

## **Committee Summary Spring 2017**

### **Finance - 17<sup>th</sup> October (November meeting cancelled as not quorate)**

Management accounts for 2015/16 have generated a surplus of £173,000; £112,000 has been used to balance the 2016/17 budget.

School Fund balance as of 30<sup>th</sup> September 2016 is £105,631. A School Fund policy has been approved.

A breakdown of how the School Fund, Pupil Premium and Hardship Fund had been spent was presented.

The catering department showed a surplus for the year of £42,943.

The issue with the PFI Central Costs is still on-going.

Building contractors Wildgoose have been appointed for the VI Form building and work has started on the site.

The Governors Annual Work Plan was reviewed and discussed, and work is on target.

The Finance Improvement Plan 2016-17 was reviewed and discussed, and work is on target. We have been successful in meeting the requirements of the Teachers' Pension Monthly Data Collection return and are now submitting live submissions.

Three quotes had been sought for renewal of the Microsoft Licence Agreement from BCN for £3,729; NS Optimum £3,676 & CCS Medial £3,729. A decision was made to remain with our current supplier BCN.

Various quotes have been sought to purchase a school minibus, a decision was made to purchase a Peugeot Boxer 17 seater, reg HX10 HLP for £15,595 + VAT. We are contributing £4,000, the PFTA are funding the difference.

A decision was made to replace the school debit cards with charge cards. Card holders are The Headteacher, Finance Manager and Site Manager; the overall monthly limit is £25,000.

A decision was made for K Cleverley to be the Chief Executive Officer as per the EFA requirements in the Academies Financial Handbook.

Bad debts to the value of £144.20 were written off.

Various assets were written off the asset register.

The following policies have been reviewed and approved;  
Finance Procedures Manual  
SCITT Policies  
School Fund Policy

### **Admissions Committee - 6<sup>th</sup> December 2016**

363 Registered to sit the test of which 27 withdrew

277 obtained the required score of 105 or more

266 returned their practice of faith form.

The committee met to allocate places for September 2017 using our admissions criteria. 150 places were allocated. Distance was measured from the child's home to the front gate.

The Admissions Policy was discussed for entry 2018, no changes to be made. To be put to the Full Governing Body for approval and will then be added to the website by 28 February 2017.

### **Standards – 27 September 2016**

Mr Devine was re-elected as the Chair of the committee and the committee Terms of Reference was reviewed and no amendments were made.

The committee was shown the Teaching and Learning Presentation that had been presented to staff during the September INSET.

A detailed analysis of the exam results was given and the committee was updated on the Progress 8 measure for the school, which is 0.33. The individual Progress 8 figure for Maths is on a negative at -0.11. This is a concern and remains the main priority for this year.

The committee studied the SIP and discussed the steps taken by the Maths department to raise the profile of Maths within school.

The committee was informed of the whole school target for 2016-17, which will be 0.40.

Copies of the MER calendar were distributed to all members.

The committee was updated on the changes to the Sixth Form entry criteria – from September 2017 the GCSE results will be a combination of numbers and letters dependent on the subject. From 2018 all subjects, with the exception of DT, will be graded by a number. The committee approved the entry criteria of:

3Bs (or 5s) and 3Cs (or 4s) including a minimum of a 4 in English and Maths.

### **Standards – 29 November**

The committee received presentations on departmental action plans from the Science, Maths and DT department subject leads.

The RAISEonline 2016 summary report was considered. The committee congratulated the school on the progress made for disadvantaged students.

Copies of the timeline changes for GCSE/AS and A Level were distributed to members.

The committee was provided with the 2017/18 term dates; a recommendation was put forward and approved by the committee.

### **Pupil Support – 11 October 2016**

Mr Franks was re-elected as the Chair of the committee and the Terms of Reference was considered and agreed.

The committee was provided with an update on the DBS system, which is working better.

The following policies and reports were considered and approved:

- Pupil Premium Policy
- Pupil Premium Report
- Behaviour Policy
- Child Protection Policy

The committee considered the LA Annual Safeguarding Audit; in particular the areas as identified as amber. The LA has informed Mrs Slattery that for this academic year, the school is not required to complete the audit.

The committee was provided with an update on the Early Help (EH), Children in Need (CHIN) and Child Protection (CP) referrals currently under review.

