

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE
GOVERNORS' CO-ORDINATING COMMITTEE
Wednesday 12 March 2008, 7.00pm at Digby Croft

Present:	Ian Campbell	Chair of Governors
	Rex Wearn	Vice Chair of Governors
	Christina Haddrell	Associate Headteacher
	Hazel Lambert	Finance Manager
	Ian Peddie	Chair: Learning and Achievement
	Maureen Sims	Deputy Headteacher
	Jonathan Taylor	Chair: Learning Resources
	Ian Ward	Chair: Teaching and Learning
In Attendance:	Derek Brown	Foundation Governor
	Sharon Glover	Clerk

ACTION

01. Apologies

Apologies were received and accepted from Mr Jones and Mr Robinson.

02. Minutes of last meeting

The minutes of the meeting held on 8 November 2007 were approved and signed.

03. Matters arising:

- 5. The contract for 'extra' lessons is effectively in use.
- 11. The Chair had received a thank-you letter for the contribution towards the staff Christmas party. This had been greatly appreciated.

04. Finance:

a) Income and Expenditure 2007-2008:

Mrs Lambert tabled the latest Income and Expenditure and reported the following:

- Income is on track with the number of outside applicants for Sixth Form being higher than expected. Staff have been claiming for more entitlement in respect of cover for training, etc.
- Public Income and all staff costs are as expected.
- Invigilation, as expected, is higher than budgeted for.
- An over-budget was made for utilities due to contracts being re-negotiated last year.
- The swimming pool costs are in line with expectations, but there is a problem with a leak and the handling unit. It might be necessary to debate the swimming pool's future if expenditure is high.
- The over-spend on exams cannot be entirely explained. However, work is taking place with the Exams department to check and monitor the expenditure. The over-spend on Professional Fees includes fees that have been paid for the Foundation Governors.
- None of the Capital B/F figure has been spent.
- Development expenditure is good with the committed figure of £114K being

made up of £34K for the perimeter fencing and £80K for the new telephone system and wireless link between Luker and Wormestall.

The Estimated C/F for 2008-2009 was tabled.

- Extra monies had been allocated to cover the new telephone system, etc.
- There is approximately £305K to C/F, which is on the allowable limit. Hopefully, the new build will be taken into account and we will not be penalised. There may, possibly, be harder times ahead.

b) Development and Capital Report 2007-2008

- The items with 100% budget remaining are items that will not now be completed.
- The sky light work has been completed, but was funded from the maintenance budget.
- The flooring in Technology was completed as part of another project.
- The painting of outside doors will be covered by the maintenance budget.
- All other jobs are virtually complete with some savings.
- The Capital B/F figure remains untouched.

c) Draft Budgets 2008-2011:

- Mrs Lambert reported that no actual figures have yet been received from West Berks and the amounts shown are a “best guess”. The actual figures should be received by 20 March.
- Mr Robinson has written to the LSC requesting clarification of the extra support.
- The 2009-2010 figures might improve as the funding has been worked out on a lower number of students (based on the previous year’s numbers). West Berks are also concerned about the process and the LSC are being asked to clarify the arrangements which have no transparency or logic and are difficult to check or estimate.
- We are reasonably confident about the employment costs.
- New contracts are being negotiated for grounds’ maintenance and cleaning, hence the increased costs. This might change.
- Energy costs are down because too much was put into the budget initially. However, there is a question mark over water rates, which might increase.
- Mrs Lambert would like to increase the Capitation figure.
- More might need to be allocated to exam fees.
- Approximately £2,000 will probably need to be allocated for the minibus. The current arrangements with the new driver are working well.

d) School Credit Card:

- Governors were requested to approve renewal of the credit card, which expires in May. It has provided convenience and best value and proved very useful.
- Mrs Lambert made a request for a second credit card – one for departmental use and one for function use; both cards with a limit of £3,000.
- Mrs Lambert requested there be two signatories instead of one. This would provide an alternative signature, with either signatory being able to sign, which would alleviate difficulties during absence from school.
- All Governors present were in favour of the three requests and approval was given.

