



FINANCE, PERSONNEL AND PREMISES SUB-COMMITTEE MEETING

FINANCE REPORT – JUNE 2017

1. AUTHORISATION LIMITS

Contracts/orders with suppliers be reported as Invoiced since the last meeting in FEB

Please note that the costs for these items were already incorporated and expected within the budget and this is for Finance Committee information only.

Pegasus Cleaning - £1170 (deep clean in summer)

Coombe Girls School - £1293 (drama tuition)

Road to Success - £1890 (alternative provision – termly cost) * @ £70 per day

AQA Education - £2902 (exams)

Kerry Nixon – £3640 (Music project – termly cost)*

UPCOMING CONTRACTS FOR RENEWAL

SPARK

WOT SECURITY

BRIAN PHELPS

ORLEANS PARK GALLERY

2. END OF FINANCIAL YEAR / BUDGET BALANCES

We are allowed to carry a reserve fund of £180K and any funds over this must be shown as committed funds against agreed projects. I have submitted an application for approval of excess balances (Approx £110K at risk) to AFC to safeguard us from a clawback and this seems to be acceptable. The sums involved largely relate to the premises works detailed below.

See **attached reports** and notes below (relating to CFR report) – Period 2 comments:-

Income:

I03 – shortage continues to be the funding from New House students which has not been received (this has been chased). Additionally, the first instalment of funding from Richmond is usually invoiced at the beginning of the financial year for the academic year ahead but has been delayed whilst student numbers are discussed.

Expenditure:

E14– Deep cleaning carried out in holidays not in budget – funds to be vired to cover termly costs

E24 – Premises costs & transportation of students – *Insufficient funds on this line ***

E25 – Catering costs were higher than budgeted – to be monitored

Total expenditure for the month was 6% (£6.6K) lower than budgeted.

****Request for virement of funds from E02 to E24 due to ongoing transportation/taxi costs - £15K**

3. STAFF ABSENCE (MAY/JUNE)

1 member of staff (T/A) absence of around 6 weeks due to broken bones in her foot.

1 member of staff (Admin) absence of 1 week due to operation.

5 x 1 day requests for dependency leave granted.

3 x 1 day requests for absence for induction for new jobs (staff leaving)

Generally our staff absence is low however on our small numbers one member of staff on any type of long term sickness will skew the statistics. As far as I am aware we have no concerns about staff absence at this time.

4. STAFFING CHANGES

- Art Teacher replaced with Humanities Teacher (starting in Sept – based in Surbiton)
- T/A resignation – recruitment underway
- P/T Science teacher (2days) resignation – not being replaced
- **New** KS3 Teacher to start in September (recruited & starting Sept)
- **New** Receptionist/Admin to start in September (2 year contract)
- Promotion of 2 x Administrative staff
- Increase of days for CPD Co-ordinator – f/t but 1 day commissioned to AFC on buyback deal
- **New** Maths Lead teacher from September

5. BUDGET REPORT – 5 YEAR PLAN (attached)

Based on the above staffing changes

Based on worst case scenario with the loss of both Richmond & Surbiton extra funding at the end of the 2 year period. Therefore the income is as follows:-

- Remaining New House students - Apr17 to Aug17
- 1 x New House student – Sept17-Aug18
- Richmond funding 14 students – Aug18
- 10 x EHCP students @ £30K (additional to 60places) – Sept17 – Aug19
- 4 x EHCP students @ £30K (additional to 60places) Jan17-Aug19
- 4 x EHCP students @ £30K (additional to 60places) Apr17-Aug19

I will explain the position more fully at the meeting, but briefly the contingency plan in this scenario (included in budget) would be to offer 6 x EHCP places within our 60 places @ Dukes Centre from Sept19 onwards.

6. TEACHER PAY STRUCTURE REPORT – staff list as per September 2017

**** Scales/salaries are detailed in appendix**

TEACHER	PAY SCALE	TLR Allowances	Recruitment Allowance
MAIN PAY RANGE	MPR Point	TLR 2 £	
Teacher 1	4	2650	
Teacher 2	6	2640	
UPPER PAY RANGE	UPR Point	TLR £	
Teacher 3	U3	2640	

Teacher 4	U3	2640	
Teacher 5	U3	5686	
Teacher 6	U3	5686	1841
Teacher 7	U3	5686	
Teacher 8	U1	2640	1436
Teacher 9	U2	5686	5551
LEADERSHIP PAY RANGE	L Point		
LT1 (10-14)	L13	-	
LT2 (10-14)	L10	-	
LT3 (8-12)	L10		
ELT1 (5-9)	L9		
HEAD	-		

SUPPORT STAFF PAY STRUCTURE REPORT – staff list as per September 2017

STAFF	PAY SCALE	RANGE	
	GRADE		POINT
Staff 1	D	(15-20)	20
Staff 2	J	(45-50)	46
Staff 3	E	(20-25)	22
Staff 4	D	(15-21)	21 * JD regrade
Staff 5	E	(20-25)	22
Staff 6	E	(20-25)	25
Staff 7	E	(20-25)	22
Staff 7	D	(15-20)	vacancy
Staff 8	E	(20-25)	22
Staff 9	E	(20-25)	22
Staff 10	F	(25-30)	25
Staff 11	D	(15-20)	17

The new school teachers' pay and conditions report has been delayed due to the general election and is now expected at the end of June 2017. No major changes are expected and I will provide a report to Governors in September on any changes that need to be implemented and any decisions that may come out of this (last year there was an agreed 1% increase and we were provided with 3 options:-

- Stay with the standard teachers agreed pay structure
- Implement an extended grade structure (to allow further progression)
- Introduce your own pay structure.

We chose to stay with the standard teachers agreed pay structure as we felt, being a small school, this was the simplest model and we had no requirement to move from this).