### **Premises and Safety – 4 October 2016**

The committee was joined by Gerard Whitehurst, Project Manager from GMG Associates and Mrs Scott, Chair of the Finance committee, to discuss the appointment of contractors and the tendering process for the sixth form build. The committee was provided with details of the three companies under consideration and agreed to proceed with Wildgoose.

The committee Terms of Reference was considered and agreed.

As per the Governors' Annual Work Plan, the committee considered the monitoring of the Premises Plan and the Community Use Agreement.

The Lettings Policy was considered and amendments were made. It was agreed that once the amendments had been made, then the policy would be re-circulated to the committee.

### **Audit – 13 September 2016**

Mr Shufflebotham was elected as Chair of the committee and the committee Terms of Reference was reviewed and amended.

The Risk Register and Top 10 risks were considered – the committee discussed the risk associated with sixth form recruitment and the change in Headship.

Gareth Higgins, Responsible Officer, confirmed that the internal audit is up to date. The next review will focus on purchasing.

The committee structure review was discussed and the need to have fewer committees. It was suggested that other secondary schools be contacted for their committee structures, so that a review of best practice can take place.

### **Audit – 16 November 2016**

The committee received a presentation of the school accounts by the Auditors – Ashley Conway and Nicola Johnson from Moore Stephens. They reported on the draft annual report and financial statements year ending 31 August 2016. Outstanding areas to address were discussed and the date by which the auditors required the Trustees report.

In line with the Governors' Annual Work Plan, Mrs Scott, Chair of the Finance committee attended, and a review was held of the activities, reports and minutes of this committee. Mrs Scott emphasised that the last few years had been financially challenging and acknowledged that R Maguire and K Cleverly had spent considerable time to get a balanced budget. The October Finance meeting had not been quorate; however the meeting still went ahead with details regarding decisions being sent by email to the governors and then the matters to be taken forward at the next meeting.

Mr Devine, Chair of the Standards committee, provided a review of the activities, reports and minutes of this committee. The Governor/Parent Learning walks were discussed, as Mr Devine took part and saw 6 lessons. A discussion was also had concerning the numbers in the sixth form.

Gareth Higgins, Responsible Officer, reported that the school fund has been looked at and a report with recommendations has been submitted.

A working party was established to consider the committee review structure, consisting of M Roberts; N Atkins; A Franks; G Higgins and P Shufflebotham.

### **Personnel – 20 September 2016**

Mr Franks was re-elected as Chair of the committee and the committee Terms of Reference was reviewed and agreed.

The committee was provided with an update on staffing and staff absence.

## **Personnel – 15 November 2016**

The meeting was not quorate, however still went ahead, with any recommendations to be sent to the other committee members for ratification.

The committee was provided with an update on staffing and staff absence. The Individual School Range (ISR) was considered and the Complaints policy was reviewed and recommended for approval.

## **Strategic Chaplaincy Group – 7 June 2016**

Students presented to the group about their involvement in Chaplaincy and what they would like to see more of.

The Lenten Appeal was discussed; the whole school raised a total of £6250 for Cafod's 'Make a Splash Campaign'. Fundraising was really successful in form groups and through the house events. One form literally brought a cow in and charged for selfies with the cow.

It was suggested that they take a break from hosting parish lunches due to the lack of time priests have and the increasing daily pressures for them.

There are currently 100 students signed up for SVP and the school is registered.

## **Strategic Chaplaincy Group – 1 November 2016**

The group congratulated the school on the success of the Whole School Welcome Mass. The liturgy had a good balance of reverence and the new split of the year groups worked well.

All forms enjoyed a day at Alton Castle getting to know one another and learning more about God, confirming that this experience is an important part of the induction process.

It was confirmed that the school now has a combined group of Chaplaincy Reps. They meet once a fortnight and are awarded a badge once they have taken part in three services or acts of service.

The group received an update on the SVP programme – they currently have a successful group of SVP representatives who meet weekly. Students visit Oakhill Primary School and St Teresa's Primary School to assist the Reception class with reading and phonics.

Ashley Willis has organised a Christmas lunch for the elderly and housebound on Thursday 15<sup>th</sup> December at Stone House. The sixth form and younger SVP reps will serve at this lunch.