



**Minutes of St. Gregory the Great Finance and Staffing Committee meeting held on Thursday 19th November 2015 at 4.00pm in the school**

	<p><b>Present:</b> Robert Bennett (RB) Parent/Chair Myfanwy Brown (MB) Foundation David Forster (DF) Foundation Pita Enriquez Harris (PH) Foundation Dervilla Maher (DM) Foundation Margaret Madden (MM) Foundation Chris Skerry (CS) Staff Marcella McCarthy (MMc) Principal</p>	
	<p><b>In attendance:</b> Sandra Cromey (SC) Clerk Rodger Caseby (RC) Vice Principal Hannah Forder-Ball (HFB) Primary <b>Absent:</b> Steve Jones (SJ) Principal Advisor Adrian Rees (AR) Associate Principal Nick Rose (NR) Principal Advisor Marie-Therese Weston (MTW) Associate Principal</p>	
<p><b>1.</b></p>	<p><b>Welcome, Apologies, Prayer and quorum</b> The Chair welcomed attendees. <b>Apologies:</b> Khurshid Ahmed (KA) Staff <b>Prayer:</b> The Chair began the meeting with the school prayer. <b>Quorate:</b> The meeting was quorate and began at 4.26pm.</p>	
	<p><b>Request for money from Governors' Fund - Presentation from the Design &amp; Technology (D&amp;T) Department</b> Before the meeting started, eight D&amp;T students (who formed Team Kinesis) gave a presentation in person, accompanied by a video that they had produced along with their prototype vehicle, in a bid for funds in order to purchase a motor (from approved supplier) to enter a national race competition under the auspices of Green Power. In response to <b>questions</b> from Representatives, Kinesis answered that £100 for basic components had already been raised by cake sales and selling kindling wood and the team had contacted firms for sponsorship. Overall, a minimum total of £600 was needed for the purchase of wheels, motor and chassis. The finished vehicle would be capable of 60 miles per hour and rigorous safety processes were in place for construction and use of the vehicle. Similar projects had been conducted in the past (e.g. gravity racing) but this was the first time that a race would be run in a powered vehicle with students on a race track. Kinesis was requesting a grant of £300 from Governors'</p>	



	<p>Fund. Representatives <b>agreed</b> the request. <b>Action 1: £300 from Governors' Fund for Kinesis Team (D&amp;T) to purchase motor for Green Power Race national competition.</b></p> <p>It was <b>noted</b> that due to the departure of Patricia Simon (PS) from the Academy Committee, another signatory would be needed and that with regard to Representative Links, DM would cover SEND (Special Educational Needs and Disability) and EAL (English as an Additional Language).</p>	<p><b>decision</b></p> <p><b>MM</b></p> <p><b>noted</b></p>
<p><b>2.</b></p>	<p><b>Declaration of any other urgent business</b> Update from Principal.</p>	
<p><b>3.</b></p>	<p><b>Declaration of interests</b> There were no declarations of interest declared for any items on the agenda.</p>	
<p><b>4.</b></p>	<p><b>Approval of Minutes from meeting held on 17 September 2015</b> The minutes and confidential Minute 2 were agreed as an accurate record of the meeting and signed by the Chair.</p>	
<p><b>5.</b></p>	<p><b>Matters arising from minutes of meeting held on 17th September 2015</b> <b>Action 1:</b> HFB had contacted Duncan Marshall (DMar) - and liaised with Kerry Simmonds (KS) - to request that DMar forward H&amp;S (Health &amp; Safety) e-mails.</p> <p><b>Action 2:</b> Items 9, 10, 11, 12, 14, 15, 16 were to have been carried forward to this meeting but current ongoing financial matters had rendered this inapposite. Therefore, these items would appear on later agenda. <b>Action 2 (continued): To determine time-apposite F&amp;S agenda dates for items carried forward from meeting of 17 September 2015.</b></p> <p><b>Item 8 Update of finance and financial review (see also Confidential Minute 2 for Matters Arising from this meeting).</b> <b>Q:</b> Had Whitley Stimpson [firm of Chartered Accountants] completed the report of the investigation into SGTG's finances? (RB) <b>A:</b> There had been no report so far. (DF) <b>Q:</b> When would KS be leaving? (RB) <b>A:</b> His contract had been extended to the end of February 2016 and an advert had been placed for a Chief Finance and Business Officer (CFBO) for the DBMAC and a separate advert for a Chief Operations Officer (COO) with overview for the DBMAC and in charge of site staff at SGTG. MMc had signed off the job description for the latter post. <b>Q:</b> Who would interview for these posts? (PH) <b>A:</b> Pamela Rodgerson (PR) was dealing with this. For the CFBO, the recruitment panel would consist of two Directors, two Representatives (one from SGTG) and others. For the COO, to whom H&amp;S matters, Catering and Site management would report, MMc would be on the interview panel. SGTG was sharing costs of the COO post with DBMAC. <b>Q:</b> Was the salary competitive? (MB) &amp; <b>Q:</b> What would happen regarding</p>	<p><b>completed</b></p> <p><b>MMc/Clerk</b></p>



