



**The Minutes of the Finance & General Purposes (F&GP) Committee Meeting
Thursday, 20th October 2016 at 5.30 pm in the Learning Resource Centre**

Present: Kevin Ward (KW) (Chair); Steven Mackay (SMK) (Headteacher); Tahir Darr (TD); Stuart Weatherall (SWe); Simon Morris (SM).

- 1. Apologies were received and accepted from:** Victoria Robinson (VR), Staff Governor.
It was noted that Siobhan Randall (SR), Oldfield School's new Company Secretary, had also offered apologies.

In Attendance: Marya Marriott (MM) (Clerk).

The meeting was quorate. It was noted that Dr Nicky Chatten (NC) had resigned on 20th September 2016.

- 2. Declaration of Interests.** There were no other declarations of interest in the business to be discussed.
- 3. Confirmation of the Chair of the Finance & General Purposes Committee 2016-2017**
KW was confirmed as Chair.
- 4. The minutes of the last meeting,** held on 19th July 2016, were agreed to be an accurate record of the meeting; they were signed by the Chair.

5. Matters Arising

Item 6: (Matters Arising carried forward from 26th November 2015)

Approval of revised Terms of Reference. The Personnel & Student Welfare (PSW) Committee had finalised a model format which would be used by the F&GP Committee. **Action superseded.** [The Committee was advised that SWe and SMK would meet before the end of November 2016 to agree the elements of the School Development Plan (SDP) each committee would monitor. Once that work was completed, Chairs of the Committees would revise TORS to reflect any new responsibilities.]

Matters Arising from 19th July 2016

Item 6: Budget Monitoring with 3rd Revised Budget for 1 September 2015 to 31 August 2016

a. £11,500 had been added to cost code 4118 (budget to replace the school's alarm system); it would not be required in the current year as it was too late to place order due to the re-scheduling of the F&GP meeting. This sum would need to be added to 1st revised budget for 2017/18. **Action completed.**

It was agreed that JM would pass action to upgrade the site alarm system to the Site Supervisor; this item would not need to come back to F&GP. [SMK reported that action was ongoing; the Facilities and Estates Manager, Dean Quintin, had taken on the task. It was further agreed that a report on progress would come to the next F&GP meeting. **Action: SMK/Clerk for agenda.**]

Item 7: Five Year Revised Budget Forecast

The budget would be filed with the EFA by 31st July 2016 as required. **Action completed.**

Item 8: Letting Charges for 2016-2017

The Committee agreed to adopt the proposed letting rates for 2016-2017. It was agreed that the Events Manager would be asked to attend F&GP when the rates were reviewed again in 2017. **Action: Clerk.**

Item 9: New Grounds Maintenance Contract (for information)

The Committee agreed that the school should explore whether Bath and Bristol LAs offered grounds maintenance and CCTV related services. **Action: carried forward.** [SMK would delegate this task to the Facilities and Estates Manager. It was agreed that the school needed to understand what traded services the local authorities offered.]

Item 10: Hot Food/Free School Meals Provider

It was agreed that an item about the new service would be included in the parents’ newsletter. **Action completed.** [The food provided was of a good standard. The take up of meals had increased. FSM (Free School Meals) take up was now at c90%.]

Item11: Any Other URGENT Business

a. CCTV Cameras

JM suggested that the school’s Network Manager and the Facilities and Estates Manager meet with the security companies to discuss the quotes and establish maintenance costs. JM advised that this work could not happen over the summer because the Network Manager would be on holiday. [Action was ongoing. SMK advised that the project was likely to cost between £12-15,000. A further £12,000 would be needed to update the switch. The Committee noted that the likely total was below £25,000 and could therefore be actioned without coming back to it for approval. It was agreed that a progress update would be provided at the next F&GP meeting. **Action: SMK.**

b. Mini bus insurance. JM reported that the new Headteacher would review the situation once in post. **Action: Clerk to note for next F&GP agenda.** [SMK confirmed that the lease would end in 2017. It was agreed that the minibuses were an under-used resource; SMK offered to explore the potential for sharing the mini-buses with other schools. **Action: SMK.**]

6. Approval of Term of Reference and KPIs. (TORs Attached.)

The ToRS were adopted.

