

ST BARTHOLOMEW'S SCHOOL
MINUTES OF THE MEETING OF THE
GOVERNORS' CO-ORDINATING COMMITTEE
Wednesday 10 March 2010, 7.00pm at Digby Croft

Present:	Ian Campbell Jeanette Clifford Christina Haddrell Hazel Lambert Ian Peddie Francesca Rhodes Jeremy Sharpe Maureen Sims Rex Wearn	Foundation Governor (Chair of Gov) Parent Governor (Chair: L&A) Head Teacher Finance Manager (to item 6.) Foundation Governor (Chair: LR) Community Governor (IRO) Deputy Head Teacher Deputy Head Teacher LA Governor (Vice Chair)
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In Attendance:	Sharon Glover	Clerk
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01.	<u>Apologies</u> There were no apologies to record.	
02.	<u>Declaration of AOB</u> <ul style="list-style-type: none"> • Record of uniform decision • Email Policy 	
03.	<u>Declaration of Interests</u> <ul style="list-style-type: none"> • Mrs Clifford: Husband has had two meetings with RM. He does not anticipate any further involvement. Mrs Clifford did not have any involvement with the contract for the new school which RM won, although it has been discussed at Ad Lucem meetings which she attends and takes minutes for. • Mr Sharpe advised that he would leave the meeting when uniform is discussed under AOB. 	
04.	<u>Minutes of the last meeting</u> The minutes of the meeting held on 18 November 2009 were approved and signed as a true record of the meeting.	
05.	<u>Matters Arising</u> There was nothing further to report.	
06.	<u>Financial</u> <p>a) Income & Expenditure 2009-2010:</p> <ul style="list-style-type: none"> • Some of the water charges relate to the Ad Lucem project and will be charged once a meter reading has been obtained. There is a possibility that we could recoup more of the waste water charges; we await a response from Thames Water. • The personalisation budget runs to 31/8/10; this accounts for some of the under spend. This forms part of the 5% c/fwd allowed. • Governors asked if the LA would overlook a c/fwd excess in light of the 	