	<p>probation period? (PH) <b>A:</b> DF outlined PR's research into comparable posts and salaries along with the line-management of the posts while HFB informed the meeting that PR was working with the clear procedures and policies outlined in OCC's Green Book i.e. the Conditions of Service of the National Joint Council for Local Government Services as supplemented by the county council's locally negotiated conditions. RB felt that there was a danger of the two jobs becoming too big and that there needed to be clarity on each post's responsibility to the DBMAC and to the SGTG. <b>Action 3: DF to e-mail job descriptions for Chief Business and Finance Officer and for Operations Manager to Chair F&amp;S to disseminate.</b></p> <p>Regarding the Ofsted monitoring visit that was overdue, this would depend on the DfE as a visit would not take place until changes from the initial Ofsted report had been put in place. DfE would be able to see this progress in the SIP (School Improvement Plan) which directly quoted required improvements from the Ofsted report.</p>	<p><b>DF [done]/RB</b></p>
<p><b>6.</b></p>	<p><b>Monthly budget monitoring meetings</b> Frequent meetings had been held and £11,400 had been saved. MMc had received a financial management report from KS for a current picture of how things were panning out. RC reported that there had been <b>problems using PS Financials (PSF)</b> software. Finance staff were feeling overwhelmed and needed support. KS could give the bottom line against codes but no details for cost centres. Given that a £11,400 surplus had been gained, the strategy was clearly working. However, the lack of breakdown for cost centres meant that variances had yet to be tracked and cost centre holders had not received data. RB summarised the two issues as the credibility of processes along with accountability and governance. MMc outlined areas of difficulty and mechanisms to support the existing staff which included drawing in help from another school in the MAC (Multi-Academy Company). MMc's <b>concerns were noted</b> concerning how DBMAC Finance staff were so overstretched with workload, in conjunction with the difficulties associated with PS Financials, that they could not run the usual budget monitoring. Representatives agreed that KS should attend the next meeting and provide figures. <b>Action 4: Principal to invite Kerry Simmonds (KS) to attend Full Academy Committee (FAC) on 3 December 2015.</b></p> <p><b>Action 5: Principal to ask KS to produce budget figures for 3 December FAC meeting &amp; for these figures to be distributed to Representatives by Monday 30 November.</b></p>	<p><b>issue</b></p> <p><b>concerns noted</b></p> <p><b>MMc</b></p> <p><b>MMc</b></p>



