

# HAYWARDS HEATH TOWN COUNCIL

THE TOWN HALL, 40, BOLTRO ROAD, HAYWARDS HEATH  
WEST SUSSEX, RH16 1BA

Tel. 01444 455694 Fax 01444 455075

Town Mayor – Cllr Mrs Margaret Baker Town Clerk – Mr Steven Trice

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6<sup>th</sup> April 2011

To all Councillors on the Policy and Finance Committee and others for information

Dear Councillor,

You are hereby requested to attend a meeting of the **Policy and Finance Committee** to be held on **Monday 11<sup>th</sup> April 2011** at **7.30pm** in the Council Chamber, 40 Boltro Road, when the following business will be transacted.

Yours sincerely,

*Steven Trice*  
Town Clerk

## AGENDA

1. To receive apologies for absence.
2. To confirm the minutes of the meeting of the Policy and Finance Committee held on Monday 28<sup>th</sup> February 2011.
3. To note Substitutes.
4. To receive Declarations of Interest from Members in respect of any matter on the agenda.
5. To receive and consider the lists of payments and receipts, and income and expenditure report for the period February 1<sup>st</sup> – February 28<sup>th</sup> 2011, as previously circulated.
6. To consider subscription to the Sussex Association of Local Councils/National Association of Local Council 2011.
7. To receive and make comment upon a consultation on the Warden Park Academy Proposal.
8. To receive verbal update on the Council's maintenance contract for its street lighting.
9. To consider an application for funding from the Citizens Advice Bureau.

10. To receive and consider the Town Council's revised Grant Form and accompanying Terms and Conditions.
11. To consider applications for grants.
12. To consider any items that the Chairman agrees to take as urgent business.
13. To consider exclusion of Public and Press.

**Committee Members: Policy & Finance Committee: J Ash-Edwards (Chairman),  
G Wall (Vice Chairman), C Ash-Edwards, J Belsey, R Bates,  
C Jones, M Baker (Mayor)**

## HAYWARDS HEATH TOWN COUNCIL

Minutes: **Policy and Finance Committee** held on Monday 28<sup>th</sup> February 2011

### Minutes of the Policy and Finance meeting

**Present Cllrs:**

**J Ash-Edwards (Chairman)**  
**G Wall (Vice Chairman)**  
**C Ash-Edwards**  
**J Belsey\*\***  
**R Bates**  
**C Jones**  
**M Baker (Town Mayor)**

Apologies \*\* Absent \*

**Also present:**

**Cllrs: R Goddard, V Northorpe, D Bedding**

**50. Apologies**

J Belsey – Work Commitments

**51. Minutes**

The minutes of the Policy and Finance Committee held on Wednesday 5<sup>th</sup> January 2011 were taken as read, confirmed as a true record and duly signed.

**52. Substitutes**

None

**53. Declarations of Interest**

Cllr Goddard – Item 5 as the Town Council made a payment to his company.

**54. Payments and receipts, and income and expenditure report for the period October 1<sup>st</sup> 2010 – January 31<sup>st</sup> 2011.**

Without comment,

Members **RESOLVED** to;

**Recommend the list of payments for income and expenditure for the period 1<sup>st</sup> October 2010 – 31<sup>st</sup> January 2011 to Full Council for approval.**

**55. Committee Timetable 2011 - 2012**

Without comment,

Members **RESOLVED** to;

**Adopt the timetable of Council meetings for the 2011-2012 Council year.**

**56. Grants Application Form and Criteria**

The main discussion resulting from the presentation of the revised application form and accompanying document was around grants towards running costs and grants to individuals. It was agreed not to grant to individuals but awards

could be made to the group/organisation the individual was affiliated, to help the person achieve their ambitions. Members felt that there was room for running costs to be awarded and that the Council was fortunate to be unique in position in relation to whom and how it can award grants and that flexibility in the document or Town Council processes should remain. Other comments related to accepting applications with independently examined accounts, a revised procedure for successful applicants section, reference to additional information being needed for capital projects, revised policy on the submission of Child Protection documentation and the inclusion of a requirement to meet one of the Town Council priorities.