- Mrs Lambert advised that the financial procedures are being re-written and any recommendations regarding the credit card have been invited.

e) Parent Pay:

- In order to improve the facility for parents and the management of payments, Mrs Lambert proposed that three new Merchant Accounts be opened to allow payments for trips, books, etc to be made on line, together with manual payments to be taken over the telephone (one for public funds and one for private funds). Parents would not be encouraged to make payments over the telephone, but it would allow for late payments to be made before trips depart.
- The cost per year would be £40, but this could be covered by adding a few pence to the total cost of trips, books, etc.
- The Governors approved the proposal to open the new accounts.

f) Review mileage allowance:

Mrs Lambert advised that the present allowance is 40p per mile and the proposal was to increase it to 45p per mile. The increase was agreed. Staff should be advised that they might have to pay tax on the extra 5p per mile.

HGL

Mrs Lambert left the meeting.

05. School Development Plan:

Review 2007-2008:

Mrs Haddrell and Mrs Sims provided an update on the SDP.

Draft for 2008-2009:

The draft SDP for 2008-2009 was tabled and Mrs Haddrell expanded on the issues surrounding the key areas. The main thrust of the SDP for 2008-2009 will be around the Ad Lucem project and curriculum development, with the new AS specifications and the revised secondary curriculum in Y12 and for Y7 respectively, for September 2008.

Draft Capital and Development programme 2008-2009:

- The draft programme was tabled.
- Mrs Haddrell highlighted the fact that the swimming pool needs careful consideration. The Governors felt that, if at all possible, the swimming pool should continue to run because the PE department will be affected during the new build and the loss of the swimming pool will impact upon their lessons even more.
- Governors felt that £50K for York House garden was too high.
- The Governors agreed that the draft spending programme should be approved.

06. Ad Lucem Project

- Stage D has been signed off, which means that any changes now might incur extra cost.
- Planning approval has been received.
- We are now looking at reinstating some of the add-ons that were trimmed in order to keep to budget. One area under consideration is the sports hall. The

Governors would like to see the floor area increased so as to provide greater flexibility.

- Sustainable issues, such as rainwater harvesting and a longer lasting green roof, are being considered.
- The Foundation Governors have made a planning application for the Luker site based on the assumption that it will be demolished and there are negotiations taking place regarding the Section 106 payments.
- The Foundation Governors are hoping to receive planning consents by August so that they can fulfil their commitment for £10m.
- There is an issue over the interest that is accruing on the money that the LA has received for the project from the Government, together with the level of LA costs for salaries, etc.
- Room data has been signed off for blocks C, E and E. However, the block containing Sports, Dance and Drama is still under discussion (see bullet 3).

07. Matters Arising from curriculum committees

Reports were made by the Chairs of each committee.

Teaching and Learning:

Mrs Haddrell outlined a proposal for future faculty presentations to the committee.

Learning and Achievement:

Mr Peddie and Mrs Sims highlighted a new requirement for an internal report on safeguarding, which has to pass through the FGB. The checklist has been actioned and St Bart's is hitting all the targets, although some tidying up of procedures is needed and some improvements could be made. The final report will be taken to FGB for approval this term.

MSS/IP

08. Approval of Governors' minutes

Mrs Glover proposed that if no response was received within one week of minutes being sent electronically for approval, she should assume that approval was given. The Governors agreed to this proposal, but requested that the email should remind Governors of this process each time an approval request is made.

12. AOB

There was no other business.

The meeting closed at 8.40pm.

Date of next meeting: Wednesday 25 June 2008, commencing 7pm at Digby Croft.

These minutes are subject to final approval by the Co-ordinating Committee at their next meeting on 25 June 2008

Signed Date
Chairman

Distribution: Governors /Staff rooms