	<p>building works. Mrs Lambert believed this to be a possibility.</p> <p>b) Development & Capital Report: Additional money has been allocated for portable whiteboards. Governors questioned whether this would be sufficient for purpose. Mrs Haddrell explained that this would provide one for each site and be a spare resource in the new school.</p> <p>c) Draft Budget 2010-2011:</p> <ul style="list-style-type: none"> • These figures are indicative, but we do not expect them to decrease when they are finalised. In response to a question about Post 16 funding: Mrs Lambert advised that this indicative figure from the LA is based on previous years. We do not expect to receive any in-year payments for increased numbers. However, we have a large intake for September 2010 and good results this year will be reflected in next year's budget. • An updated Management Structure was tabled. • Governors asked if it was thought that lettings would increase in the new school. Mrs Lambert explained that the LA now have to make use of their premises at Shaw House; this is an unknown quantity. Hire charges for the new school will need to be considered. • Governors queried the higher building maintenance costs, since the new building is meant to be green and lower maintenance. It was explained that maintenance in the new school will be pro-active because there will be warranties to comply with. • Insurance is also an unknown quantity. We will probably have to insure both the old and the new buildings for a period of time, together with an electricity supply to run alarms, etc. Discussions are taking place with the underwriters at present. • Mrs Lambert highlighted the benchmarking results within her written report. Discussion ensued and governors were content with the process. • Mrs Rhodes congratulated Mrs Lambert on her report, which contained good, high level information and context. • Concern was expressed over the possible future cutbacks in education and the resulting budgets. • Mrs Lambert was asked about the repercussions of getting the running costs, etc wrong for the new school. She replied that she hoped she had erred on the side of caution so that this would not be a problem. • Mrs Rhodes was concerned that surpluses were not being presented, as with the many 'unknowns' a bigger contingency might be needed. Mr Campbell advised that, in the past, the c/fwd figure contained a contingency. Mrs Lambert confirmed that she continually monitors the situation. • It was proposed that the indicative budget for 2010-2011 be presented for approval by the FGB. This was unanimously agreed. • Mrs Rhodes suggested that, for next year, the actual changes should be shown in terms of school decisions to change the expenditure profile. <p>d) Financial Procedures: The procedures were tabled. Mrs Lambert advised that these need to be adopted by the governing body; they are a work in progress. Mrs Rhodes agreed to re-read the procedures following the FMSiS feedback. The LT will also check and</p>	<p>FGB</p> <p>HGL</p>
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	<p>amend any legacy names/procedures which need updating. The procedures continue to be re-drafted and updated and a revised version will be presented to the FGB next term.</p> <p>e) Credit Card: It was agreed that the guidance notes for use of the credit card should begin with the instances in which they should be used; the guidance should then be incorporated into the Financial Procedures.</p> <p>f) BACS Working Party: Mrs Lambert tabled the paper “Streamlining St Bartholomew’s Payment System”. She explained that the necessary safeguards are in place and there will be proper segregation of duties within the finance team. A more comprehensive report will be available for the HT. The committee agreed to adopt the BACS method of payment and the proposed signing arrangements for cheques:</p> <ul style="list-style-type: none"> • For amounts under £500 – signed by Finance Manager. • For amounts £501-£10,000 – signed by one member of the LT. <p>g) FMSiS: The final version of the Skills and Knowledge Assessment was tabled showing the recommendations of the working party. Mrs Rhodes advised that the governing body now need to decide on what action they wish to take; she hoped that it would not cause more work for the school staff. She suggested that this information should be shared with the LT. Mr Glover advised that the LT also need to complete the competency questionnaire and agreed to send this to them. The committee agreed that action should be taken on all items scoring 3 or 4; the relevant committee should address the issues and report to the FGB. Mrs Rhodes and Mrs Clifford agreed to work out the delegation to the committees. The completed R52 Financial Risk and Control Checklist (Enclosure 7) was approved.</p> <p>Mrs Rhodes and Mrs Clifford commented that there seemed to be a sense of secrecy around the Pay Committee. Mr Campbell confirmed that there should not be any secrecy around the Pay Committee discussions with the exception of the HT salary and personal information concerning staff; performance management and threshold issues are private and confidential. The committee agreed that there should be terms of reference for the committee and, as with all other committees, formal agendas and minutes, which should be shared with governors. Terms of reference for the Pay Committee are on the agenda for approval.</p> <p>Mrs Rhodes proposed that an annual plan of governor business be put in place and this was agreed.</p> <p>h) Internal Controls Statement: This was approved by the committee and it was agreed that it should be published on the website. To FGB.</p> <p>i) West Berks’ buy-back: HR and Legal services: Mrs Clifford tabled the paper “Accessing expert human resources and legal</p>	<p>FGB</p> <p>HGL</p> <p>Clerk</p> <p>FR/JC</p> <p>CIH</p> <p>CIH/SLG</p> <p>Clerk/FGB</p>
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	<p>advice”. Her recommendation is that governors taking part in hearings should seek professional advice; subscribing to legal advice would be beneficial, with an ad hoc arrangement for human resources’ advice if needed. The committee felt that the content of the legal package should be looked into; Mrs Lambert agreed to obtain the information. Mrs Haddrell advised that she was able to seek union advice on school matters.</p> <p>Mrs Lambert left the meeting.</p>	HGL
07.	<p><u>School Development Plan</u></p> <ul style="list-style-type: none"> • There was nothing further to report on the 2009/2010 SDP. • The 2010/2011 SDP was tabled. Mrs Haddrell highlighted the new layout and pointed out the link to the headings in the written report. She explained that this SDP had been partly driven by the Ofsted report. 	
08.	<p><u>Ad Lucem Project</u></p> <ul style="list-style-type: none"> • Mr Peddie advised that Phase 1 is nearing completion and the focus is now on ensuring that transition management is up and running; this is well developed. Serious dialogue is taking place with West Berks about taking the project forward and the use of readily available funds. The project is progressing well. • Mrs Haddrell gave an update on the transition process. 	
09.	<p><u>Terms of Office</u></p> <ul style="list-style-type: none"> • Mr Wearn’s term of office expires on 4 July 2010. It was agreed that the clerk should try to extend it to the 31 August 2010 to take us to the end of the academic year. The committee agreed (following electronic approval from the FGB) that Mr Taylor should be appointed as an Associate Member and, if he is willing, nominated for the LA governor post to replace Mr Wearn from September 2010. The clerk agreed to speak with Mr Taylor. • Mr Campbell’s term of office expires on the 31 August 2010. The clerk will contact the Foundation regarding reappointment. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
10.	<p><u>Governor Links</u></p> <p>It was agreed that Mrs Haddrell and Mrs Glover would prepare some proposals to update the governor links.</p>	CIH/SLG
11.	<p><u>Matters arising from curriculum committees</u></p> <p>Reports were made by the Chairs of each committee outlining the business of the meetings. No report was available for the Teaching and Learning Committee due to Mr Taylor’s absence. There was nothing further to report.</p>	
12.	<p><u>Policies for approval</u></p> <ul style="list-style-type: none"> • Borrowing: approved for three years. To FGB. • Governors’ visits to school: approved for three years. To FGB. • Pay Committee Terms of Reference: approved for one year. To FGB. • Grievance Procedure for Staff: the re-drafted policy had not been shared with the LT or HR. It was agreed that the existing policy should stand for another term to allow time for governors to comment on the re-drafted policy. This will be an agenda item for Learning Resources in the summer 	<p>FGB</p> <p>FGB</p> <p>FGB</p> <p>LR</p>

	term. To FGB.	FGB
13.	AOB a) Uniform decision: Mrs Clifford tabled the report on the uniform decision, as previously requested by governors. b) Email policy: the amendment under ‘Responsibilities’ was highlighted. It was agreed that the word ‘lesson’ should be replaced with ‘teaching’. The policy was then approved for three years. To FGB. c) Governors questioned whether there was a need for an internet usage policy. It was confirmed that there is a reference to this in the anti-bulling policy. Mrs Haddrell agreed to check the GTC Code of Conduct with regards to this matter. d) Mrs Sims advised the committee that The School Wear Company wish to be known as SW&Co. This is not a change in the legal business and they will continue to trade as The School Wear Company. The committee concurred that the trading name is irrelevant, but felt that evidence was needed that this is not a legal change. It was suggested that a check at Companies’ House should be made.	FGB FGB CIH CIH

The meeting closed at 9.25pm.

Date of next meeting: **Wednesday 30 June 2010**, commencing 7pm at Digby Croft.

These minutes are subject to final approval by the Co-ordinating Committee at its next meeting.

Signed Date
Chairman

Distribution: All governors / staff rooms / website