It was agreed that SWe and SMK would meet before the end of November 2016 to allocate responsibility for monitoring the SDP’s Pillars to each Committee. Once that work had been completed and communicated the Chairs of all Committees would revise the TORs and KPIs (Key Performance Indicators) to reflect the changes. **Action: SWe/SMK.**

7. Approval of Pupil Premium (PP) Statement

Due to time constraints the statement had not been circulated. Formal approval was deferred. SMK agreed to forward the statement. **Action: SMK.**

It was noted that some funds from 2015-2016 had been carried over to current financial year. The largest proportion of the funding had been spent on staffing. The figures were accurate. Subject to the exception of the current Year 11, the school had not ‘narrowed the gap’ .

Going forward, the school planned to produce an individual PP statement for every student at the school. Every member of staff who had links to a student would be expected to document the work they were doing. SMK advised governors that if Ofsted were to arrive soon the school would not be in a position to demonstrate the impact of its PP funding; being able to do so was a priority.

8. Academies’ Financial Handbook - September 2016 – for adoption

The revised document had been circulated in advance of the meeting.

It was agreed that the Handbook should be adopted.

9. Closure of Year End Accounts for 1 September 2015 to 31 August 2016

SMK reported that the accounts were not yet ready for presentation. To date, no significant issues had arisen.

There had been some focus on the pension deficit but the Finance Manager, Helen Flint, had been subjected to the most questions. Early feedback indicated that the accountants were impressed by the school's very robust financial systems. The accounts would be presented at the next F&GP Committee meeting.

Action: SR.

10. Approval of Asset Management Plan for 2016-2017

The Asset Management Plan had been circulated in advance of the meeting.

It was noted that under the heading 'DFE Priority' code D indicated bad condition of an asset; 2 indicated that it was a priority. D2 indicated that an asset was not fit for purpose.

Governors asked: What are we approving?

A: There are no large single items over £25,000.

SMK highlighted the following work:

Priority 2 – Replacement of the flooring in the food technology had been completed. A programme to replace the equipment would be drawn up.

(Priority 4) Governors asked: Is the lack of space in the Science block really a safety issue?

A: Only one room is too small and, therefore, it is used only for theory.

Priority 9 – In order to address heating and ventilation issues, the use of roof-level heaters was being investigated.

Priority 12 – Repairs to the admin block roof had been completed under warranty.

Priority 14 – The work was partially complete. The replacement of windows would be part of a CIF (Condition Improvement Fund) Bid.

Priorities 20 and 21 had previously been part of a capital bid but were being addressed by the ongoing maintenance plan as units fail.

Governors asked: We have set aside £100,000 for maintenance this year – will these items come out of that budget?

A: Yes. Large items ie windows, ceilings and lighting would form part of a CIF Bid.

Governors thanked SMK for the report and agreed it was beneficial to have an accurate overview of maintenance priorities.

The asset management plan was approved.

11. Condition Improvement Fund for Financial Year 2016-2017

SMK advised that the school was awaiting a report. The school had employed a company to write a CIF bid presenting the case to replace the school's windows, ceilings and lighting in the main block. The cost of replacement windows for the site was likely to be £300-400,000 which was beyond the school's means.

The Company had conducted a survey of the site during the previous week. The company would work on a 'no win, no fee' basis. The deadline for this year's bids was 15th December 2016. If the bid was successful school funds could be re-allocated.

The company had advised that a bid for a new technical block would not be successful; bids were for improvement to condition only. However, another company had advised that it was possible to pursue funds for a new build by developing a case for growth funding.

Governors asked: If there are 180 in the 6th Form next year will we have sufficient space for science?

A: Yes. Currently lack of space issues relate to Years 9 and 10.

Governors asked: Is the old gym still used as a gym?

A: Yes, although not as much as in the past.

It was noted that any costs related to project overrun would have to be borne. However, the consultants used would include sufficient margins to minimise any risk to the school

It was agreed that:

- a. The company’s report would be circulated as soon as it was received. **Action: SMK.**
- b. CIF Bids would be on the agenda for the next Committee meeting (24.11.2016). At that meeting a decision would be made about the financial contribution the school afford to make. **Action: SMK, Clerk/agenda.**

12. Final Internal Audit Report – July 2016

The report had been produces by BANES (Bath & North East Somerset Council.

The following corrections were noted:

Page 3: 2 governors had not completed the annual declaration of business interests.

Page 5:

- a. **Weakness found, M2: 2** governors had not completed the annual declaration of business interests.
- b. **Management Comments implementation date.** The former Business & Finance Director had retained responsibility for the register during her tenure. However, the Clerk to the Governing Board had maintained the audit trail and chased the action at every FGB meeting (5) held during the year 2015-2016. It was noted that the Clerk did not have the authority to force Governors to complete the forms; the Governing Board was responsible for exerting any pressure needed.

