

Finance, Staffing and Premises Sub-Committee
Tuesday 20th October 2015

Present:

Sarah Swift – Parent Governor
 Bryan Midgley – Co-opted Governor

Tracey Burnside - Headteacher
 Barry Bingham – LA Governor

Min #	Agenda Item
F01-15/16	Election of Chair of Committee Sarah Swift was nominated for the position of Chair. Agreed by the Committee. SS will be elected as Chair for a term of one year.
F02-15/16	Declaration of Interest None.
F03-15/16	Budget Update TBU met with Ruth Lane, DCC Finance Officer, on 13 October to look at the school's budget. At the beginning of July 2015 there was a predicted shortfall of £170k for the 2016-17 academic year. This deficit has now been reduced to £11k and there are extra areas where the school will be able to make savings to enable a balanced budget to be set for the 2016-17 financial year. A governor thanked TBU for the work that had been undertaken to get the school in such a positive position. Midday Supervisors – One of the supervisors is currently on maternity leave and another supervisor has resigned following an increase in hours at her other job. Interviews have recently taken place and the school have appointed one maternity cover post and one relief post to cover for adhoc sickness. The Midday who has resigned will not be replaced as a new rota is being used which includes members of SLT so the current level of staffing for Middays is sufficient to cope at lunchtimes. A governor asked if the student numbers increase if there would be enough capacity for the current level of staffing to cope. TBU stated that if the school have an extra 20/25 students this will need to be looked at. Junior Jigsaw – _____ will move from his TA post in Jigsaw and will work with the Science department. _____ is also off on paternity leave and _____ has been in covering his absence. Cover Supervisors – _____ was successful at interview for the temporary 1 year HLTA post in English and moved across to her new role in September. _____ resigned and left on 18 September to enable her to attend a university course. _____ Following interviews in July _____ have been appointed as the new Cover

Supervisors. Cavendish Junior School are buying in support from WGS ~~Mr. [redacted]~~ undertake sports at lunchtimes with Year 5/6 students. In addition to this they are also buying Music tuition every Friday afternoon, Sports split between ~~Mr. [redacted]~~ ~~Mr. [redacted]~~ worked as maternity cover in Drama for ~~one~~ last year and was liked by students and has returned this year and is also providing dance club activities at lunchtime and afterschool for students on Monday and Thursday. ~~Mr. [redacted]~~ has relinquished her TLR entitlement for one year and this money is being used to fund ~~one~~ time in school.

As agreed the school advertised for an apprentice to work in the school's reception area. However, due to the changes in staffing two apprentices have been appointed; one will work in the school office and the other who is qualified to NVQ Level 3 will undertake some of the duties from PRO such as recruitment and HR. In addition to this Sarah Whittaker will be taking over from PRO in his role as Clerk to Governors.

Premises – all money allocated to the budget will be spent.

Home to School Transport – the new bus service provider for the school is more expensive and the budget will be £6k overspent as only £46k was allocated in the original budget.

Cleaning and Caretaking Equipment – Overspent

£35k manual adjustment – income from Ricoh for payment of two contracts over a period of two years for equipment no longer on site. It has also been identified the school have been paying for photocopiers in Buxton that used to be based at the school so there will be a further reimbursement to the school. The situation with the photocopiers was ongoing before TBU was in post at the school as the contracts were not cancelled when the new contracts were established.

Jigsaw – £18k allocated in the budget to pay for mini bus servicing etc but there should be money left over at the end of the year.

Year 7 catch up funding - £14.5K allocated and only £2.5k spent to date so there will be some funds available at the end of the year.

AIS/CLC – AIS was allocated £181k at the start of the year. The schools split in to clusters and were allocated £34k of funding; WGS are working with Eckington and Dronfield. This funding has been used to employ someone to support and work with students with behaviour issues in Year 7. After the wages for this post have been taken out of the funding there is £10,425 remaining in the budget which will be used to support projects and other activities for use in connection with the role.

A governor asked if the previous issue regarding the Children and Family Support Worker working in Dronfield school had been resolved.

TBU stated there are still issues with her CRB which should be resolved by the end of next week and Dronfield have allocated her a cohort of students to work with.

Pupil Premium – not as much funding is coming in as predicted but the school have lost a few students who are eligible for PP funding.

Recharge £137 – the school paid for Midday Supervisor, for additional hours worked in the school kitchen. As the kitchen could not pay her immediately the school paid the additional hours