The Clerk agreed that he would go away and incorporate the changes and issues raised. At the close of discussion it was agreed that due to the large number of changes needed to the document that the most appropriate course of action would be to revise the document and recommend adoption to Full Council.

Members **RESOLVED** to;

**Instruct the Clerk to prepare a definitive Grant application form and accompanying documentation for Full Council's consideration.**

**57. Appointment of a Community Liaison Officer**

Members were satisfied with the accompanying paperwork, which had been developed by the Clerk and scrutinised by the staff working party. The logistics of having another Member of staff was questioned, the Clerk responded by saying that arrangement for the CVS staff working out of the building was satisfactory and they could move down to the Mayor's office when the new person starts.

Members **RESOLVED** to;

- (a) Appoint a Community Liaison Officer contracted for 18.5 hours per week with an annual starting salary of £9,226.50.**
- (b) Agree the job description and specification for the post.**
- (c) Authorise the Clerk to advertise the post.**
- (d) Authorise the Clerk to undertake the interview process and make appointment in liaison with three Members of the staff working party.**

**58. Concessionary Travel Discounts – Rail Vouchers**

Members agreed that they were happy to continue with the current arrangements in place and,

Members **RESOLVED** to;

**Continue to offer a £4 discount for a senior rail voucher and not to offer a discount for a disabled rail voucher.**

**59. Internal Auditor Report**

Members considered the report and were pleased with the outcome of the document and that the auditor had agreed to look at the long term needs of the Council not just the immediate process driven checks. Members were interested in the auditors comments on the postage procedure in place and thought it would be prudent to look at alternatives. The major point of concern was in relation to the reliance on the Responsible Finance Officer and the lack of back up if for any reason he was absent from work for a sustained period. The Clerk agreed to look into other members of office staff being trained up on financial tasks and that he needed to get a better understanding of the general financial procedures. With this;

Members **AGREED** to;

**Note the report of the Internal Auditor.**

**60. Purchase of a new Town Council Van**

Members noted and agreed to the need for a new van. A concern was raised in relation to the quote being out of date. The Clerk referred to the financial considerations of the report that Members were agreeing and the commitment to get approval from the Chairman if there was any variance of over £500 in the cost of the van.

Members **RESOLVED** to;

**Authorise the Clerk to purchase a Renault Traffic phase 3 Van at the cost of £13,161 and to liaise with the Chairman if the cost varies by more than £500 from the quote received.**

**61. Application for Grants**

Members considered three grant applications with their attention being drawn to the following points. The level of grants recommended for Girlguiding Haywards Heath was in line with the percentage of project costs awarded to the Scouts for a similar project by the Council. Due to substantial costs for a capital project, Members were advised by the Clerk that the Council needed to work and set general rules for awards based on precedents, so as to protect the Council's modest budget. Members attention was drawn to the excellent work of Haywards Heath Basketball Club and the large number of children who benefit from their activities. Members were also informed that the Disability Grant request was not supportable at the present time because the organisation did not know where they were going to focus their efforts within the Town and the main focus was on rural villages outside of the Town. In addition, funding requests far surpassed estimated project costs which were not focused to the Town or even the District. There were too many unknowns for the Council to award a grant. Each grant was then considered in turn and

Members **RESOLVED** to;

- (a) Award a grant of £1,000 to Haywards Heath Basketball Club towards the purchase of new kit.**
- (b) Award a grant of £750 to Girlguiding Haywards Heath towards access improvements to their guide hall with the**

- condition that full project funding is demonstrated before the funding is released by the Council.**
- (c) Not to award a grant to Disability Awareness UK.**

**62. Urgent Business**

Members were updated by the Clerk on his research relating to the possibility of the Town Council having its own polling card for the forthcoming local elections. Members were aware that the Town Council would not have a card because the District and referendum cards took priority, and the fact that Town Council ballot papers would be automatically issued with the aforementioned two cards.

Members were informed that the cost would be £6,600, which was agreed to be far too expensive. This coupled with the fact that a line had been added to the District Cards relating to a Town Council election, Members were happy not to proceed with the matter.