	<p>It was also <b>noted</b> that it was not the overall figure for the current budget monitoring that was the problem but rather the errors or misattributions in the coding. PH wanted a RAG (red, amber, green) flow chart to show gaps in processes and a masterplan for financial management. The MAC had purchased PSF when OCC finished Payroll financial provision. Not all schools were using PSF. The problem that SGTG was experiencing was due to the initial way that PSF had been set up for the school. It was not the product itself that was problematic. Representatives <b>discussed</b> the best way forward. <b>Action 6: Principal to request DBMAC to obtain support and training from PS Financials.</b></p>	<p><b>noted</b></p> <p><b>MMc</b></p>
7.	<p><b>Review Performance Management Recommendations for salary increments</b> Pay Committee had met prior to this meeting at 3.00pm. The Appraisal meeting for the Principal was set for Thursday 10 December 2015. Time to be confirmed.</p>	
8.	<p><b>Pupil Premium (PP)</b> Current PP had been discussed at Curriculum and Achievement (C&amp;A) on 5 November 2015. There was nothing to report on tracking expenditure at this meeting.</p>	
9.	<p><b>Budget update and review (overall view, Primary and Secondary view, Income/Expenditure report for Primary and Secondary)</b> RC distributed untabled handout <i>SGG Period 2 P&amp;L</i> where information was derived from income and expenditure. In the absence of KA, the item on leases and contracts was <b>deferred</b> to the FAC agenda for 3 December 2015.</p>	<p><b>deferred</b></p>
10.	<p><b>Review Staff absence figures from start of term</b> MMc had not received the figures in time for the meeting but the budget expenditure figures for supply teachers had gone down because of internal cover by staff and a decrease in sickness absence. <b>Action 7: Principal to send staff absence figures to Clerk for inclusion in meeting minutes.</b> DM asked MMc to tell staff that the Representatives appreciated them. <b>Q:</b> Why was there a drop in sickness figures? (RB) <b>A:</b> Since the arrival of PR, staff who had been absent were offered return to work support and, where necessary, referral to Occupational Health. (MMc)</p>	<p><b>MMc</b></p>
11.	<p><b>Health and Safety and Site Management</b></p> <ul style="list-style-type: none"> <li>• <b>Roof</b> MMc reported that NR with the architect and building company had examined the roof using a drone. A substantial hole or dent in the double-skinned metal roof had been detected (about two to three feet long) located above Steve Jones' office.</li> <li>• <b>Guttering</b> NR was to report back on this.</li> <li>• <b>Snagging</b> HFB reported that the Primary snagging was still not fixed and the building</li> </ul>	



	<p>was now out of its year warranty. NR had told HFB that this matter was in hand and the snagging would be chased up at the next H&amp;S meeting. Windows were still a major concern and a child had been hurt because proper safety matting was not in place from when the carpet had been removed because of flooding. There was photographic evidence of the flooding and there were records of all the concerns. The DBMAC was still withholding £90k from the builders.</p> <p><b>Action 8: To seek guidance from a surveyor regarding snagging completion and procedures out of time warranty.</b></p> <p><b>Action 9: HFB to request Nick Rose arrange meeting with builders and to inform KS.</b></p> <ul style="list-style-type: none"> <li>• <b>Lighting</b> Concerns regarding 60 emergency lights that did not work had been raised in F&amp;S meeting of 17<sup>th</sup> September 2015. Now there were complaints about the lighting levels in the science laboratories that needed addressing. RC gave quote of £800 for OCC to organise an H&amp;S audit for the whole of SGTG (Primary and Secondary) but such an audit could not take place until February 2016. MM reported that Safesmart [fire, health and safety consultancy and supplier of Smartlog™ to provide a management system with the versatility to report and provide clear compliance information for single and multi-site organisations] could audit SGTG using OCC templates for £600, scheduled for April 2016.</li> <li>• <b>Cleaning</b> The problems recorded in the meeting of 17<sup>th</sup> September 2015 could not be fully reported on due to the absence of KA. After general discussion, it was decided that in conjunction with the job description for cleaners, a priority list for the order in which cleaning needed to be done should be given to cleaners. HFB pointed out that the cleaners already had such a check list.</li> </ul> <p style="text-align: center;">DF left the meeting at 6.07pm.</p> <p>Sixth Formers were being paid to do cleaning but only a certain amount could be done. Re-advertising was needed.</p> <p><b>Action 10: To place advert in Newsletter for cleaners.</b></p> <p style="text-align: center;">RC left the meeting at 6.11pm.</p> <p>HFB had (who had a map of the location of CCTV (Closed Circuit Television) cameras in the school) reported that Vicky Davies had seeking information for quotations for CCTV. This had been referred to KA and NR.</p>	<p style="text-align: center;">RB</p> <p style="text-align: center;">HFB/NR/KS</p> <p style="text-align: center;">RC</p>
<p><b>12.</b></p>	<p><b>Governors' Fund – to cap amount given to applicants</b> Following discussion of Governors' Fund at the previous FAC meeting of 15 October 2015, there were concerns about running out of funds. Excluding the £300 agreed for Kinesis at the beginning of this meeting, Representatives</p>	