	<p>and the recharge amount is from the kitchen to pay back for these hours.</p> <p>Adult Free School Meals – Agreed earlier in this year by Wider SLT that the entitlement to staff having a free school meal for running clubs and activities at lunchtime would be withdrawn. TBU sent an e-mail to all staff affected by this decision to clarify this would save an estimated £11k but if staff felt they should get a free meal and wanted this they could discuss it. However, all staff have taken on board the new arrangements.</p> <p>Electronic Gates – the LA have refunded £8,970 back to the school for the installation of the gates.</p> <p>The school should have a surplus of £208,177 at the end of the year.</p> <p>TBU stated that when people resign/retire a decision will be made on whether or not to replace them and the impact this will have on the school.</p> <p>History Teacher - There will be staffing problems in History as the school do not currently have a teacher for the students who want to study this subject from September 2016. The History post will only be needed for 5 hours per week.</p> <p>A governor asked if there are any members of staff in school with the subject knowledge to undertake this role.</p> <p>TBU stated there are no members of staff who have a second in subject specialism in History.</p> <p>BMI stated he had been part of the Humanities QA exercise and whilst the Head of Humanities has done a lot of work to re-skill themselves to enable them to teach Geography they felt undergoing the same process for History would be a step too far.</p> <p>TBU stated that Sally Fitton has mentioned Highfields will be making two staff in the History department so it could be the school approach them to see if they would be interested in teaching on a part-time basis. There is also the option of buying in services from another school for 0.5 of a History teacher, however, this could prove problematic to timetable so it meets the needs of both schools.</p>
F04-15/16	<p>Facility Invoice</p> <p>TBU tabled a copy of the invoice for Facility, the school's management information system, to the committee. As the invoice is £7,647 and over the £5k limit agreed by governors it has been brought to the committee to be authorised. The invoice will pay for the licence and support for the current system until September 2016. The school will start to look at other management information systems that are available with a view to changing from September 2016.</p> <p>The current system has been changed by the Network Manager sustainably from the original package bought in by the school. Whilst this has been useful in some respects it has caused some issues regarding functionality and support, especially as the Network Manager does have an existing health condition meaning he can be absent for prolonged periods of time.</p> <p>BMI and TBU both noted they had previously used SIMS and Facility and found the SIMS system more user friendly.</p> <p>A governor noted the school have paid £448.70 for Parent Pay but it is currently not being used by the</p>

	<p>school.</p> <p>TBU stated the school will not be using this facility for parents to pay for trips as ultimately it does make trips more expensive due to the transaction charges incurred. The payment of £448.70 will be the last payment WGS are committed to make to Parent Pay.</p>
F05-15/16	<p>Accelerating Progress Funding</p> <p>The LA had requested a report on the action plan for the spending of the £65k funding the school had been allocated.</p> <p>TBU reported back on the action plan review to Governors which was distributed prior to the meeting. A copy is available from the Clerk.</p> <p>Maths – teacher of Maths, has been kept on to support the teaching of Maths in school providing additional capacity and support. In addition to this a Maths HLTA has been appointed to support student intervention programmes in Maths.</p> <p>Computing – has been appointed as a temporary Computing teacher.</p> <p>Geography – has been receiving support from St Marys to upskill her with the teaching of the GCSE Geography syllabus. St Marys have shared schemes of work with the school to support students' learning.</p> <p>Literacy – A HLTA has been appointed and will develop a reading programme for the school. Reading tests have been completed for Years 7 – 9 and the areas for support have been identified and intervention programme has been established. Book boxes have been put in every Form room to encourage students to read.</p> <p>Child Development – Denise Marsden has been working with the department to improve schemes of work and teaching and the school are working with Age UK to develop resources. and have been working with Age UK to support the delivery of English and Maths to their students.</p> <p>Raising Aspirations – Lorraine Bradshaw has been working with the HEPP (Higher Education Partnership Project) to develop a programme of visits for students to universities. University representatives have also been in school as part of assemblies and student events.</p> <p>The action plan review has been sent to Russ Barr at DCC and it is hoped the school will receive further funding for the next academic year.</p>
F06-15/16	<p>Staffing</p> <p>Apprentices – covered earlier in the meeting.</p> <p>ICT Technician - has resigned from his post and will leave the school on Friday 13 November.</p> <p>TBU proposed to fill this vacancy by employing a level 3 apprentice. It would be beneficial to have someone to fill the post who has more experience as they would be better placed to support the school when the Network Manager</p>

	<p>periods. A level 3 apprentice would cost the school around £10k per annum which is £6k less than annual salary. A training programme is being implemented to enable to share his skills with ICT staff and the new ICT Technician.</p> <p>Agreed by the Committee to advertise the post.</p>
F07-15/16	<p>Performance Management Review</p> <p>TBU's review was scheduled to take place before the full Governing Body meeting on 15 December at around 5.15 pm. Members of the panel will be BMI, SSW, BBI and Sally Fitton from the LA will be present.</p> <p>ACTION: TBU to confirm the date and time with Governors when arrangements have been made with the LA.</p>
F08-15/16	<p>AOB</p> <p>Financial Regulations</p> <p>The regulations will be amended to read as follows:</p> <p>Section C - Point 3:</p> <p>Where an individual item or combination of items forming a scheme or project costs in excess of £10,000 (including non-recoverable VAT), the approval of the Governing Body must be sought, prior to any such order being raised and the minute number recorded on the invoice. Items costing between £5,000 and £10,000 must be brought to the attention of the Governors at the next meeting.</p> <p>Section G – Point 3:</p> <p>The Governors will delegate responsibility to the Head Teacher to spend up to £10,000 from Devolved Formula Capital (i.e. the same spending limit for orders of goods), before approval is sought from the Finance Committee. Capital expenditure between £5,000 and £10,000 must be brought to the attention of the Governors at the next meeting.</p>