The meeting closed at 8.35pm

**Haywards Heath Town Council**

**Current/Reserve Account**

**List of Payments made between 01/02/2011 and 28/02/2011**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid (£)</u>	<u>Transaction Detail</u>
01/02/2011	South East Water Ltd	DDR	138.73	½-yearly water supply bill for Town Hall
01/02/2011	South East Water Ltd	DDR	14.61	½-yearly water supply bill for standpipe on Commercial Square roundabout
01/02/2011	South East Water Ltd	DDR	328.34	½-yearly water supply bill for America Lane allotments
01/02/2011	South East Water Ltd	DDR	36.53	½-yearly water supply bill for cemetery
01/02/2011	MSDC	7140	366.10	Railcard vchrs Jan-11 £224.00; other £142.10
01/02/2011	Mr D Edwards	7138	3,236.40	Maint., burials & tree works at cemetery, Jan-11
01/02/2011	Heaselands Estate	7139	375.00	Depot rent Feb-11
02/02/2011	St. Wilfrid's Church	7142	200.00	Annual grant towards maintenance of clock
02/02/2011	Mid Sussex Association of Local Councils	7141	10.00	Annual subscription for 2011
02/02/2011	Britton Price Ltd	7143	954.00	To supply & fit new car top control unit to lift
02/02/2011	The Business Bureau Ltd	7144	592.96	Toilet rolls, 2011 compact year planner, Coffee-mate, refuse sacks & set of print cartridges for laser printer
04/02/2011	CIT Vendor Finance (UK) Ltd	7145	237.60	Quarterly rental of photocopier 16/3/11–15/6/11
04/02/2011	Sussex Safetywear	7146	7.80	2 pairs of gloves for groundsmen
07/02/2011	Arval	DDR	62.32	Fuel
07/02/2011	1 <sup>st</sup> Haywards Heath Scout Group	7147	600.00	40% of grant awarded under Min. 46, P & F 5/1/11
10/02/2011	Mr A C Sturgeon	7151	311.93	LDV truck – reimbursement for service & MOT
10/02/2011	Sussex Hygiene Services	7148	61.00	Call-out to look at dishwasher £45.00; 5 litres of detergent & 5 litres of rinse aid £16.00
10/02/2011	MSDC	7149	1,388.49	4 mobile civic amenity collections
10/02/2011	Bellcrest Ltd	7150	105.67	Annual service of intruder alarm system
11/02/2011	Vodafone Ltd	DDR	22.27	Mobile phone bill Jan-11
14/02/2011	Arval	DDR	60.95	Fuel
18/02/2011	Mrs H Hewett	7152	300.00	Dishwasher – reimbursement for installation of detergent pump
18/02/2011	Mr A John	7153	129.60	Reimbursement for 6 poplar trees planted in Nature Walk (adjacent to cemetery)
21/02/2011	Arval	DDR	84.57	Fuel
21/02/2011	Friends of Ashenground & Boimore Woods	7158	150.00	Lucastes Ward expenditure – crushed stone for pathworks
21/02/2011	Horsted Signs	7154	115.00	5 acrylic meeting room ID signs £85.00; to supply & fit black lettering to 5 car park signs £30.00
21/02/2011	greeneink	7155	334.00	6 x 'Greater Haywards Heath Bike Ride' banners
21/02/2011	Britton Price Ltd	7156	654.74	To supply & fit new set of ram seals to lift
21/02/2011	ATS Euromaster Ltd	7157	81.13	New tyre for LDV Tipper truck
21/02/2011	South East Business Systems Ltd	7159	216.00	Quarterly payment for file server support
21/02/2011	Southern Electric Contracting Ltd	7160	149.26	To fit new lamp to street light in service road off Gower Road
21/02/2011	Sussex Associations of Local Councils	7161	15.50	2011/12 subscription to 4 quarterly issues of 'Local Council Review'
23/02/2011	HM Revenue & Customs	7162	4,525.74	Tax & NI Feb-11
23/02/2011	Mr M W Figg	7163	469.88	Casual pay Feb-11
	<b>c.f. overleaf</b>		<b>16,336.12</b>	