	<p><b>agreed to cap future allocations at £200.</b> Departments were expected to fund performances from their own budgets for whole school or curriculum-related shows.</p> <p>The Principal extended an invitation to Representatives to attend the school Carol Service at 5.30pm on Wednesday 9 December 2015.</p>	<b>decision</b>
<b>13.</b>	<p><b>Any Other Urgent Business</b></p> <p><b>a) Serious incident (MMc)</b> A serious incident involving students from St. Gregory's and from other schools had taken place in a local park. Teachers had contacted the police who were dealing with the matter. The Principal's report about this to Chairs of Committees was filed in the Principal's office.</p> <p><b>b) New Representatives update (MM)</b> In response to advert in school newsletter, there had been <b>one</b> application to become a Parent Representative from James Oates. The FAC Chair had e-mailed him and response was awaited. Two Brothers from Greyfriars (one of whom had experience of Primary school) were willing to be <b>Associate</b> members of the Academy Committee with the medium term objective of one filling the current Foundation vacancy. They would attend the next FAC meeting on 3 December 2015. With PS's departure, there was now another Foundation vacancy. <b>Action 11: To place advert in school Newsletter for a Foundation Representative.</b></p> <p><b>c) Principal's e-mail</b> A problem had occurred with MMc's e-mails which had been going to another MAC employee with the same surname. This had been rectified. Another problem was that some of the g-mail being sent to MMc was going straight to trash. This was not a problem for parents who e-mailed the Principal via the web contact (i.e. Rosemary Gelder) but if any representatives had unusually <i>not</i> received replies to e-mails that they had sent, MMc suggested that these be re-emailed to her.</p>	<b>MMc</b>
<b>14.</b>	<p><b>Date of next meeting – 28 January 2016.</b></p> <p>The Chair thanked those present and the meeting closed at 6.30pm.</p>	

**ACTION LIST FROM FINANCE & STAFFING COMMITTEE 19 November 2015**

<b>No.</b>	<b>Actions</b>	<b>Rep/Staff responsible</b>
1.	£300 for Kinesis Team (Design & Technology) to purchase motor for Green Power Race national competition.	MM
2.	To determine time-apposite F&S agenda dates for items carried forward from meeting of 17 September 2015.	MMc/Clerk
3.	DF to e-mail job descriptions for Chief Business and Finance Officer and for Operations Manager to Chair F&S for dissemination.	DF [done]/RB



4.	Principal to invite Kerry Simmonds (KS) to attend Full Academy Committee FAC on 3 December 2015.	MMc
5.	Principal to ask KS to produce budget figures for 3 December FAC meeting for these figures to be distributed to Representatives by Monday 30 November.	MMc/KS
6.	Principal to request DBMAC to obtain support and training from PS Financials.	MMc
7.	Principal to send staff absence figures to Clerk for inclusion in meeting minutes.	MMc
8.	To seek guidance from a surveyor regarding snagging completion and procedures out of time warranty.	RB
9.	To request Nick Rose (NR) to arrange meeting with builders and to inform KS.	HFB/NR/KS
10.	To place advert in Newsletter for cleaners.	RC
11.	To place advert in Newsletter for Foundation Representative.	MMc

**Appendix 1: SGG Period 2 P&L (untabled)**

**Appendix 2: filed as CONFIDENTIAL Part 2 Minute item 8 (under Matters arising)**