5.3 (Agenda 4.3)	<p><b>Minutes of the Last Meeting</b>  The minutes of the meeting held on 25<sup>th</sup> May 2022 were confirmed as an accurate record, with one minor amendment. Minutes to be signed at a later date.</p>			
SFP 5.4 (Agenda 4.4)	<p><b>Matters Arising &amp; Actions</b>  <u>SFP 4.5 Support Staff Pay Scale Papers</u>  Andrew Thomas (AT) will implement in 2023 not 2022. The mapping exercise will take place in the Autumn term, AT will report towards the end of the Autumn term in the second SFP meeting of the year.</p> <p><u>SFP 4.16 AOB</u>  AT has the contact details for Bill Trite and has tried to contact him but with no response with regards to the Councils transport policy.</p> <p>The committee wished to thank Amanda Rowley for taking the minutes of the previous meeting.</p>			

	<b>STAFFING MATTERS</b>			
SFP 5.5 (Agenda 4.5)	<p><b>Convene Head Teacher Appraisal</b> The Chair and Vice Chair formerly agreed to convene a panel. Tracy Harris, the School Improvement Partner, has been contacted to join but is not answering emails and calls. The panel will convene before the end of the school year.</p>			
SFP 5.6 (Agenda 4.6)	<p><b>Pay &amp; Conditions</b> This item was discussed later in the meeting as AT suggested that the budget needed to be discussed first.</p> <p>Following on from discussion noted in 5.9 3% is what we can afford and might be able to give a further 1% but will only do this on the back of something coming down from Govt.</p>			
SFP 5.7 (Agenda 4.7)	<p><b>Pay Policy</b> AT has suggested two minor changes in the policy which are in the papers.</p> <p>A governor had previously emailed a question, if a teacher moves up the upper pay scale the policy shows that they would have to have a whole school responsibility. JM confirmed that yes, they would have a whole school responsibility and if they wished to give that up then theoretically, they would move back down to the main scale.</p> <p>A governor asked has it been made explicit they would lose it? It is not mentioned but there is an assumption they would have to take it on</p> <p><b>APPROVED</b> subject to amendments.</p>			Amend and to be approved by Chair

<p>SFP 5.8 (Agenda 4.8)</p>	<p><b>Committee Self-Evaluation, Impact &amp; Skills Gaps</b>  SF reported that it is a requirement for each governor to have an impact statement on the school website but there is no requirement to publish skills  There is an emphasis on governors doing a skills audit annually, but this could be changed going forward and new governors skills audit could be done as part of their induction.  A governor agreed that the skills audit was valuable, and gaps can be addressed with training but how can governors be encouraged to complete them. Does it have to be by committee or governor as some are members of three committees.  In response a governor suggested that it was done by committee which makes them think about what they can bring to that specific committee.</p>	<p>Email out to committee members</p>		
	<p><b>FINANCIAL MATTERS</b></p>			
<p>SFP 5.9 (Agenda 4.9)</p>	<p><b>Reports</b>  AT – it has been challenging to produce a year end forecast which was asked for at the previous committee meeting as there has been expenditure for Challenge week that has not all come back due to staggered payments and some maintenance. There will be £36k in credit overall.  AT reported that he had been to a zoom meeting regarding a school supplementary grant, a total of 1.2 billion to be given to schools in the fiscal year Apr 2022 to Mar 2023), with a payment being given in June and then in October/November. This is meant to support the increase in NI not the current cost of living crisis. Swanage school is looking to receive £60,000 based on the current cohort.   A governor asked what would happen in April 2023? AT reported that the school would receive a pro rata payment to cover the 4 months from the start of the fiscal year to the start of the school year and then it would be rolled into the GAG payment.   This means that there will be an extra £60,000 capital gain and the Auditors are already saying there is too much money. A governor asked if the recast figure for 2022/23 would offset the deficit and what is happening to the GAG going forward into the 2023/24 school year? AT said that the Treasury are very aware of the financial crisis and are ‘working on it.’ The 3% pay</p>			

rise was OK in March, and we still must operate within our means despite the increase in inflation.

A governor commented that if income forecast goes up 4% for the next three years and salaries are rising by 3%, 2% and 2% then there is already a positive picture. They would be surprised if the GAG went up more than the funding pay rise and they would be more comfortable with the income projections going up the same as the teachers' pay rise. A decision would have to be made on whether to submit a positive budget or a realistic one.

JM asked what the rationale for the pay rise was being 3%, 2%, 2%. AT replied that the 3% considers the teachers review and the cost of living. We are leaving ourselves short if we do not budget for 3% and then the government says yes to the pay rise.

AT distributed a second budget forecast with GAG increasing at 2% annually but figures are still best guess. This budget has two proposed changes, the extra utility costs have been added in, these have been fixed for two years from September and the supplementary grant has been factored in.

AT reported that there will be big implications on the rest of the staffing costs if MI on the pay spine will now be starting at £30,000 however the Government paper on the pay review recommendations has not been published yet. The 3% pay rise in the budget was just a figure and of every % point it increases the budget for pay would increase by £15.5k

**AGREED** to submit this version of the budget which looks less profitable

A governor asked how much is the spending going to be on the creative media suite?  
JM – this has moved on from doing some building works to doing no building works at all. The media suite is now going to be put in the music room, the music room will be moved into Harry Peakes room and the drama studio set up for a green screen. The upstairs I-desks will be upgraded to run Adobe software package and downstairs there will be 18 super computers. The company are submitting quotes and have the curriculum specification. Been asked to submit 3 quotes based on budgets of £75k, £85k and £95k. The company visited with Bournemouth University whil will also be adding kit. The quotes have not come back in yet but realistically looking at spending £95-100k to get everything on the wish list and to future proof it. Having the media suite would be a big PR boost for the school.

