

Sheringham High School

GOVERNORS' FINANCE AND GENERAL PURPOSES & PREMISES COMMITTEE

Tuesday 10th October 2017 at 17:00 in Room 44

PRESENT

John Wollocombe – Chair JW
Christine Candlish CC
Gill Pegg GP

ATTENDING

Jo Knowlden – Chief Finance Officer JK
Natasha Allen – Clerk NA

ACRONYMS: Sheringham High School (SHS), Antingham & Southrepps Primary School (A&SP), Stalham High School (StHS), Gresham Village Primary School (GVS), North Norfolk Academy Trust (NNAT), Single Central Record (SCR)

ACTIONS CHALLENGES DECISIONS

1. Apologies for absence

	ACTION
Due to this being the final meeting of the F&GP committee, JW remained as Chair. Apologies were received and accepted from Andrew Richardson. The meeting was quorate.	

2. Declarations of Pecuniary Interest

	ACTION
None.	

3. Minutes of the meeting – 6th July 2017

	ACTION
The minutes were signed as a true and accurate record by the Chair.	

4. Matters Arising

	ACTION
JW will email Andrew Richardson regarding the Administration of Medicines.	JW
The committee discussed responsibilities of governors going forward, after the departure of Arthur Bailey, who was the link for Health and Safety. JW proposed to take this on, both in his capacity of governor (until he leaves SHS LGB) and as a Trustee. THE COMMITTEE AGREED.	
SEND cluster funding: Full amount not received last year. GP will liaise with Matthew Smith, Business Manager at Woodfields (lead for cluster) so that future emails come to JW. JK informed the committee how the other Trust schools access cluster funding.	GP
Ground rent at The Patch: Governors asked if this is any further forward; JK said that it is not. Pat Duggan now attends the meetings	

SIGNED AS A TRUE AND ACCURATE RECORD BY CHAIR.....



DATE.....

12/12/17

(with Andrew Richardson) of The Patch committee. Governors asked if it is a concern; JK said there is enough money for the immediate future but not the financial year therefore there is a need to move this forward. The Patch requires charitable status to enable them to fundraise. JK explained the ways in which this might happen and that Woodfields should lead on this. JK further suggested that The Patch employ a solicitor to action the transfer to charitable status. Currently, funding mainly comes from Pupil Premium payments, which covers overheads, therefore fundraising in future is essential. Governors were concerned about the future viability and requested an update from Andrew Richardson after the next meeting to present to the next LGB on 12.12.17.	JW
Governors asked if the prosecution of hackers is any further forward; JK provided an update. JW requested that this in put onto the LGB agenda for an update.	NA item for 12.12.17
VI Form door handle: JK will chase up the removal.	JK
JW asked for an update on Vertas: JK informed the committee about the works they have undertaken so far and what they are planning to do (sports area). GP said that there are two members of Vertas staff who are not DBS checked and as a result they are not allowed onto the site; JK and the other committee members were disappointed to hear this. JK will ask Pat Duggen to liaise with Vertas regarding this matter.	JK
Mobile mast: The apparatus is installed; UK Power Networks are booked in to connect power in half term; other outstanding work is installation of meter from Npower.	
EPM Payroll contract: JK to review in more depth. JW would like confirmation that competitively speaking they are good value for money; JK suggested that she can look at payroll provision solely, or HR in total. Due for renewal in August 2018. This will come to Board in future.	C/F JK
Financial software – JK reported that this is working OK; Sage has been ironing out initial teething problems. Initial training for schools and budget holders is underway. Once bedded in, JK is confident the new system will be much better than the previous version.	

