

St. Brigid's School – Governors' Meeting Minutes

Thursday 29th March 2012 at 6.30 p.m.

Quorum – 8/17

Chair – Tony Hannigan

Clerk – Anne Spiller

In attendance – Ivan Butler, Head of Internal Audit;
 Martyn Dodd, Education Accountant;
 Karen Evans, Head of School Improvement & Inclusion (Representing Hywyn Williams);
 Lisa Hodson, Internal Audit;
 Julian Molloy, Link Officer;
 Geraldine Sanders, Internal Audit;
 Carly Wilson, Life Long Learning Finance Manager;

Initial	Attendance	Initial	Attendance	Apologies for Absence
PE-J	Philip Eyton-Jones			Judy Corbett
JK	John Kenworthy			Maria Hammersley
GLW	Geraint Lloyd-Williams			Markus Hesseling
KM	Karen Morris			Pauline Howell
LO	Liz Oliver			Barbara Hughes
JS	Jane Stewart			David Jones
ST	Sally Tansley			Mick Kumwenda
				Phil McGreevy

Issues Discussed

- ❖ Audit Report Admissions
- ❖ Any Other Business:

Decisions and Recommendations Made	By Whom	When
<p>1. Opening Prayer</p> <p>The Chairman led with a prayer. TH welcomed Representatives of D.C.C. to the School.</p>		
<p>2. Audit Report</p> <p>Ivan Butler - stated that an audit report on the School was carried out in June & issued in October 2011 with an Assurance Rating of 1, the lowest possible score. He explained that Audit reports with a rating of 1 were subject to a Case Conference rather than immediate public discussion at Corporate Governance Committee level. The case conference had involved: The Internal Audit team, Finance Reps, The Corporate Director of Ed, The Head of School Improvement, elected members as well as the Schools Chair of Governors (PEJ) and the Headteacher (CS). The Action plan was agreed at the case conference: He showed Governors slides that he presented at that conference - some areas were OK e.g. payroll, purchase orders, creditor payments, administration, ICT controls & income were all well managed. The new three year budget planning was outstanding. He acknowledged that the</p>	CS/PE-J	06/11 10/11