	<p>The new parent governor has been asked to help with checking the specification when it comes in.</p> <p>A governor asked of if the quotes would be competitive? The company is on the government approved framework and will do all the tenders.</p> <p>A governor asked if there are extra reserves that needed to be spent? AT – there could potentially be another £20k to spend on the lockdown system (see 5.15)</p> <p>JM asked if there was enough in the budget to buy 3 new smartboards for the Maths department, Physics lab and DT. The new smartboards means that the school will not have to pay for the smartboard software licences. Theu cost approximately £2k each inclusive of installation. <b>AGREED</b> by the committee</p> <p>Spending on the new media suite and smartboards would now come to £110k</p> <p>A governor asked if it might be reasonable to ask Digital Garage to quote for the lockdown communication system as well (see 5.15). The committee agreed that this should be a separate conversation and to set aside £10k for a discrete spend.</p>			
SFP 5.10 (Agenda 4.10)	<p><b>Review National Benchmarks</b></p> <p>AT reported that this was duplicated from the Audit Committee and there are three parts to the new benchmarking software</p> <ol style="list-style-type: none"> <li>1. Need to input 5 years' worth of data to get any usable data from it</li> <li>2. Mapping of the cost codes will be done across the summer which will bring the school into line with national cost codes</li> <li>3. ESFA benchmarking – the compatible schools it is bringing up are not like for like</li> </ol>			
SFP 5.11 (Agenda 4.11)	<p><b>Draft Budget 2022-23 to 2024-25</b></p> <p>The committee agreed that the paper draft AT produced at this meeting would forward to the FGB meeting, it needs to be submitted by the end of the school year.</p>			
SFP 5.12 (Agenda 4.12)	<p><b>Financial Procedure Review</b></p>			

	An explanatory note needs to be added giving the rationale behind why trips and visits are exempt from the need of a purchase order despite them being high value.			
SFP 5.13 (Agenda 4.13)	<p><b>Review Insurance Cover</b></p> <p>The attached information lists what is covered. AT stated that this was excellent value for money. On page 3 the overseas travel has now been combined. The motor fleet goes to RDA? In 2023 which will give better value</p>			
	<b>PREMISES, IT &amp; HEALTH &amp; SAFETY</b>			
SFP 5.15 (Agenda 4.15)	<p><b>Lock Down - Communication Device Tenders</b></p> <p>AT reported that this would potentially be a one-off outlay of £9k, the other two quotes came in at £30k, for a like for like specification.</p> <p>A governor asked why it was so much cheaper than the other two quotes. AT replied that the primary cost would be the wireless speakers and the company who quoted the lowest proposed to use fewer speakers which would bring down the labour cost significantly, they were also happy to use the current platform and not add anything.</p> <p>A governor asked if the school has taken up any references from this company or have spoken to schools that have used them? AT replied that there are references on the website and he will be taking them up.</p> <p>A governor pointed out that if it is only a communications system then there are far cheaper ways of doing this, for example Amazons Alexa. There could be a smart device in each classroom that could be zoned, Swanage is not a big enough school to have an expensive system which only makes announcements.</p> <p>AT all zones would give outside communication devices that could be controlled remotely. There would be wall mounted systems including screens outside for the sports field.</p> <p>The Chair stated that a decision must be made.</p>			

	<p>JM – if there is £9k to be spent then there are other more pressing items that it could be spent on.</p> <p>A governor asked if it communicated back? AT confirmed that no it does not.</p> <p>The new parent governor suggested that the lockdown bell could be piggybacked on to the fire alarm system.</p>	<p>Get references Look at cost of amending the current alarm bell system Worth talking to Digital Garage?</p>	
SFP 5.16 (Agenda 4.16)	<p><b>Security / Lockdown Policy Review</b> Integral to the SPF 5.15 and needs to be carried forward when it has been agreed that a lockdown system is going ahead.</p>		
SFP 5.17 (Agenda 4.17)	<p><b>Summer Works Plan &amp; Premises Update</b></p> <ul style="list-style-type: none"> <li>• the media suite has been covered in other points. It will hopefully be completed by September but may have to go into early September, the screens will all be in place before the start of the Autumn Term</li> <li>• The new PE teacher is coming in to sort the PE cupboard out and the container.</li> <li>• There are new racking shelves in the finance office</li> <li>• Fire bells/breaks? Are being looked at in the first part of the summer holidays</li> <li>• AT would like to start a rolling painting programme and is starting to contact painters, he asked the committee for some suggestions, Ben Jarvis, Jimmy Hollywood, and Topcoat were all mentioned.</li> <li>• The kitchen will be degreased over the summer</li> <li>• The doors between the atrium and the drama studio need servicing</li> </ul>		
SFP 5.18 (Agenda 4.18)	<p><b>IT Report</b> AT - Most of the report has been covered in previous points. There is a need to update the phone system and broadband. The access points have reached the end of their serviceable life and struggling to cope with the Chromebooks that are being used at the same time. Quotes have been asked for to replace and looking at Autumn term or early 2023 to be replaced.</p>		

	<p>The new Chromebooks have been budgeted for, for the incoming Year 7, there are 74 on the roll now and using the same company as before.</p> <p>A governor asked if this was the best value for money and asked for a quick like for like search on Google. For the next cycle then will need to do due diligence in getting quotes.</p> <p>JM commented on how beneficial the Chromebooks were to students for classwork and homework.</p> <p><b>APPROVED</b> subject to quick like for like Google search</p>		
SFP 5.19 (Agenda	<p><b>Any Other Business</b></p> <p>There being no other business the meeting closed at 7.17pm</p>		
	<p><b>Next Meeting</b></p> <p>To be confirm for the Autumn Term</p>		