



CANON LEE SCHOOL
Minutes of the Business Committee meeting
held in school on Monday 20th June 2016 at 5pm

Present: Mr John Kesterton (Chair), Mrs A Davies, Mr Peter Hodge, Mr Patrick Looker

In attendance: Mrs S Byrne, Miss S Buckley, Mr M Halifax (Deputy Headteacher), Mrs Wendy Munro (School Business Manager), Mrs H Dowds (Future Principal), Mrs Sophie Triffitt (Clerk)

1. Welcome, apologies for absence and declarations of conflict of interest

Apologies were received and accepted for Mr Richard Crane, Executive Headteacher. There were no declarations of interest.

2. Minutes of the Business Committee meeting of 3rd May 2016

Previously circulated. The minutes were reviewed and approved as an accurate record of the meeting and were signed by Committee Chair.

Governors were in agreement that the record of the conversation about the delays from the conversion process have lead to a delay in addressing staffing and subsequently contributed to the deficit budget accurately reflected the discussion and concerns raised.

In response to a governor it was confirmed that as part of the conversion process any deficit will be absorbed by the LA and it was emphasised that the budget still needs to be effectively managed as it is public / CYC funds.

3. Action Plan and matters arising not otherwise on the agenda

Action 1: It was confirmed that the Pupil Premium Link Governor had met with Mr Halifax to review the Pupil Premium Action Plan and a report has been circulated to governors and will be included in the FGB agenda. A follow up meeting is being scheduled and will be reported back to governors in a similar format. The Pupil Premium Link Governor expressed confidence in the progression being made and that the action plan in place reflects that the school are doing everything they can to address the needs of the pupils.

Action 2: It was confirmed that pupil premium data can be reflected in the detention and seclusion data and the Education Committee will monitor this data.

Action 3: SFVS approval requirements were confirmed to the School Business Manager.

Action 4: Budget submission was accompanied by a brief commentary and there are ongoing conversations with CYC which will be discussed as part of the meeting agenda.

Action 5: Budget planning to 31st August will be discussed as part of the meeting agenda.

Action 6: Audit Report will be tabled and discussed as part of the meeting agenda.

4. Policies for Review and Approval

There were no policies for review and approval.

5. Budget Monitoring Report – Period 2

Previously circulated. The School Business Manager informed the committee that the new Finance Officer is in post and is proving a very positive recruitment with handover being managed with the Joseph Rowntree School interim support.

a. Budget Planning to 31st August 2016

Mrs Dowds and the School Business Manager reported that the school finances have been reviewed and the 1st April 2016 to 31st August 2016 budget will be updated to reflect the delayed academisation.

The School Business Manager informed the committee that two compromise agreements have been agreed, noting that the need to deal with staffing, which was emphasised by a governor twelve months ago, has been addressed but is only just starting to take effect.

The School Business Manager explained that a shadow structure will be developed to help long term financial planning. Mrs Dowds added that a shadow budget can not be formally submitted but will provide confidence that the school can move forward safely.

It was confirmed that CYC rejected the budget submission and the budget will be resubmitted based on April 2016 to December 2016 in light of the delayed academisation.

The School Business Manager confirmed appointments made are accurately reflected and for any appointments not yet made are represented in the budget as the maximum spend and will be updated with actual costs when appointments are made.

In response to a governor the School Business Manager confirmed the geography field trip income will be offset in the expenditure.

A governor asked what feedback the LA gave for rejecting the budget submission. The School Business Manager explained that the deficit was not the reason for not approving the budget but that long term solutions for balancing the budget within three years were not presented. It was noted that it will be difficult to demonstrate the recovery of £275k deficit.

A governor emphasised that CYC had an understanding of the deficit as they are aware of the future need for secondary school places in the area and as an academy the school can not set a deficit budget.

It was confirmed that the LA will still hold the responsibility for ensuring all children are placed in education.

Governors requested that in year savings are reflected in the budget as future year impacts and that the finances in any reporting are formatted correctly.

A governor asked about the income streams separate to the pupil number funding. The School Business Manager explained that there is income from lettings including the all weather pitch, sports facilities and hall. A governor asked about the feasibility of enhancing the income and if there are other ways to generate increased income. The School Business Manager explained that there is an area of the school let to York Music Service but noted the importance of safeguarding in school to be a major factor before considering any lettings. The School Business Manager and Mrs Dowds explained that the potential of utilising the Art Block for income generation is being investigated but could require an initial outlay of funds to get the space in the required condition. A governor asked if there could be potential in the effective planning and use of classroom spaces.

Action: It was agreed for Mrs Davies and Mrs Byrne to work together to look at opportunities to generate income and support for the school from businesses. It was noted that any work should be in liaison with the School Business Manager and keeping the Business Committee Chair informed. It was also noted that long term there is a need to understand the income generation position within the MAT.

The Committee Chair noted that in meetings with CYC they understood that this governing body have inherited a number of previous and developing patterns that have negatively impacted the budget and emphasised that in future governors can not shy away from some very challenging decisions.

A governor noted that the Period 2 Report is only reporting one month's payroll.

Action: School Business Manager to look into the payroll reporting on period 2 monitoring and report back to the committee.

6. Audit Report

a. Analysis

b. Actions

The Audit Report was tabled and the Committee Chair noted that the rating of substantial assurance is good but not outstanding.

In response to a governor question the clerk confirmed that completed Business Interest Forms are scanned on to the governance service drive and hard copies returned to the school.

It was noted that the biggest priority is the financial system with the risks being that the system stops working and the school can not report finances. A governor asked what the system back up process is and the School Business Manager confirmed there is weekly back up by tape kept in the fire safe. A governor suggested daily back up and the School Business Manager agreed there can be software back up done daily.

