

PATCHAM HIGH SCHOOL
GOVERNING BODY

MINUTES

Committee	Resources
Date/Time:	22 nd February 2017 6pm
Location:	Patcham High School Meeting or Conference Room
For:	Governors
Distribution:	Website Governing Body Josie Hall
Present:	Governors (voting) Stephen Berry (SB) Di Bonner (DB) Sarah Fitzjohn-Scott (SFS) Chair of Governors John McKee (JM) Headteacher Charles Miller Cooper (CMC) Chair of Committee Andrew Saunders (ASD) Geoffrey Theobald (GT) Other (non voting) Josie Hall (JH) observer Janet Johnson (JJ) clerk

		ACTION POINT SUMMARY	By When
3	SB JJ	Set up agenda plan, ensure reports for next meeting requested	23.3.17
3	SFS	Invite nominations from the wider GB and arrange for succession plan to taken forward. Liaise CG	7.3.17
4 ,10	SB	Review terms of reference	17.3.17
4	SFS	Review, liaising as required, external verification requirements	17.3.17
5.1	DB ALL	Liaise with governors to meet and complete SFVS ready for FGB	17.3.17
6	JM SB	Take forward review of agency costs	8.6.17
8	ALL SB	Complete monitoring duties as per SDP. SB to oversee.	17.3.17
9	DB SB	Forward date and scope of audit to SB. SB to recommend DP suite of policy evaluation options, setting up and reporting back as appropriate	2.3.17 8.6.17
10	JJ SFS	Forward H&S model policy to SFS	7.3.17

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	DISCUSSION AND DECISION	ACTION
1	<p>INTRODUCTION CMC opened the meeting and thanked everyone for attending. Anthony Lawes had sent his apologies and these were accepted. [Note] This meeting followed the full governing body meeting earlier that week during which actions to be taken to ensure school plans were affordable had been extensively scrutinised.</p>	
2.	<p>DECLARATION of Interest in agenda items No new declarations were made when invited. GT reminded all he was a Councillor and it was agreed items under discussion would not be a conflict. All could remain throughout.</p>	
3	<p>NEW CHAIR CMC announced he would be finishing his term in October and invited nominations for replacement Chair of Committee as he wished to step down after this meeting. In discussion it was agreed to seek nominations from the full governing body. SB would take over as Chair in the meantime and if no one else came forward. It was agreed newer governors needed to be trained. SFS arrives 18.07 Governors passed on their thanks to CMC.</p>	SB JJ SFS
4	<p>MINUTES FROM LAST MEETING AND MATTERS ARISING The minutes from the last meeting were agreed to be an accurate record and signed accordingly. Matters arising were:</p> <ul style="list-style-type: none"> Challenge partners. The decision had been made not to continue with this as it was no longer value for money. Governors supported setting up support in a similar fashion with local schools. The terms of reference had not been completed. The scheme of delegation was now ready for approval by the full governing body. 	SFS SB
5	<p>5.1 SFVS It was agreed governors would meet with DB to complete the SFVS for 2016/17 and prepare the action plan for 2017/18 in time for confirmation at the next full governing body meeting. 5.2 SCHOOL FUND Governors had received the certificate from Spofforths accountants along with the accounts and were satisfied this was being run appropriately. Why is income on one head £24k but expenditure recorded as £100? The bills are still coming in.</p>	DB Comm
6	<p>BUDGET 2016/17 Governors had already received and considered the current projected outturn with notes on anomalies. The outturn showed was £99k deficit and DB advised transactions were in course that were likely to reduce this to £88k. This was in line with the licensed deficit. Can you appeal the business rates? Not really but the £18k apprenticeship</p>	

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	<p>levy some Local Authorities are paying so we are pressing for this. What do you get with it? You buy in to the training scheme for apprenticeship. Who do academies get loans from? The DfE Are any of the headings looking particularly good or bad? Agency, however this was not as bad as other schools.</p> <p>The decision at FGB that a strategy to reduce agency costs was required was confirmed. It was acknowledged it was a difficult area and some actions had already been taken and others planned.</p> <p>How is the catering? We made just over £10k this year. Prices are still the same and the canteen is packed. The cleaning in house was slightly more challenging regarding staffing issues. Have the swimming pool costs been high? This was not too bad but the closure for investigation is due in the summer to the end of October half term so there will be about £4k loss of revenue. The PFI contractors will revamp the decorations and surroundings. Governors were pleased expenditure had, in the main, gone to plan.</p>	<p>JM SB</p>
<p>7</p>	<p>BUDGET PROJECTION 2017/22 Governors had already received the school formula budget 2017/18 as sent by the local authority (LA), the summary projected outturn for 2017/18, and some predicted costs for 2018/20. See also note at item 1. Further information was provided:</p> <ul style="list-style-type: none"> • Staffing had been calculated on the lowest savings figures projected at the earlier meeting regarding the restructure. • DB had advised Education Finance at the LA. He had confirmed they were satisfied there was a plan to reduce the deficit and that the budget would continue to be worked on with the final figures not being expected till June 17. <p>Governors queried several items relating to staffing other expenditure and were satisfied with the response. The LA services to schools options were discussed in detail. Governors were particularly concerned with the £18k Human resources and payroll item and wondered whether other options might be better. It was explained there were difficulties with moving payroll from the LA as they were the employer. The occupational health service was well regarded.</p> <p>Has there been a marked reduction in water costs? They have reduced. It was recalled there had not been a bad winter recently and so provision for higher energy costs was still required. The possibility of obtaining income from solar panels was discussed. If they were on the existing building this would have to be via the PFI partner. When will you have more detailed forecasts for future years? Once the staffing position is more settled.</p>	
<p>8</p>	<p>SDP MONITORING The co-ordination of school development plan monitoring for this committee's section had not been completed. This would be effected as a</p>	

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	matter of urgency. JM would circulate the SDP as a matter of urgency for all governors to take action. SB would oversee.	ALL SB
9	REVIEW OF DATA PROTECTION POLICY The data protection suite of policies review had not been taken forward. JJ gave advice regarding policy review. SB would now take an overview and report back to this committee. DB would email the date of an imminent audit and a governor would attend if upon enquiry this would be useful. DB confirmed part of the audit brief was to ensure the school would be compliant with the new measures that would be coming into force in 2018.	SB DB
10	REVIEW OF HEALTH AND SAFETY POLICY This had not progressed although the staff welfare survey had taken place and was to be considered at the Students Family and Community Committee the following week. In discussion it was agreed that strategically the evaluation of the policy's effectiveness fell more within the remit of that committee. The terms of reference of both would need to be amended for approval. JJ would forward policy information to SFS who would keep a watching brief.	SB CG JJ SFS
11	CONFIDENTIAL ITEM This item was no longer required.	

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