

Sheringham High School

GOVERNORS' FINANCE AND GENERAL PURPOSES & PREMISES COMMITTEE

Minutes of Thursday 6th July, at 14:00 in Room 44**PRESENT**

John Wollocombe – Chair JW
 Christine Candlish CC
 Gill Pegg GP
 Andrew Richardson AR

ATTENDING

Jo Knowlden – NNAT Chief Finance Officer JK
 Natasha Allen – NNAT Clerk
 Constance Tyce - Trustee

1. Apologies for absence

	ACTION
Apologies were received and accepted from Arthur Bailey.	

2. Declarations of Pecuniary Interest

	ACTION
None.	

3. Minutes of the meeting – 25th April 2017

	ACTION
Further redaction made to Item 5. The minutes were signed as a true and accurate record by the Chair.	

4. Matters Arising

	ACTION
Floodlighting – should be installed by September term. JK informed the meeting that there has already been enquiries regarding evening bookings. The Governors are keen to publicise it and maximise revenues. The Governors and the JK discussed the MUGA fund, and also the lease for Woodfields with the Local Authority.	
Grounds maintenance – the contract has started. Going forward it will be important to hold them to account for their work. JK informed the meeting that Vertas have to catch up on works not completed by the previous contractors.	
Payroll contract – JK said that EPM's costs are currently in line with other providers currently. JK will review in more depth.	JK
Financial software – progress is being made; download due on 14 th August. This financial year is to be completed on the old software.	
Promoting the VI Form – GP met with 3 separate marketing providers, and AR, Ramin Kesharvaz and Jordan (IT) have discussed what they want. A budget will be set at the NNAT meeting today.	
Staff absence insurance – quotes received.	

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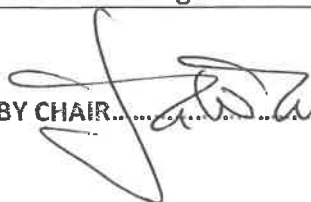
5. Standing Items

NNAT update	ACTION
Gresham Village Primary School have joined the Trust, and two representatives of GVPS have joined the NNAT Board.	
Schedule of the matters for future meetings	
Renewal dates – nothing to review until SIMS renewal in March 2018. Will present a great opportunity to change software provider, particularly for a more appropriate package for primary schools.	
<p>Policies –</p> <p>AR arrived 14:25</p> <p>Health and Safety Policy is still fairly new and therefore there have been no updates, other than “title” changes, e.g. Directors are now Trustees, AR is CEO, etc. Health and Safety Co-ordinator is to be confirmed. The Governors discussed the inclusion of student with medical needs. THE GOVERNORS AGREED TO DO A STAND-ALONE POLICY FOR ADMINISTERING MEDICINES. THE GOVERNORS APPROVED THE POLICY SUBJECT TO THE CHANGES AND APPOINTMENT BEING CONFIRMED. CLERK TO UPLOAD TO SHS WEBSITE ONCE UPDATED.</p> <p>Financial Management and Regulations policy for review Similar changes made to above regarding terminology. CC suggested that this policy is reviewed by the Trust rather than this committee due to some of the comment. GP asked about the appendices. JK said that the confidential appendices can be shared internally, but taken out and given to individual schools. JK TO FORWARD APPENDICES TO CLERK. JW and GP alerted JK to a number of typos, which were duly corrected. THE GOVERNORS AGREED TO RECOMMEND THE POLICY TO THE BOARD FOR APPROVAL.</p>	<p>NA</p> <p>JK/NA</p>

6. Budget Monitoring 2016 – 2017

	ACTION
<p>CT arrived 14:35</p> <ul style="list-style-type: none"> • Budgeted deficit exceeded by approximately £7K. Washback could reduce this figure. • From September, the school should generate further revenue from the floodlit astro. • Rent on the caretaker’s bungalow was discussed (has not been raised since 2006), and JK informed the meeting of the works 	

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DATE 10/10/17

<p>undertaken by the caretaker at his own cost, his flexibility of working hours and his care of the property.</p> <p>THE GOVERNORS AGREED NOT TO INCREASE THE CURRENT RENT.</p> <ul style="list-style-type: none"> • Ground rent on the Patch – the charity and new directors were discussed and once this is sorted out, a charge will need to be made (back-dated). • MSA – JK proposed employment of 0.6 MSAs rather than teaching staff at 0.23. AR asked the Governors to consider the impact on the students who respond well to teaching staff during breaks. <p>THE GOVERNORS AGREED WITH JK'S PROPOSAL.</p> <ul style="list-style-type: none"> • Bank interest rates were discussed. JW asked about the size of deposits and the safety of accounts. • Income from minibus is down. • Supply costs have had the biggest impact on the deficit. • VI Form Bursary payments – claims not being made and increasing amount being rolled over. • Pupil Premium – overspent against target; can be offset against next year (reducing overall deficit) but JK recommended against this. 	
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7. Budget plan for 2017/2018

	ACTION
The Governors and JK discussed reduction of deficit. JK informed the meeting that Lovewell Blake have confirmed that the deficit is sustainable and the school is in a better position than many others. GP asked if a plan will be put together regarding reduction to expenditure; JK said this will happen after the school census in October.	

8. CIF fund bid appeals

	ACTION
Appeal decision not yet received.	

9. Summary report required from minutes of 25th April 2017

	ACTION
JK provided Governors with a copy of the report to take away. JK said that a prosecution looks likely.	

10. Sixth Form back doors

	ACTION
Removing the door handles from the exterior of the VI Form was discussed. The views of the Head of VI Form were shared. THE GOVERNORS AGREED TO REMOVE.	

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11. Any other business

	ACTION
AR reported that there were some problems over the weekend with campers (rubbish left, dog excrement and tent pegs in school field), which caused extra work for the caretaker. JK reported that they have paid for the caretaker's time on top of the letting.	

Date of next meeting: 3rd October, 17:00

There being no further business, the meeting was closed at 15:02.

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