<p>School had made really good progress, Due to an Anonymous written complaint the Governors had requested an audit. This investigation had highlighted areas of concern. The DCC Audit which followed raised 3 significant areas of weaknesses - Governance, Financial management and Admissions. The key outcomes were not all negative Carly Wilson - informed Governors of her department's role which was to ensure funds were used for areas they were delegated to. At the moment there was a lack of clarity between the Trust & the V A School.</p> <p>i) School to provide a draft split of Delegated/Trust expenditure. This was agreed. ii) Governors to be aware of the implications of the new financial arrangements - in particular for the Trust Liability e.g. payroll & overheads to be repaid to DCC within 5 days of invoiced. This was agreed. iii) DCC to clarify what the outstanding payments to the School were - i.e. 14-19 Partnership and problems with funding for Secondary SEN students support. Some T.A. staff contracts held by DCC. Need to get the process right. It was the children's entitlement to get support. iv) School to invite DCC Finance Manager to attend Finance Committee to ensure smooth transition to the new services and continued support and communication was maintained. This was agreed.</p> <p>Internal Audit follow up had recently taken place and the draft report just issued prior to this meeting . Lisa Hodson - briefly ran through the follow up progress. It was her view that: 5 issues had been fully addressed out of the 23.</p> <p>i) Governing Body not seen to be acting as critical friend. Wording of minutes needs to show challenges. ii) The move to DCC would address a number of the Financial issues. iii) It was agreed in future to use Internal Audit for the School Fund. The agreed fee was £175. iv) The process for Admissions had been addressed.</p> <p>PE-J stated that this year, the previous Head Teacher had sent results to the Authority before the Admissions Committee had met! Pupil's personal data had been passed to the Systems Manager. Carly Wilson - thanked The Bursar & Finance Manager for their input on implementing the move of payroll/creditors over to DCC. She summarised the Action Plan with the process to manage it. She stated there would be significant savings for the School in the region of £6339. No need to continue with SAGE, savings in staff time. It was an opportunity to re-align staff. Other schools now had a Business Manager & a Finance Manager. We are funded as two schools, thus the school would receive additional funding to pay for above in 2012/13 – 2.5 days for secondary; 0.5 Primary which equals 3 days per week x 2 members of staff. There would be no more delegated budget. The schools future cash flow would be managed by DCC. TH asked had St Brigid's ever failed to deliver their payroll on time. The answer was 'No'. GLW left the meeting. Carly Wilson – Stated that she had fought hard to get the School to work in partnership with DCC. Gobs needed to understand that the Section 151 Officer would withdraw the service and delegation should payment from the Trust default. Ivan Butler - expressed concern that the message in previous Gov Body minutes was that the audit report said financial management was OK - He stressed this was not the case . Julian Molloy said the DCC Template for Minutes was now in use. He felt the Minutes were much better. As the LEA Governor JM was asked, why, if he had felt the previous system of recording Minutes were inadequate, he had not raised concerns at the time? Karen Evans – The Head Teacher had worked with a deficit budget for some time. There was reassurance by working in Partnership we could address issues. DM – This was his first meeting as the LEA Governor. He had not seen the previous report. He was surprised & asked why arrangements had not been picked up by previous audit reports. He raised concerns, he was not clear about what they should be – what they had been? Ivan Butler - Said Internal Audit had spent over 50 days to date and he considered they would end up spending a total of 100 days on it. Normally audit would take 10 to 15 days on a audit. Geraldine Saunders – Explained that the scope of Audit had moved away from purely financial matters. She had done all the work on the investigation (Anon Letter) . DM – Audit/Finance/Education. We are now all working together. JM attended all Gov Body Meetings as the Link Officer. He did not raise any issues as an area for concern. His role was to support the school. Karen Evans – Did not want to view the history of the Estyn Report. sHe wanted transparency of the relationship with other Head teachers. She was striving for us as a School and for the Authority. We were all under scrutiny. Gobs should seize the opportunity to move forward securing open & transparent governance. Darren Millar – Accepted issues had to be addressed. Important issues must be implemented.</p>	<p>PEJ</p> <p>AS/SW</p> <p>JM</p> <p>KE</p> <p>AS</p>	<p>04/12</p> <p>Monthly</p> <p>30/3/12</p> <p>30/3/12</p> <p>T.B.A.</p>
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<p>Missed deadlines were unacceptable. It was timely – Cannot expect the projections if we had no idea what the income would be? JM – He had not been a Governor on the Trust Board. There needs to be an active partner representing the School & Staff. JK agreed to rectify this. Carly Wilson – Sits on an All Wales Panel Monthly in Builth Wells. She would be happy to raise issues on behalf of the School. PEJ – With the new idea of Secondary schools being allocated ‘One Line’ budgets, how could she reassure the school that we were receiving our full entitlement? We had previously experienced funding due to us for Catering removed from the delegated budget. The current SEN underfunding both raised areas for concern. The Denbigh Collaboration Funding Formula had resulted in school still not knowing the allocation & hence late payments for the 14-19 provision it provides. Carly Wilson – Staff would be trained on the Funding formula. They will know what it is likely to give them. The new network could provide support by sharing staff should someone be off long term sick. PEJ – The report had stated the school had been overdrawn on 13 occasions. This was factually incorrect. The Limited Company had arrangements to make an overnight sweep to clear the V.A. account, which had never been overdrawn. Carly Wilson – There were a number of schools in deficit. DCC managed it for them. The Schools Finance Manual did not include buying back services via the SLA. TH – Were there any comments from Govs? JS – The Draft report showed lots of deadlines. Do we need to agree it? It was agreed that the Minutes were now O.K. The Governors agreed to submit any further comments they had to PEJ for submission before Easter. Carly Wilson – If the school had a potential forecast for a deficit, we would support you. We would have to apply for a deficit license. Any future deficit will be managed by DCC, hence Item 14 was now an action for DCC. An amendment would be made to the report. Ivan Butler – Any ongoing financial issues Govs will be kept in touch via Carly Wilson. The follow up audit visit would be in July. The report would show a link to the transfer of services. They were here to support you. He hoped Govs could see the benefit. PEJ – Thanked GS & LH and said we would get there in the end. Denbighshire Staff in attendance left the Meeting.</p>	<p>JK</p> <p>AS/PEJ</p> <p>Govs</p> <p>Lisa H</p> <p>Audit</p>	<p>Next Meeting</p> <p>5/4/12</p> <p>30/3/12</p> <p>07/12</p>
PART TWO		
<p>3. Staffing</p> <p>i) Assistant Head Teacher Appointment - Following lengthy delays whilst seeking advice from H.R. (DCC). Dr Paul Humberstone had been appointed w.e.f. 1.4.12. Still awaiting outcome of other issues for S.L.T. where the scales appointed on were not correct. ii) Admin Staff review was overdue and it was agreed to complete by end of next term. iii) Single Status – Could raise issues about equality of pay. Some Teaching Assistants were employed by DCC (gone through SS) others by the school. AS had previously raised concerns about funding any possible claims with Carly Wilson, she had stated back claims if any could only be made w.e.f. 04/12 when the payroll moved over to DCC, but as the Governors remained the employer she was doubtful that claims would be valid? iv) Performance Management had not happened for Support Staff. v) JK reported regarding the ICT Systems Manager – The systems were very sophisticated. The post holder did not have a Job Description. It was agreed that his Assistant would have his temp contract extended by one month to 30/4/12. The post holder had been consulted. vi) Previous Union issues with two staff had been reconciled. v) Appointment of Head Teacher – Following discussion it was agreed to ask JK if he was willing to remain in post until a permanent appointment could be made. He accepted the offer. Meanwhile an advert would be placed nationally and a recruiting Agency would be used. Advice from H.R. on the Agency to be used</p>	<p>JS/PEJ/ PMcG</p> <p>JK AS</p> <p>PEJ</p>	<p>07/12</p> <p>04/12 30/3/12</p> <p>ASAP</p>
<p>4. The Future</p> <p>TH reported that discussions had been ongoing for the past few years between DCC & the two Dioceses. It had only recently been acknowledged that we were a third stakeholder. Prior to that, we were not always invited to meetings. There were still no proposals. The next meeting would be on 9t May. LO Had spoken to Ann Jones AM; who had categorically stated that there were no plans with the Welsh Government to close this school. The Parents need to be kept informed of developments. The Annual Parents Meeting would be on Thursday 10th May at 7.30 p.m. Letter & Report to be sent out Pupil Post first week</p>	<p>JK/PEJ Govs</p>	<p>20/4/12 10/5/12</p>

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Currently the Welsh Gov has the ultimate power over school closures, not LEA's, but legislations was in the process of amendment, 'the jury was still out' to devolve that back to LEA's. If the school did not agree any appeal would go straight to the Minister (Leighton Andrews).

The Welsh Gov had responded to plans put in by DCC to make provision for a Secondary Faith School in N Denbs. Funding arrangements had changed and were now 50:50 hence the 7.5 K allocated by Welsh Gov would have to be match funded by DCC.

Next Meeting – Sunday 15th April at 4.00 p.m.	Duration of Meeting – 2.5 Hrs
Draft Mins to Head Teacher & Chair – 19th April 12	Draft Mins to Committee- 2.5.12