A governor suggested starting the conversation to obtain the Hope Learning Trust finance system on an evaluation licence.

Action: School Business Manager to investigate moving to the Hope Learning Trust finance system, PS Financial, on an evaluation licence.

Governors recorded that they are aware and mindful of the risk of the finance system.

It was agreed to carry forward the agenda item to the next meeting.

7. Staffing Update

a. Head and Deputy Appointments. Pay Range Decision.

The Committee Chair explained that the governing body had given delegated authority to Mr Crosby to move forward with the Principal and SLT appointments. The Committee Chair tabled analysis of the nationally agreed pay and conditions pay point system based on the school size which demonstrates due diligence in the recruitment process. The Committee Chair explained that based on this system the school is a group 5 school and would remain a group 5 with the CYC projection figures, needing to reach 140 per year group to be a group 6 school. The Business Committee Chair confirmed the ranges have been set and a new Assistant Headteacher appointed into the pay range and when the time comes for a national advert to confirm a permanent Principal the governing body can be assured the advert will be within the correct pay range.

It was confirmed that the new Principal is employed by the governors with the contract being with Canon Lee and will TUPE across to Hope Learning Trust with other staff on conversion.

b. General Staffing. Pay Range Decision.

Mrs Dowds reported that

- Head of History has been appointed.
- Acting Head of Maths is in place.
- Teaching vacancy in Maths with two strong applications.
- Head of Science appointed on a one year fixed term contract.
- A business case is being submitted for a voluntary redundancy of an RE teacher. The School Business Manager confirmed there is no difference in cost for enforced or voluntary redundancy.
- Sponsored English teacher appointed from the Canada Teaching Programme.
- Literacy co-ordinator appointed.
- Head of English recruitment has three strong applicants. Governors were asked to support the recruitment process on Monday 27th June 2016.
- Mr Brady has been appointed to Deputy Headteacher.
- Assistant Vice Principal appointed to back fill Mr Brady's role.
- Mr Rampling appointed as an NQT by Manor and seconded to Canon Lee.

- Mr Stancliffe and Ms Boulter have been allocated some extra responsibilities in line with their job specifications and level. Ms Boulter will be responsible for the Year 6 transition arrangements.
- A curriculum enhancement leadership post will have responsibility for RE, PSHE, Citizenship and Enterprise which are responsibilities that have sat with posts that are being lost.

c. Staff Reduction Process. Update re Launch and Timescales.

Mrs Dowds updated the committee that of the two drama teachers in scope in the restructure one has secured a role elsewhere so this department is now out of scope. There was a miscalculation with the supply and demand for Food Technology so there will be no redundancy in Design and Technology. Following deeper scrutiny and risk assessment it has been decided to cease the redundancy in Art.

Mrs Dowds informed the committee that there has been a 0.4 Modern Foreign Languages resignation so the only remaining process on the table is one FTE surplus in MFL which Mrs Johnston is progressing in line with the timeframe and business case.

d. SEND Reorganisation Progress Report.

Mrs Dowds reported that the SEN restructure interviews have taken place and one to one outcomes will be communicated on 21st June 2016 making governors aware that there is the possibility that this may result in some staff not accepting their new roles and there may be some redundancy exposure due to the offerings not being of equivalent level.

8. Support Service Update

The School Business Manager reported a resignation from a member of IT staff who will not currently be replaced as there is a need to review the IT strategy with Hope Learning Trust.

The School Business Manager explained that in light of the budget position the committee are requested to approve some urgent maintenance.

1. Very urgent repairs to a rotten roof on an external electrical mains room with a quote from an approved supplier being £3.5k.
2. As part of the relocation of science labs so that they are all together downstairs there is a need to have new vinyl floors in four labs to prevent any potential health and safety trip hazard with the cost being £1.7k per lab.

The School Business Manager confirmed the funds would be from capital.

Governors approved the works and appreciated, given the budget circumstances, the request coming to the committee.

In response to a governor the School Business Manager confirmed all asbestos surveys and checks are up to date.

9. Transfer to Hope Trust. Update.

The School Business Manager reported that significant due diligence documents including the Academy Conversion Questionnaire have been completed and returned to Hope Learning Trust.

The School Business Manager informed governors that the due diligence process has highlighted the need for an immediate proactive approach to the maintaining the buildings.

10. Governor Visits

There were no visits to report.

11. Any Other Business

a. Awards Presentation & Open Evening

Governors were invited to the Awards Presentation Evening on Tuesday 12th July 2016 and the Open Evening on 3rd October 2016.

12. **Date and time of next meeting:** 2016-17 dates to be agreed in line with Hope Learning Trust requirements.

The meeting closed at 6.36pm


 Mr John Kesterton - Chair

5-10-16

Date

**Canon Lee School Action Plan
 following the meeting of the Business Committee on the 20th June 2016**

	Action	Agenda Item	Person(s) Responsible	Timescale
1	Mrs Davies and Mrs Byrne to work together to look at opportunities to generate income and support for the school from businesses in liaison with the SBM and keeping Business Committee Chair informed.	5a	Mrs Davies Mrs Byrne	Ongoing
2	Look into the payroll reporting on period 2 monitoring and report back to the committee.	5a	School Bus Mgr	ASAP
3	Investigate moving to the Hope Learning Trust finance system, PS Financial, on an evaluation licence.	6	School Bus Mgr	ASAP

Sep/Oct Agenda	Nov/Dec Agenda	Future Agenda
Audit report	School Council Report incl Energy Saving	

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