5. Standing Items

	ACTION
<p>I. NNAT update</p> <p>Awaiting OFSTED report from Stalham. A&SP report has gone out to parents today.</p>	
<p>I. Schedule of matters for future meetings</p> <p>JW asked the committee to consider how this will be taken forward once the F&GP committee is dissolved today. JK said that there are no immediate contracts for consideration; SIMS due in March 2018 (Andrew Richardson is dealing with this). Norse have been served notice at GVS (12 months). JK provided list of policies that are her responsibility. GP suggested that the schedule of matters (individual and</p>	

Trust) is dealt with by the Board and that the Link Trustees, who sit on the LGBs, disseminate the information to Governors. CC suggested that contracts/policies are covered in the NNAT update on LGB agendas; JW added that this could be once a year. The committee discussed how frequently the CFO should present budget monitoring to the individual LGBs; it was agreed that this should be up to 3 times per year.	
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6. Budget 2017-2018

	ACTION
JK informed the committee that, although the washback was substantial, it did not reduce the deficit as hoped due to late expenditure.	
JK expressed her concern regarding low intake to VI Form. There is carry forward from 16-19 Bursary which could be invested in I.T. for the benefit of disadvantaged students.	
Applications for Cluster funding or Virtual School funding should be considered for all spending. Governors discussed which staff members could take the lead on sourcing funding from these avenues.	
Minibus income has dwindled, due in large part to the fact that there is only one minibus on site and it is used a lot by the school itself. JK will ask Pat Duggen and Rob Watton to review this and to also introduce a more rigorous schedule of checking the condition of the vehicle.	JK
Exam fees and invigilation costs have increased. JK said that the high level of remarking and exam costs across the board should be reviewed.	
Cover was discussed; StHS use a casual cover who charges by the hour. JK suggested that SHS consider this model.	
High Tide: High production costs, often full boxes left over. The Governors discussed publication online, with only a few dozen hard copies with a view to reduce expenditure. GP reminded the committee that High Tide was initially cost-neutral because of advertising; JK said that this is no longer the case. THE COMMITTEE AGREED THAT HIGH TIDE IS SENT VIA PARENTMAIL IN FUTURE. JW will inform AR.	JW
Reprographics: High costs. JK said that this needs closer monitoring. Student printing also requires checking and limits may need to be considered. Governors asked if this can be investigated. JK TO AUDIT.	JK
JK will meet with individual budget holders regarding spending on Educational Equipment and Materials.	
Awards to students: Sponsorship was discussed, as well as the form in which prizes could take.	
Pupil Premium: JK provided the Governors with a break down on spending. Late payment for counselling resulted in an overspend which will impact on this year. Monies due from Cluster could have potentially offset this. Governors agreed that spending must be more tightly monitored and asked to check who the Pupil Premium budget holder is. JW to ask AR.	JW



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<p>Governors asked whether VI Form is included in this spending; JK believed that this is the case therefore the Bursary fund could be used going forward. Governors questioned why some areas of support have no “planned” budget; they suggested that budgets are set for all, and a reserve amount is held. Governors asked for the impact of this spending to be reported.</p>	
<p>JK informed the committee about the deficit going forward, considering the unbudgeted costs coming up (e.g. pay increase, absence insurance). JK further discussed Woodfields’ lease and the agreement regarding the John Ashton Trust school field. JK discussed scenarios regarding how this could unfold, having liaised with solicitors.</p> <p>Governors asked for proposals regarding the budget. The census has taken place and figures should be through soon. JK said that this will be looked at after half term in terms of where reductions in expenditure can be made.</p> <p>CC asked JK to summarise the points of concern she has raised so this can be taken to the next staff meeting with Trustees.</p>	<p>JK</p> <p>JK</p>

7. SEEF and CIF Fund bids update

	ACTION
<p>Appeals were unsuccessful. This year JK said that there will be applications for lab refurbishment (one or two); fire alarm modernisation; lighting. JW asked about the solar panels; JK said that there aren’t any figures regarding income yet (profit share) as it is still early. Electric bills have reduced.</p>	

8. Any other business

	ACTION
<p>Write offs: Two outstanding invoices have been written off; one from April 2016 for £168 (disbanded sports team); the second was a letting to an individual who hadn’t paid £100.</p>	
<p>Safeguarding training for Trust schools – new governors at SHS and GVS governors. JK and NA to check regarding inclusion of GVS and access to one off training session.</p>	JK/NA
<p>GP checked with JK regarding who does DBS checks for the central team now they are based at StHS; GP made a note of which staff are checked by SHS or StHS in connection with the SCR.</p>	

There being no further business, the meeting was closed by the Chair at 19:45.



12/12/17