

Governors Finance, Premises, Personnel, Safeguarding Meeting Minutes

1st December 2010

Present: C Anderson, H Jamieson, A Dearden, H Carr, R Owens

Apologies: I Reed

Issue	Matters arising/ Discussion/ information	Action Taken/ to be taken
Budget Update HC	<p>H Carr presented two versions of the school budget. One which was fixed at the end of June 2010 and the current version dated 24th November 2010. These are produced using the Local Authority's standardised budget template. The input of forecast income and expenditure for the current year (2010/11) and subsequent two years (2011/12 and 2012/13), enables the production of budget forecast statements (known as Form 1) – a version showing a single year forecast and a version showing the three-year forecast. He explained to the meeting how the Form 1 was laid out and details of their content. Once approved and signed by the Headteacher and the Chair of Governors, copies are submitted to Schools' Finance at the Local Authority. He explained that forecasting future income for years 2011/12 and 2012/13 was, at the moment, extremely difficult due to uncertainty surrounding the new Government's policies. The Government will shortly be producing a White Paper when, it is hoped, details on central funding will become clearer.</p> <p>Regarding expenditure, this can be forecast with a higher degree of accuracy. At Shorefields, currently approximately 70% of the budget is allocated to staffing costs. Consequently, a great deal of time, effort and consultation is devoted to ensuring that an accurate a forecast as possible is produced. This is compared on a month-by-month basis to actual costs as they are incurred throughout the current financial year. It was stated that, at the present time, no agreement on salary increases for non-teaching staff had been agreed and that under present circumstances any increase seemed unlikely. He explained that certain items of unexpected Cheque book expenditure can occur during the year and must to be taken into account when reviewing the current budget.</p>	

	<p>He also presented the school's own monthly financial reports – the Cashflow Forecast (CF) and the Budget Monitoring Report (BMR), both of which are produced from independent sources using common data. This helps to ensure the accuracy of the figures used.</p> <p>He explained that once the budget had been set, the CFF and BMR are updated with current actuals on a monthly basis and reasons for any variances to the budget are investigated and explained.</p> <p>Both the CFF and BMR are reviewed with the Headteacher on a monthly basis.</p> <p>Regular reports are also given to departmental budget holders to facilitate budget monitoring throughout the financial year.</p> <p>H Carr further explained that this regular review enabled him to identify areas of over/underspend. He also stressed the school's policy of supporting curriculum needs wherever possible.</p> <p>Further, building and maintenance expenses in the form of PFI (Private Finance Initiative) take up a large part of the budget and any additional costs incurred during the year have to be taken into account. Currently, Hochtief manage the contract and the school liaises closely with the site manager who keeps the school updated on any maintenance that is required.</p> <p>H Carr then drew the meeting's attention to several items of expenditure shown on the CF and BMR identified by their Common Financial Reporting code and gave reasons where an increase to the fixed budget was required –</p> <p>E12 – Building Maintenance and Improvement – Additional work during the financial year requires an increase of £12,000.</p> <p>E16 – Energy – It is estimated that energy costs will increase by £4,000.</p> <p>E20 – ICT – Estimated increase approximately £5,000</p> <p>E22 – Admin supplies – This covers costs for phones, postage, printing and stationary</p> <p>E24 – Special facilities – This line covers items such as ties and badges which are passed on to the students. On certain occasions the school supplies items of uniform for students whose parents are unable to afford to buy it themselves due to financial hardship. An increase of £3,000 is predicted for this line.</p> <p>E25- Catering supplies. When the original budget was set the school was unaware of the requirement for extra catering equipment to support the healthy eating initiative (ie. a salad bar). The estimated increase is £4,500.</p>	
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	<p>as the Statement of Internal Control – all as required by the Local Authority.</p> <p>It is hoped that the numbers for next year’s 6th form will be approximately 50. The student/teacher ratio currently stands at 1/12 which is considered to be far too large considering student numbers. The Headteacher stated that she had never experienced such high TLR (teaching and learning) points given to Heads of Departments and further noted that there are also a very large number of teachers currently on the upper pay scale. See also ‘Restructure’.</p> <p>In a recent meeting with finance representative from Liverpool City Council the Headteacher was informed that there would probably not be funds available for the restructure process and she will be meeting with the unions in the near future.</p> <p>The Statement of Internal Control was accepted and signed.</p> <p>The Headteacher informed the Governors that there was no provision in the current budget for expenses relating to the Trust and that the school has been invoiced by the secretary of the Trust at the rate of £240 per month. A Governor informed the Headteacher that when the Trust was set up that the secretary’s fees would be paid out of the National Challenge line.</p> <p>The Headteacher felt that the duties in question could be passed onto a member of the admin team in the school and therefore no further costs would then be incurred.</p>	<p>The Chair of Governors will liaise with a member of Plus dane to ask if the admin member could be professionally trained. C Anderson will discuss the situation with the Trust secretary</p>
<p>Starr Fields AD</p>	<p>Starr Fields is situated opposite the school and comprises Astroturf and tarmac sports facilities as well as changing rooms and shower facilities. The site is owned by Liverpool City Council and is for both school and community use. However, the school is liable for all running and management costs as well as any claims arising from accidents that occur on the site. Maintenance costs following malicious damage have been of particular concern. The school is currently operating the site at a loss. The Local Authority has made suggestions that the site is a</p>	<p>The Vice Chair of Governors will speak to the Director of Sport in the university for professional advice and inform the Headteacher of the outcome.</p>