13. Budget Monitoring Report

SMK advised that adjustments had been made to the finance team’s structure. The school’s Finance Officer, Helen Flint, was now responsible for payroll and pensions, in addition to her other duties. Everything was operating smoothly. The Resources Clerk had also taken on additional work so that the Finance Officer could undertake higher level tasks.

Siobhan Randall had become the Company Secretary and would deal with financial forecasting. However, bills and salaries were being paid on time. There was significant work to be done in relation to cashflow forecasting, budget monitoring and reporting to governors.

Priorities: Many areas of expenditure and GAG funding were accurate. Staffing costs absorbed 81% of the total budget. The cost of areas where the school had some spending discretion amounted to £900,000.

SMK advised that he had a clear picture in relation to staffing costs for the next 2 years; that picture included all increments and pay rises. The confidence level on these was good. Some growth was also factored in for teaching and non-teaching staff. The picture was constructed assuming a worst-case scenario.

It was reported that the proportion of part-time staff was too high and compromised the curriculum; over time those numbers would be reduced.

SMK demonstrated how the new budget software (HCSS) worked to produce staff cost projections for up to 5 years. Governors noted that:

- a. All elements of costs were included;
- b. Maternity cover could only be recorded against a named individual but it was possible to add 'dummy' data.
- c. The forecasts assumed all staff members had signed up to the pension schemes. It was noted that support staff were more likely to opt out of the scheme due to cost.
- d. The Business and Finance Director salary had been stripped out.

14. Five Year Budget Forecast

SMK advised that both the income and expenditure estimates have variances from the forecasts produced by the former Business and Finance Director.

Governors expressed concern that the school's cost base had grown much faster than its income ie by £500,000. (£3.3m for 2015-2016; £3.9m was projected for the end of 2016-2017.) It was noted that after this financial year the costs would slow down.

Cleaning: There appeared to be an anomaly in relation to the costs of the service. The school was paying c£17 per hour and in addition it was supplying the cleaning materials. It was agreed that there would be management costs if the school were to employ its own cleaning staff but such a move might still be beneficial. **Action: SMK to investigate.**

Supplies and Services: This area would be examined more closely; it was possible that there was some 'double counting'.

ICT: This area presented the opportunity to make savings to the value of £40,000.

Training Budget: The current allocation was very generous; savings could be made.

All forecasts had been produced on a worst-case scenario basis. It was noted that there was potential for PP income to increase; if funding was stopped the work it paid for would end. By 2020 the 6th Form should have 90 on roll. Government funding of the school could not be reduced by more than 1.5% per pupil because of the Minimum Funding Guarantee protection.

The balance at the bank was £1.87m. Reserves at the financial year's end were forecast to be £664,000.

Further work to rationalise budgets and reduce double counting of expenditure would be carried out.

Governors requested that an additional column which identified actual expenditure against budgets be included in future financial forecasts. **Action: SMK.**

15. Cash Flow Forecast

It was agreed that this item would be addressed at the next F&GP meeting. **Action SMK.**

16. Mini Bus Insurance

This item had been covered under Matters Arising (11b.) SMK confirmed that the school had mini bus insurance in place.

17. Remuneration Committee Report

KW advised that all of SMK's recommendations in relation to pay progression had been approved. All staff would receive a 1% cost of living increase. The cost of the increases was approximately £78,000; that figure included on-costs such as national insurance.

A small number of staff would not receive pay progression. Governors were advised that some staff may appeal.

A new 3 Band Pay Progression system had been adopted. The system laid out expectations for Developing, Accomplished and Leading teachers. It also identified routes for accelerated pay progression. The link between teachers' pay and performance was explicit.

A new document, the 'Oldfield Standard' would soon be introduced, which would make explicit the evidence required to secure advancement. Staff had been made aware of the system and welcomed the new approach. The Pay Policy would be updated in time for review and adoption at the next Personnel & Student Welfare Committee meeting, scheduled for 1st December 2016.

Governors asked: Is the school free to appoint staff where it wants on the pay scale?

A: No. Judicium (Legal Service) has advised that the Recruitment Policy needs to be updated to state that job advertisements will identify the salary scale. **Action: SMK.**

18. Any Other URGENT Business

a. In Year Transfer Funding:

In response to Governor questions, SMK confirmed that the school had accepted pupils from BCA (Bath Community Academy). It was agreed that the school should receive the funding. Action: SMK to follow up with Mike Bowden, BANES.

There being no other business, meeting closed at 7.30 pm

Date of the next meeting: Thursday, 24th November 2016 at 5.30 pm.