

**Delius Special School  
Finance & General Purpose Committee**

**Minutes of the meeting held on Monday 8<sup>th</sup> May 2017**

**Present:** Sally Birkbeck (SB), (Chair), Sally Joy (SJ), (Headteacher), Peter Sumpter (PS).

**Attendance:** Katie Clayton (Clerk), Robert Cameron (RC) (Associate Member),  
Ann-Marie Cullen (AM-C) (School Business Manager).

The meeting started at 5:15pm

		Action
F 61/16	<b>Apologies for absence &amp; their acceptance</b> Apologies were received and accepted for Jodie Crabtree and Jean Kellett.	
F 62/16	<b>Any Other Business and requests for agenda order variations</b> 1. Variation; item 68/16 would be discussed within item 72/16.	
F 63/16	<b>Declarations of interest for items on this agenda</b> Any interests would be declared as they arose in the meeting; there were none.	
F 64/16	<b>Minutes of the last meeting, 20<sup>th</sup> March 2017</b> The confidential minutes had not been presented as a hard copy at the meeting however they had previously been circulated to governors electronically. SB proposed, and PS seconded, that the minutes and confidential minutes from the meeting held on the 20 <sup>th</sup> March 2017 were approved as a true and correct record. However, the copy presented to the meeting was not signed, as the chair asked for 2 separate minutes, 1) the minutes to be published and 2) those that are confidential. Sally Birkbeck agreed to sign them when they were ready  <b><u>DECISION:</u> Approved.</b>	Clerk to re-do 2x minutes and send to SB to sign.
F 65/16	<b>Matters arising from these minutes not covered by the agenda</b> All action outcomes had completed and had been provided in reports by AM-C and were discussed as the points arise in the meeting.	
<b>Finance Matters</b>		
F 66/16	<b>Proposed 17/18 – 19/20 Start budget and report</b> <i>See confidential minutes.</i>	
F 67/16	<b>16/17 v 17/18 Outturn report</b> Governors noted that they had seen the document and there were no further questions.	
F 68/16	<b>Finance report re secondment</b> This item was deferred as it would be discussed within item 72/16.	
<b>Staffing Matters</b>		
F 69/16	<b>Staff correspondence</b> <i>See confidential minutes.</i>	
F 70/16	<b>Staffing structure</b> The document had been superseded due to decisions made under item 66/16 and the staffing structure document would be amended. In future the headteacher would provide a comparison of the old and new structures together	<b>SJ</b>

<p>so it was easier for governors to see the changes. SB proposed, and PS seconded, that the document is accepted subject to the changes suggested in the meeting.</p> <p><b><u>DECISION:</u> Approved.</b></p>	
<p><b>F 71/16 Staff attendance</b> Governors were disappointed to see that staff absence had risen again. <i><b>GQ: Is the data showing lots of short term absences? A: There had been a rise in short term absences towards the end of spring term due to chest infections, this absence was reflected in the pupil data as well. It is important that staff do not come in and pass on infections to pupils when they are ill. Details of long term sickness absences had been highlighted in the head teacher's report and are being managed strictly to policy.</b></i></p>	
<p><b>F 72/16 Secondment request - <i>See confidential minutes.</i></b></p>	
<p><b>Premises and Health &amp; Safety matters</b></p>	
<p><b>F 73/16 Buildings and H&amp;S report</b> Further investigation of possible replacement washers had been deferred due to the budget.</p>	
<p><b>F 74/16 Accessibility Plan</b> Governors noted the accessibility plan, with which they were all familiar and which had been updated to reflect current priorities; there were no further questions. The wrong version had been sent to governors.</p>	
<p><b>Other matters</b></p>	
<p><b>F 75/16 Policy/Document Review</b> 1. Staff Leave of Absence Policy The policy had been brought more in-line with current practice and wording had been given more clarity. <i><b>GQ: Page eleven, what does it mean by exceptional circumstances if staff requested leave for non-obligatory Hajj? A: Unsure; AM-C would liaise with Human Resources for clarification.</b></i></p> <p>SB proposed, and PS seconded, that the policy was accepted once the exceptional circumstances had been clarified.</p> <p><b><u>DECISION:</u> Approved.</b></p>	<p><b>AM-C</b></p>
<p><b>F 76/16 Pupil Premium update</b> It was noted that governors felt the non-personalised data report was presented in a useful format and demonstrated that Pupil Premium was having an impact.</p>	
<p><b>F 77/16 PE and sports Grant Update</b> There had been a dip in accreditation due to the cover swimming teacher, they had been training and became qualified in February which was when the data was collated; positive accreditation is continuing but is slower because of the gap.</p>	
<p><b>F 78/16 Any Other Business from item F62/16</b> There were none.</p>	
<p><b>F 79/16 Date of next meeting:</b> <b>Monday 17<sup>th</sup> July 2017 at 5.00pm</b></p>	

There being no further business the meeting ended at 6:55pm