



Minutes of St. Gregory the Great Finance and Staffing Committee meeting held on Thursday 17 September 2015 at 4.00pm in the school

	<p>Present: Robert Bennett (RB) Parent/Chair Khurshid Ahmed (KA) Staff (to arrive late) Myfanwy Brown (MB) Foundation David Forster (DF) Foundation Pita Enriquez Harris (PH) Foundation Dervilla Maher (DM) Foundation Margaret Madden (MM) Foundation Patricia Simon (PS) Foundation Chris Skerry (CS) Staff Marcella McCarthy (MMc) Principal</p>	
	<p>In attendance: Sandra Cromey (SC) Clerk Rodger Caseby (RC) Associate Principal Steve Jones (SJ) Associate Principal Hannah Forder-Ball (HFB) Primary Kerry Simmonds (KS) DBMAC Andy Jones (AJ) Whitley Stimpson (to arrive 5.15pm)</p>	
<p>1.</p>	<p>Welcome, Apologies, Prayer and quorum The Chair welcomed attendees and thanked them for altering the date of the Curriculum and Achievement Committee meeting so that this meeting could be held today to discuss finance concerns. Confidentiality was reiterated. As minutes from the start of this academic year would be mounted on the school website, the minutes of sensitive data would be recorded as confidential.</p> <p>Apologies: none.</p> <p>Prayer: The Chair began the meeting with the school prayer.</p> <p>Quorate: The meeting was quorate and began at 4.05pm.</p> <p style="text-align: center;">DF and HFB joined the meeting at 4.06pm</p>	
<p>2.</p>	<p>Election of Chair and Vice-Chair Election of F&S Chair (Rob Bennett) had taken place at meeting of 18 June 2015. Margaret Madden was elected as Vice-Chair.</p>	
<p>3.</p>	<p>Declaration of any other urgent business Item 3 Staff Recruitment, raised by MMc, was accepted as untabled business by the Chair.</p>	



<p>4.</p>	<p>Declaration of interests Representatives completed the template Register of Business Interests for mounting on the school website in addition to completing the annual individual forms for declaration of interests.</p> <p>There were no declarations of interest declared for any items on the agenda.</p>	
<p>5.</p>	<p>Minutes of meeting held on 14th May 2015 The minutes were agreed as an accurate record of the meeting and signed by the Chair.</p>	
<p>6.</p>	<p>Matters arising from minutes of meeting held on 14th May 2015 All actions had been carried out. Regarding Action 8: Governor Services had corroborated the Clerk's opinion regarding eligibility of representatives involved in Stage 4 Disciplinary then attending Stage 5 and the possibility of unconscious bias.</p> <p>It was noted that meetings of a sub-group had taken place to deal urgently with matters relating to finance and the previous year's budget. The Clerk had minuted the budget information update meeting held on 4 June 2015. A confidential history and timeline of the Budget from 2014 (latest version 14 July 2015) had been created by PH which referenced meetings held on 11 June 2015 (Full Academy Committee), 23 June 2015 (Budget monitoring), 26 June 2015 (meeting with Dominic Barberi Multi Academy Company (DBMAC) directors).</p> <p>Regarding item 11: a new free school catering to 880 students had been approved by government to be called The Swan School. This would be run by The Cherwell School, supported by Oxford City Council, and was due to open in September 2017.</p> <p style="text-align: center;">KS left the meeting to take a call at 4.17pm.</p> <p>General discussion took place after MMc asked: Q: Who had taken over the role of dealing with matters relating to premises since Duncan Marshall (DMar) had left? Snagging matters at the Primary were increasing and the committee members debated the virtues of having SGTG posts or DBMAC posts to deal with Finance and Premises matters along with general business Administration. DF pointed out that costs were involved whether from SGTG or the MAC.</p> <p style="text-align: center;">KS returned to the room at 4.21pm and left the meeting at 4.22pm. KA joined the meeting at 4.24pm</p>	



