

Co-ordinating & Finance Committee
Wednesday 23rd November 2011, 7pm in R1

Minutes

Present:	Ian Peddie Jeanette Clifford Francesca Rhodes Jonathan Taylor Christina Haddrell Steve Foyle Jeremy Sharpe Helen Strutt Peter Norman	Chair of Governors Vice Chair of Governors Community Governor LA Governor Head Teacher (HT) ONA Governor Associate Governor (DHT T & L) Associate Governor (Finance Manager – FM) Parent Governor
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In Attendance: Gill Williams Clerk

		Action
01	<p>Apologies</p> <p>Apologies received and accepted for M Sims</p>	
02	<p>Declaration Of AOB</p> <p>None</p>	
03	<p>Declaration Of Interests</p> <p>No declaration of interests received</p>	
04	<p>Minutes of last meeting 16th March, previously circulated</p> <p>The minutes dated 7 July 2011 were agreed and signed as a true record.</p>	
05	<p>Matters arising from previous minutes</p> <p>Staff Christmas Party update</p> <ul style="list-style-type: none"> • Governors were advised of the plans for a Staff Christmas party and an event in the summer in 2013. A contribution has been requested for the summer 2013 event. <p>Information on savings made</p> <ul style="list-style-type: none"> • Governors requested specific information on savings made to be provided in future meetings, for example: is the saving as a result of cost avoidance or a genuine efficiency. The HT advised on cost savings made through staff reductions and savings made on maintenance costs as real efficiencies, along with the re-structure in Personalised Learning which provided enhanced services for students with SEN needs without compromising quality. <p>Production of three year budget required by DfE and General Annual Grant (GAG2), form required in December to be approved by FGB (GAG2 - late addition to agenda - HS)</p> <ul style="list-style-type: none"> • The FM advised that budgets were being produced for submission by 30/06/2012 and reminded Governors that the GAG2 form required by the DfE in December 2011 would require approval of the FGB. 	<p>HT/ FM</p> <p>HT/ FM</p>

	<p>Update on LA clawback/ surplus</p> <ul style="list-style-type: none"> • Further to the meeting held on 17/10/2011 between members of the LT and LA, where the LA representatives were supportive of the position, all moneys from excess budgets were being held centrally pending appeals being considered. The subsequent meeting of the Schools Forum could not reach a decision on a way forward, with the decision deferred to the December meeting. 	
06	<p>Financial Reports</p> <ul style="list-style-type: none"> • The current position was reviewed. Governors asked that a risk register be prepared and the financial information be presented in a manner that allows risk to be assessed and managed accordingly as a matter of course. <p>Development & Capital Spend</p> <ul style="list-style-type: none"> • The information was presented to the committee along with proposed spend going forward. Governors asked how the list was put together, with the HT advising that input had been received from the Leadership Team, Head of Faculties/Houses and the Facilities Manager. Governors requested that priorities were assigned to each of the proposals and a short business case included, also included in this information should be any ongoing running and or maintenance costs. • Governors asked when the Ad Lucem financial reporting would be completed and requested that further work be prioritised and a financial view of further costs be assigned, along with a timescale for completion. • The Finance Manager reported that the after school club was now being run 'in-house' as a not for profit company. • Governors queried the contingency within the budget; the Finance Manager confirmed contingency would be released as the year moved on and the contingency requirement reduced. Governors asked that the contingency budget be broken down into the differing cost centres so that it can be identified were this money is being spent. Governors also asked how feasible it would be to link budgets and contingencies to committees. • Governors would also like to see monthly financial reports prior to the meeting to allow for adequate scrutiny before the meeting. • Meeting dates of future Co-ordinating and Finance meetings may need to be adjusted to coincide with DfE reporting requirements. 	<p>HT/ FM</p> <p>HT/ FM</p> <p>HT/ FM</p> <p>HT/ FM</p> <p>HT/ FM</p>
07	<p>Committee Reports</p> <p>Matters arising from curriculum committees</p> <ul style="list-style-type: none"> ○ T & L – the Admissions Policy 2013-2014 needs to be finalised. This is a time constrained activity. ○ L & A – A very productive and informative meeting with the re-structure in Personalised Learning and the change in service provision by the LA providing the main focus. ○ LR – No negative feedback from the floodlights after the MUGA went live. Nothing of note to report on H & S. The new committee chair has requested a termly report from the IT department detailing the IT roadmap for the school. IT Manager to attend future meetings. ○ JCC – Discussion took place with union reps on the impending industrial action, with all parties communicating well in this area. There are 5 unions involved in the industrial action; the HT anticipates that the school will remain open to Yr 7 students and for those Yr 12 and Yr13 where staff are in work. The production of Oliver would not be affected by the industrial action. The staff 	

	Christmas party arrangements were discussed and the Coordinating and Financing committee agreed a contribution of £500 for the summer event.	
08	<ul style="list-style-type: none"> Other Strategic Issues - Governance update The Chair of Governors provided the committee with an update on Strategic Governance activities to date and would be presenting further information at the FGB.	
09	Policies for review Procedures for Governors' Appeal Committee Hearings - approved for 3 year term. General Complaints Policy & Procedure – approved for 1 year approved. Terms of Reference C & F committee - approved for 1 year pending minor adjustments.	
08	AOB	

The meeting closed at.8.40pm

These minutes are subject to final approval by the Coordinating & Finance Committee at its next meeting.

SignedDate

Chair

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