			<b>b.f.</b>	<b>16,336.12</b>	
25/02/2011	Southern Electric Contracting Ltd	7164	2,797.68		Street lighting maintenance Apr-Sep '10
28/02/2011	NatWest	DDR	52.06		Account charges 1/1/11-4/2/11
28/02/2011	Salaries	DDR	12,236.08		Feb-11
28/02/2011	FastNet International Ltd	DDR	66.00		Broadband Internet Feb-11
28/02/2011	British Telecom	DDR	53.96		Quarterly bill for Internet line
28/02/2011	Arval	DDR	146.50		Fuel
<b>Total Payments</b>			<b>31,688.40</b>		

Date: 30/03/2011

## Haywards Heath Town Council

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Cash Book No : 1

User : ACS

## Current/Reserve Account

Receipts received between 02/02/2011 and 28/02/2011

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	£ Amount	Transaction Detail
	<b>02/02/2011</b>	<b>12.74</b>					
	WSSC Adults' Services	12.74	12.74		100		Letting – Inv. 6584
	<b>03/02/2011</b>	<b>129.59</b>					
ENV(7)	FP Life Assurance Ltd	129.59			4315 201	129.59	Reimbursement – repairs to street light on St. Wilfrids Way/South Road footpath
	<b>11/02/2011</b>	<b>447.91</b>					
	Pinnacle People	447.91	447.91		100		Lettings – Inv. 6586
	<b>11/02/2011</b>	<b>2,956.72</b>					
100729	Manual Pay-In	2,956.72			1000 201	1,839.00	Cemetery
			732.97		100		Lettings
					9002 900	384.75	(¼) Maint. nuns' burial area 1/10–31/12/10
	<b>14/02/2011</b>	<b>5,592.25</b>					
	HM Revenue & Customs	5,592.25			105	5,592.25	VAT reimbursement for ¼ ended 31/12/10
	<b>15/02/2011</b>	<b>325.64</b>					
	Cullen Scholefield Ltd	325.64	325.64		100		Lettings – Inv. 6505
	<b>22/02/2011</b>	<b>207.98</b>					
	Sharon Ridley	207.98	207.98		100		Lettings – Inv. 6587
	<b>23/02/2011</b>	<b>16.98</b>					
	WSSC Social & Caring Services	16.98	16.98		100		Letting – Inv. 6560
	<b>25/02/2011</b>	<b>21.22</b>					
	Winnals Park Residents Company	21.22	21.22		100		Letting – Inv. 6616
<b>Total Receipts :</b>		<b>9,711.03</b>	<b>1,765.44</b>	<b>0.00</b>		<b>7,945.59</b>	

At : 15:21

List of Payments made between 01/02/2011 and 28/02/2011

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0.00

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Total Payments 0.00

Date: 06/04/2011

Haywards Heath Town Council

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Time: 15:21

Cash Book No : 2

User : ACS

Liquidity Deposit Account

Receipts received between 01/02/2011 and 28/02/2011

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 28/02/2011		2.98						
	NatWest	2.98			1190	110	2.98	Interest Feb-11
<b>Total Receipts :</b>		2.98	0.00	0.00			2.98	