	<p>HFB pointed out that DMar's e-mails and other documentation was needed to carry out discussions with the architects and builders. HFB undertook to contact persons concerned and RB supported this. MMc added the need for action while the building was still under warranty.</p> <p>DF stated that DMar had handed Finance matters over to KS but Administration matters were handed over to the school. RC reported the ongoing discussion with DMar regarding site lighting (problem due to cut cable) and other matters that were to be referred to Beard or TSH [building companies] before DMar left. RC said that there was no record of the work being completed. MM recommended that DMar was contacted to be asked. DF said this could be done because DMar had been paid a week's salary as a retainer so that he could be contacted as needed.</p> <p>Action 1: HFB to contact DMar (and liaise with KS) and to request that DMar forwards H&S e-mails to RC.</p>	HFB
	<p>MMc left the meeting at 4.30pm to check the Reception area/door and returned at 4.31pm.</p>	
<p>7.</p>	<p>Review of Terms of Reference (TOR) for Finance & Staffing RB had circulated previously the draft TOR that he had produced. Comments were invited and amendments made to the draft. The revised TOR were formally adopted and would be reviewed in a year's time.</p>	
<p>8.</p>	<p>Update of finance and financial review DF gave to the committee the reason for KS's earlier departure. This agenda item was deferred to 5.15pm awaiting the arrival of the Andy Jones (AJ) representative from Whitley Stimpson [firm of Chartered Accountants]. The record of the meeting at this point, along with its continuation on the arrival of AJ, is contained in Confidential Minute 2 for this meeting.</p>	
<p>9.</p>	<p>Existing TLR and RR structure whole school – <i>item deferred to next F&S meeting</i></p>	
<p>10.</p>	<p>Line management and accountability structure whole school - <i>item deferred to next F&S meeting</i></p>	
<p>11.</p>	<p>Discussion about the TLR and RR structure in September 2016 - <i>item deferred to next F&S meeting</i></p>	
<p>12.</p>	<p>Review of increased contact time on staff welfare – <i>item deferred to next F&S meeting</i></p>	
<p>13.</p>	<p>Health & Safety review RC gave an oral report concerning the visit by a contact of DMar to carry out H&S inspection focussing on the move of the library and the proximity of lighting to book stock. The repurposing of the former reception area as a library meant that the visit concentrated on fire</p>	



safety and exit procedures. The school had not been compliant because the fire risk assessment was out of date.

In November 2014, a folder with fire assessment documentation had been handed to RC containing a list of 10 actions to be completed within a one month period. A year later, only one out of the ten actions had been carried out.

Concerns were that the re-designation of fire exit routes needed to be done, there were no smoke detectors in the books corridor and 60 emergency lights did not work. These lights had a ten-year life span and required a programme for on-going replacement. The costs would be in the order of £6k and could be done over a 5 year period.

Q: MM asked why this had not been identified previously given that emergency lights were tested every month.

A: RC had not received the information from the site because no replacement programme was in place.

DM pointed out the need to prioritise the implementation of this work. RC said that the first areas to be addressed would be those in use in the afternoons. It was o.k. to phase the work in over 3 years.

The school was also not compliant with regard to **Legionella** risk assessment because of the lack of documentation regarding the Primary in checks for the site. Vicky Davies was working on the necessary documentation.

KA returned to the meeting at 7.19pm (having left the room at 7.05pm).

There was physical disarray of documents and those on the school network. However, the school would be compliant for **asbestos** if the survey of known existing asbestos on the site was completed **before January 2016**.

Q: DF asked if the asbestos areas physically marked.

A: They were.

A Smartlog online system for logging and audit trail had been purchased and paid for (£1250) and RC had now been given user Login access.

A fire practice had been held on 11 September to test out the new exit routes and evacuation had taken 4 minutes and 45 seconds. Staff had been pre-warned but another fire practice would be held without prior notification.

Lack of cleanliness was noted as the school was 187 hours down on a cleaner and no deep clean had been conducted over the vacation. KA described the background to the problem in recruiting cleaners in relation to a missing contract with the existing firm that had been given notice.



	A ball park figure of £20k was estimated to cover cost of smoke detectors and emergency lights. Utilities were already in the budget and meter readings were o.k.	
14.	Buildings, premises and maintenance review – item deferred to next F&S meeting	
15.	Performance management structure for non-teaching staff – item deferred to next F&S meeting	
16.	Monitoring Pupil Premium spending KS4 Yr11 2014-2015 – item deferred to next F&S meeting when monitoring data would be available. In the meantime, RC's previously circulated paper on how the school used the Pupil Premium Grant was accepted . £306k was due this year.	
17.	<p>Any Other Urgent Business Deferment of two items tabled on Governance to C&A agenda of 1st Oct:</p> <ol style="list-style-type: none"> Governor Services Subscription renewal Skills analysis <p>Regarding the latter, MM suggested that finance skills could be added to the requirements for the filling of an Academy Representative vacancy. MMc knew of someone interested in being a Foundation Representative. [Clerk reminded the meeting of the need for references and the requirements of the Diocese.]</p> <ol style="list-style-type: none"> Staff Recruitment (MMc) – currently not recruiting but notice given that a second Design and Technology Department vacancy would need to be filled. SJ added that a Science post would be needed at Christmas. 	
18.	<p>Date of next meeting – 19 November 2015. The Chair thanked those present and the meeting closed at 7.30pm.</p>	

ACTION LIST FROM FINANCE & STAFFING COMMITTEE 17 September 2015

No.	Actions	Rep/Staff responsible
1.	To contact DMar (and liaise with KS) and to request that DMar forwards H&S e-mails to RC.	HFB
2.	Items 9, 10, 11, 12, 14, 15, 16 carried forward to next F&S agenda	Clerk

Appendix 1:

**Draft TOR (RB)
Pupil Premium (RC)**

Appendix 2: CONFIDENTIAL Minute 2 item 8