	<p>community asset but this is not the case due to the high running costs and large bills for damage. Ideally the site should generate income for the school.</p>	
PFI AD	<p>The Headteacher is concerned about the rising costs that PFI is costing the school and the bursar informed the committee that for the period 2009-2010 there had been a 32% increase over 2008-09. The cost of utilities takes up a large part of the budget and it is clear from the breakdown of each component that the split is not accurate.</p> <p>The Vice Chair of Governors stated that we need to know how much the school is recouping in capital investment.</p> <p>The Headteacher suggested that as pupil numbers have decreased then maybe part of the school should not be used to keep costs down.</p>	<p>H Carr will look at costs to other schools and compare them to Shorefields. The bursar will contact John Burn the Senior Financer Officer to obtain a copy of the original PFI contract</p>
Restructure AD	<p>The Headteacher asked for permission from the Governors to work on a detailed restructure of the school to get value for money and at the same time ensure that the students are highly successful.</p> <p>The school has areas where it is overstaffed and running into a deficit. The Headteacher would like to improve literacy in a major way by employing an Advanced Skills Teacher.</p> <p>The current TLRs need to be analysed as they were set with pupil number of 950-1000 and are a considerable additional cost in the school budget.</p> <p>The Headteacher is aware that the Senior Leadership Team is large, but at the moment due to the extensive plans to restructure the school they are all needed.</p> <p>There are also plans to restructure the admin team.</p> <p>The Headteacher informed the Governors that the school would benefit if it closed and then reopened as an academy. Colin Hankinson the Chief Executive from Chester University thinks the school will have great</p>	<p>The Headteacher will work closely with HR .This will also be discussed at the Finance meeting on 3rd December 2010. The Headteacher is to meet with the LA Finance on 3rd December. Meetings with the Trade Unions to follow</p> <p>The Headteacher is waiting to see what the outcome of the Extra Ordinary</p>

	<p>potential if it changes to academy status and suggested that we could work with other schools who have similar issues to our own. Mr Hankinson has close links with the DFE and has advised the Headteacher that the restructure will help the school enormously and may lead to some funding to help with the redundancy situation.</p>	<p>meeting on 7th December .</p>
<p>Safeguarding AD</p>	<p>The Vice Chair of Governors informed the Governors that she had read the safeguarding audit and some adjustments need to be changed but nothing major. The Headteacher informed the Governors that child protection matters had been tightened up and CRBs are always kept up to date. Child protection training will be on the agenda for the next inset day. Security in the reception area of the school has been strengthened and, as a result, students now arrive and leave through a different door. The school needs to elect a Safeguarding Governor</p>	
<p>Personnel Issues AD</p>	<p>There are a number of staff on long term sick but the school has access to an Occupation Health Doctor to whom staff are referred.</p> <p>The majority of the school's policies need to be updated.</p> <p>Meeting closed at 6.15pm</p>	