Month No : 11

Policy &amp; Finance Committee – Monday, 11 April 2011

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b><u>Policy &amp; Finance</u></b>							
<u>101</u>	<u>Grounds Maintenance</u>						
4000	Salaries & National Insurance	67,008	75,159	8,151		8,151	89.2 %
4001	Pension	10,733	16,893	6,160		6,160	63.5 %
4500	Clothing & Footwear	1,036	700	-336		-336	148.1 %
4510	Depot Rent	4,125	4,680	555		555	88.1 %
4511	Depot Rates	0	2,500	2,500		2,500	0.0 %
4512	Other Depot Expenses	85	200	115		115	42.7 %
4520	Vehicle Expenses	1,547	1,900	353		353	81.4 %
4521	Fuel	2,997	3,200	203		203	93.7 %
4530	Equipment Expenses	1,039	1,200	161		161	86.6 %
4540	Mobile Telephones	207	330	123		123	62.7 %
4550	Contingencies & Sundries	204	150	-54		-54	136.1 %
	Grounds Maintenance:-Expenditure	<b>88,983</b>	<b>106,912</b>	<b>17,929</b>	<b>0</b>	<b>17,929</b>	<b>83.2 %</b>
	<b>Net Expenditure over Income</b>	<b>88,983</b>	<b>106,912</b>	<b>17,929</b>			
<u>105</u>	<u>Accommodation</u>						
4000	Salaries & National Insurance	7,776	5,303	-2,473		-2,473	146.6 %
4100	Rent	1,150	1,150	0		0	100.0 %
4101	Rates, Water & Sewerage	25,856	28,500	2,644		2,644	90.7 %
4104	Clothing & Footwear	124	0	-124		-124	0.0 %
4105	Cleaning	311	207	-104		-104	150.3 %
4160	Maintenance Building & Grounds	5,062	3,420	-1,642		-1,642	148.0 %
4170	Electricity	1,628	2,005	377		377	81.2 %
4171	Gas	1,234	2,550	1,317		1,317	48.4 %
4172	Telephone, Fax & Internet	1,604	1,345	-259		-259	119.2 %
	Accommodation:-Expenditure	<b>44,743</b>	<b>44,480</b>	<b>-263</b>	<b>0</b>	<b>-263</b>	<b>100.6 %</b>
1010	Income - Lettings	28,533	22,500	6,033			126.8 %
	Accommodation :- Income	<b>28,533</b>	<b>22,500</b>	<b>6,033</b>			<b>126.8 %</b>
	<b>Net Expenditure over Income</b>	<b>16,210</b>	<b>21,980</b>	<b>5,770</b>			
<u>107</u>	<u>Administration</u>						
4000	Salaries & National Insurance	106,257	116,363	10,106		10,106	91.3 %
4001	Pension	9,139	25,397	16,258		16,258	36.0 %
4005	Travelling Expenses	88	400	312		312	22.0 %
4009	Staff Training	0	1,000	1,000		1,000	0.0 %
4020	Printing & Stationery	2,855	2,456	-399		-399	116.2 %

Month No : 11

Policy &amp; Finance Committee – Monday, 11 April 2011

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4021	Postage	1,352	1,344	-8		-8	100.6 %
4022	Advertising	970	350	-620		-620	277.1 %
4024	Office Equipment Maintenance	3,432	2,150	-1,282		-1,282	159.6 %
4025	Insurances	9,500	9,500	0		0	100.0 %
4027	Courses, Conferences & Pubs.	739	750	11		11	98.5 %
4030	Subscriptions	3,240	3,200	-40		-40	101.3 %
4050	Audit Fees	1,450	2,325	875		875	62.4 %
	Administration:-Expenditure	<b>139,021</b>	<b>165,235</b>	<b>26,214</b>	<b>0</b>	<b>26,214</b>	<b>84.1 %</b>
1176	Precept	440,807	440,807	0			100.0 %
	Administration :- Income	<b>440,807</b>	<b>440,807</b>	<b>0</b>			<b>100.0 %</b>
	<b>Net Expenditure over Income</b>	<b>-301,786</b>	<b>-275,572</b>	<b>26,214</b>			
<u>110</u>	<u>Other Expenditure</u>						
4200	Hospitality & Twinning	644	2,000	1,356		1,356	32.2 %
4201	Grants & Subsidies	5,165	9,500	4,335	900	3,435	63.8 %
4202	CAB	0	3,000	3,000		3,000	0.0 %
4210	Newsletters	1,959	2,560	601		601	76.5 %
4220	Election Expenses	2,441	5,000	2,559		2,559	48.8 %
4230	Contingecies & Sundries	466	750	284		284	62.1 %
4235	Bank Charges	629	660	31		31	95.2 %
4240	Mayor's Allowance	954	954	0		0	100.0 %
4250	Community Facilities	4,166	6,250	2,084		2,084	66.7 %
4260	Loan Capital Repayment	6,000	6,000	0		0	100.0 %
4261	Loan Interest	6,942	6,942	0		0	100.0 %
4280	Advisers' Fees	0	7,585	7,585		7,585	0.0 %
	Other Expenditure:-Expenditure	<b>29,366</b>	<b>51,201</b>	<b>21,835</b>	<b>900</b>	<b>20,935</b>	<b>59.1 %</b>
1050	Income - Other	10,749	10,500	249			102.4 %
1190	Interest Earned	225	3,500	-3,275			6.4 %
	Other Expenditure :- Income	<b>10,974</b>	<b>14,000</b>	<b>-3,026</b>			<b>78.4 %</b>
	<b>Net Expenditure over Income</b>	<b>18,392</b>	<b>37,201</b>	<b>18,809</b>			
<u>115</u>	<u>Ward Budgets</u>						
4390	Severe Weather Contingency	3,401	5,000	1,599		1,599	68.0 %
4395	Ashenground	152	7,000	6,848		6,848	2.2 %
4396	Bentswood	0	7,000	7,000		7,000	0.0 %
4397	Franklands	119	7,000	6,881		6,881	1.7 %
4398	Heath	0	7,000	7,000		7,000	0.0 %
4399	Lucastes	551	7,000	6,449		6,449	7.9 %
	Ward Budgets:-Expenditure	<b>4,222</b>	<b>40,000</b>	<b>35,778</b>	<b>0</b>	<b>35,778</b>	<b>10.6 %</b>
	<b>Net Expenditure over Income</b>	<b>4,222</b>	<b>40,000</b>	<b>35,778</b>			