Pay negotiation are also underway with the trade unions for support staff pay for 2018/19 and they have requested a 5% pay increase on all pay points – however this is unlikely to be agreed in the current climate.

7. PUPIL PREMIUM

The government has allocated £935 per student for the academic year 2017/18

Around 50% of students attending Malden Oaks fall into one of the categories covered by the Pupil Premium. However, the fluctuating nature of our cohort means that the amount received varies considerably. We only receive the full amount for those students who are not on the roll of a mainstream school at the time the census takes place

The majority of our students remain on the roll of a mainstream school whilst attending Malden Oaks and therefore any funding will be allocated to them within their budgets. In view of this we charge a pupil premium sessional fee back to the schools and this currently equates to approximately £350 per year per student. The rationale for the reduction of this charge is that schools may have already allocated this funding to other projects during the year which the students may have already benefitted from.

We have therefore based our plan on an estimated allocation / recoupment of funding of £15,000 for the year 2017/18

The Pupil Premium is primarily aimed at:

- students from Year 7 to Year 11 who are from low income families and are eligible for free school meals (FSM)
- students who have been eligible for FSM over the past six years (known as Ever 6 FSM)
- students whose parent(s) are serving in the armed forces (added service premium)
- students who have been in care for a period of at least 6 months – child looked after (LAC)

Funding is likely to be allocated in the following areas to target specific students:-

- ICT Programmes
- 1:1 Teaching / Support programmes
- Activities / Courses / Award programmes
- Trips & Visits

8. DATA PROTECTION

New regulations are due to come into force in May 2018 and places greater emphasis on the documentation that we must keep to demonstrate we have considered our accountability in relation to data protection. Strong controls need to be in place when sharing data with other organisations and I have asked our ICT Technician to research purchasing software to send emails through strong encryption system . We will need to update our data protection policy to account for the changes. I/someone will need to attend a formal training course to take role of Data Protection Officer

The ICO recommends that the following steps be taken prior to the legislation coming into force:-

- You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit.
- Individuals' rights You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.
- Communicating privacy information You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.
- You should identify the lawful basis for your processing activity in the GDPR, document it

and update your privacy notice to explain it.

- Subject access requests You should update your procedures and plan how you will handle requests within the new timescales and provide any additional information.
- You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.
- You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.
- You should start thinking now about whether you need to obtain parental or guardian consent for any data processing activity.
- You should familiarise yourself now with the ICO's code of practice on Privacy Impact Assessments as well as the latest guidance from the Article 29 Working Party, and work out how and when to implement them in your organisation.
- You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements. You should consider whether you are required to formally designate a Data Protection Officer.

9. PREMISES

PHASE 3 WORKS

- Gate – will be put to RBK's planning committee on 12th July and it is expected to be approved with the works to be carried out in the summer holidays – The latest costing for this was £14K plus entry system
- Have raised outstanding work to cooker hood/tap to be done.

FRONT GATES – new gates have been installed

CATERING ROOM – Work to electric sockets, new sink & workbenches has been carried out.

SURBITON SITE - I have put in business cases for the works to Surbiton & Dukes Centre and I am in the process of getting quotes for the works. Engie are saying if they need to go down a formal tender route they are unlikely to meet the deadline of September. We are awaiting RBKs approval of the project from the Buildings/Assets team. We have the following costs so far:-

ICT Requirements - £47K

Door swipe system - £7K

New car (7 seater) - £20K

Telephone system - ?

Building Works - ?

DUKES CENTRE SITE – I have put in a business case for creating a cupboard and new office to the rear of the art room. The new office will be accessed off the Finance Office. I have also included the refurbishment of the Science & Art rooms for quotations and await these from Engie – I am hoping we can get this work carried out in the Summer holiday period.

We would also like the site to be painted in the holiday period – I am pursuing the question on whether this work has to be carried out by Engie as it is not making any structural change to the building.

I have a meeting booked with the contracts officer of RBKs Facilities Management Team to discuss the Engie arrangements/contract going forward on Thursday 17th August @ 1:30pm should anyone from the F/Committee wish to attend? Issues I would like to raise:-

- Our responsibilities/role as end client but no formal contract with Engie
- Risk assessments/method statement checking – responsibility
- Assurance of value for money for building projects if tied to Engie & their approved

contractors.

- Lack of oversight/paperwork – difficult to manage
- Cleaning during holiday periods
- Weekly tap flushing during holiday periods
- Current cleaning/lock up procedures
- DBS declaration
- Clarification of works specifications that could be carried out by contractors other than Engie (such as painting)?

FIRE DRILL

A fire drill was carried out on 9th June 2017 for the summer term. I am pleased to report that this was very successful and there were no issues noted. The time taken to end of roll call was 2mins 28sec - which is very efficient. It has been noted that the door to the Catering room, which should be a fire door, is warped and no longer provides sufficient protection from fire as a result (there are significant gaps). I have advised Engie of this and await their response (the works will probably need to be approved by RBK as they are not considered maintenance. However, I am assuming they will be responsible for the cost)

RECOMMENDED READING

<https://www.gov.uk/government/publications/staffing-and-employment-advice-for-schools>

This is a clear and simple document that covers the main recruitment & employment issues which I think will provide governors with a good broad understanding (RD – add to induction pack?)

NEXT AGENDA ITEMS

- Full H&S report (including governor H&S walk feedback)
- Insurance report
- Performance Management

POLICIES FOR REVIEW – AUTUMN 2017

Child Protection Policy (annual – MC approval)

Capability Policy (3 year – MC approval)

Pay Policy & Teachers Pay (annual – MC approval)

Whistleblowing (annual – MC approval)

Health & Safety (to take account of new site – FPP approval)