Month No : 11

Policy &amp; Finance Committee – Monday, 11 April 2011

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>120</u> CAPITAL						
4600 CAPITAL	3,406	5,000	1,594		1,594	68.1 %
CAPITAL:-Expenditure	<b>3,406</b>	<b>5,000</b>	<b>1,594</b>	<b>0</b>	<b>1,594</b>	<b>68.1 %</b>
<b>Net Expenditure over Income</b>	<b>3,406</b>	<b>5,000</b>	<b>1,594</b>			
<u>900</u> Reserve Movements						
9002 Cemetery	3,235	15,753	12,518		12,518	20.5 %
9004 Street Lighting Schemes	0	16,687	16,687		16,687	0.0 %
9006 New Burial Ground	0	70,000	70,000		70,000	0.0 %
9008 Nature Walk - Cemetery	108	317	209		209	34.1 %
9009 Christmas Lights	0	5,778	5,778		5,778	0.0 %
9010 Christmas Lights - Maintenance	0	5,488	5,488		5,488	0.0 %
9013 Town Council Events	334	2,803	2,469	666	1,803	35.7 %
9016 Cyclical Redecoration	390	8,883	8,493		8,493	4.4 %
9017 Insurances	548	5,310	4,762		4,762	10.3 %
9018 Staff Training	310	1,000	690		690	31.0 %
9019 Replacement Fixtures/Fittings	0	18,516	18,516		18,516	0.0 %
9021 Newsletters	0	873	873		873	0.0 %
9022 Election Expenses	0	5,000	5,000		5,000	0.0 %
9023 Community Facilities	1,072	3,162	2,090		2,090	33.9 %
9024 Economic Development	0	2,429	2,429		2,429	0.0 %
9025 'Healthcheck'	19	1,971	1,952		1,952	1.0 %
9026 CAPITAL	0	24,210	24,210		24,210	0.0 %
9027 Courses, Conferences & Pubs.	173	173	0		0	100.2 %
9028 Advisers' Fees	-547	2,415	2,962		2,962	-22.6 %
9029 Graffiti/Street Scene Works	-7,515	2,598	10,113		10,113	-289.3 %
Reserve Movements:-Expenditure	<b>-1,874</b>	<b>193,366</b>	<b>195,240</b>	<b>666</b>	<b>194,574</b>	<b>-0.6 %</b>
<b>Net Expenditure over Income</b>	<b>-1,874</b>	<b>193,366</b>	<b>195,240</b>			
Policy & Finance :- Expenditure	<b>307,867</b>	<b>606,194</b>	<b>298,327</b>			<b>51.0 %</b>
Income	<b>480,314</b>	<b>477,307</b>	<b>3,007</b>			<b>100.6 %</b>
<b>Net Expenditure over Income</b>	<b>-172,447</b>	<b>128,887</b>	<b>301,334</b>			

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget	
<b><u>Environment &amp; General Purposes</u></b>							
<u>201 Environment</u>							
4300	Allotments	2,423	1,750	-673	-673	138.5 %	
4301	Cemetery	3,288	3,525	237	237	93.3 %	
4303	Hanging Baskets & Planters	2,087	5,400	3,313	1,054	2,259	58.2 %
4304	Litter Bins	95	0	-95	-95	0.0 %	
4305	Muster Green/Other Flower Beds	12,629	14,500	1,871	1,871	87.1 %	
4306	Notice Boards	-94	0	94	94	0.0 %	
4307	St. Wilfrid's Clock	200	200	0	0	100.0 %	
4308	Public Seats	73	0	-73	-73	0.0 %	
4315	Street Lighting Power & Maint.	8,842	12,000	3,158	3,158	73.7 %	
4351	Cemetery - External Contract	24,018	31,900	7,882	7,882	75.3 %	
4360	Townscape Enhancements	7	0	-7	-7	0.0 %	
	Environment:-Expenditure	<b>53,569</b>	<b>69,275</b>	<b>15,706</b>	<b>1,054</b>	<b>14,652</b>	<b>78.8 %</b>
1000	Income - Cemetery	13,587	14,500	-913		93.7 %	
1020	Income - Allotments	2,150	2,000	150		107.5 %	
1030	Income - Sponsorship	625	3,500	-2,875	500	32.1 %	
	Environment :- Income	<b>16,362</b>	<b>20,000</b>	<b>-3,638</b>		<b>81.8 %</b>	
	<b>Net Expenditure over Income</b>	<b>37,207</b>	<b>49,275</b>	<b>12,068</b>			
<u>210 Leisure &amp; Amenities</u>							
4400	Best Kept Garden/Allotment	470	600	130	130	78.4 %	
4405	Christmas Lights	13,721	14,995	1,274	1,274	91.5 %	
4406	Christmas Lights - Maintenance	0	1,000	1,000	1,000	0.0 %	
4420	Environmental Projects	0	250	250	250	0.0 %	
4430	Town Council Events	4,221	5,850	1,629	250	1,379	76.4 %
4440	Haywards Heath in Bloom	459	1,000	541	541	45.9 %	
	Leisure & Amenities:-Expenditure	<b>18,871</b>	<b>23,695</b>	<b>4,824</b>	<b>250</b>	<b>4,574</b>	<b>80.7 %</b>
	<b>Net Expenditure over Income</b>	<b>18,871</b>	<b>23,695</b>	<b>4,824</b>			
Environment & General Purposes :- Expenditure		<b>72,439</b>	<b>92,970</b>	<b>20,531</b>		<b>79.3 %</b>	
Income		<b>16,362</b>	<b>20,000</b>	<b>-3,638</b>		<b>81.8 %</b>	
<b>Net Expenditure over Income</b>		<b>56,077</b>	<b>72,970</b>	<b>16,893</b>			

**Committee Meeting:** Policy and Finance  
**Report of:** Town Clerk  
**Date:** 11<sup>th</sup> May 2011  
**Subject:** Membership of Sussex Associations of Local Councils and National Association of Local Councils.

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**Purpose of Report:**

1. The purpose of this report is for Members to consider a renewal of the Council's membership with the Sussex Association of Local Councils and National Association of Local Councils.

**Summary:**

2. Members are asked to consider renewing the Town Council's membership to the Sussex Associations of Local Councils, which will also give the Town Council access to the National Association of Local Councils by virtue of the membership. This year's fee is £2848.59, which represents an increase of £125 from last year.

**Recommendation(s):**

**Members are recommended to;**

- (a) **Agree to the renewal of Haywards Heath Town Council's Membership to the Sussex Association of Local Councils and the National Association of Local Councils.**

**Background:**

3. The bill for the Membership is split into two elements. The Sussex Association of Local Councils element equates to £1,600 and the National Association of Local Councils is £1040.49 (the national contribution is subject the VAT at £208.10).
4. This rise represents around 3.5% rise on last year's invoice, which totalled £2722.71.
5. Haywards Heath Town Council has historically been a Member of the association and utilised the services that are offered to Parish/Town Councils.
6. The association is the first point of contact for all local Councils in need of advice on a range of topics, from legal, financial and technical to general advice. The association also has access to professional publications, offers training opportunities to staff and members. The association offers leaflets, circulars, handbooks, forms and notices to facilitate the day-to-day administration of local councils.

7. The fundamental reason that the Council needs the services is that the association will support the Clerk in obtaining a Certificate in Local Council Administration, support the Town Council in obtaining Quality Status and offer training courses so Members can exercise the power of Wellbeing.
8. In conclusion the renewal of the Councils membership with Sussex Associations of Local Councils will offer access to services and advice that both officers and Members can benefit from. In addition the Council can feel assured that there is third party available to assist the Council with a solution to any short term and long term problems and projects.

### **Financial Implications**

9. There is currently £3,320 available from the subscription budget from which the fees can be paid from. Without VAT the, if the payment is made, the total remaining in the budget will be £679.51.

Town Clerk

**Committee Meeting:** Policy and Finance  
**Report of:** Town Clerk  
**Date:** 11<sup>th</sup> April 2011  
**Subject:** Consultation - Warden Park Academy Proposal 2011

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**Purpose of Report:**

1. The purpose of this report is for Members to consider a consultation on the Warden Park Academy Proposal 2011.

**Summary:**

2. Warden Park Governors have formulated an academy proposal, which they have invited the Town Council to comment upon. If the proposal goes ahead, Warden Park would be one of the first comprehensive academies in the country to cater for young people aged from four to sixteen. Members will note from the attached document that the proposal also outlines bringing Heyworth School into the Academy Trust with staff at Warden Park working alongside the dedicated team at Heyworth. Members' views are sought on the proposal.

**Recommendation(s):**

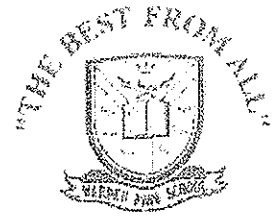
**Members are recommended to;**

- (a) Consider and make comment on the Warden Park Academy Proposal 2011.
- (b) Consider and make comment on the involvement of Heyworth School in the proposal.
- (c) Instruct the Clerk to make representation of the proposal on behalf of the Town Council.

**Background:**

3. Please find attached a copy of the Warden Park Governors' academy proposal.

**Town Clerk**



**Warden Park**

**Academy Proposal**

**2011**

## Warden Park Academy Proposal 2011

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13	The wider context
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## Introduction

Warden Park is one of the most successful comprehensive schools in Sussex. Examination results are excellent, sport is outstanding and standards in subjects such as English, mathematics, science and modern languages are amongst the best in the country. (Please refer to the Department for Education's School Performance Tables 2010 for details.) Our surveys show that parents and students are very happy with the school.

We do not intend to change a successful formula but, if we are to continue on our path of continuous improvement, it is important that we consider all new opportunities.

It is with this in mind that Warden Park's Governors seek your views on whether or not the school should apply for academy status - becoming an independently run, non-fee paying, comprehensive school supported by a central government grant.

One of the responsibilities of becoming an academy is to help pupils in a less successful school achieve high standards. We propose to do this by taking responsibility for the progress of pupils at Heyworth Primary School to create one successful 4-16 comprehensive academy on two sites.

A working party of Governors has spent many months considering the advantages and disadvantages of such a venture in great detail. After studying the working party's findings, the Governing Body believes that academy status would have significant advantages for students at Warden Park, and for education, sports and arts in the wider Haywards Heath area.

Governors are committed to working with parents, staff, students and other stakeholders in the best interests of Warden Park. **We want to hear your views on whether the school should apply for academy status and, if so, your views on the Governors' vision for Warden Park's future.**

The Executive Summary on the following page provides an overview of our current position.

Our more detailed proposals are set out on pages 7 – 12.

Please take a few moments to read this proposal document and submit your views in writing or by email (details inside this booklet) by Friday 8<sup>th</sup> April.

Steve Johnson, Head Teacher

Jonathan Ash-Edwards, Chair of Governors

## Executive Summary

### Warden Park

With a change in the Local Authority's role and in its capacity to support schools in West Sussex, now is the right time for Warden Park to seek academy status. By doing nothing, anticipated reductions in our budget would lead to increases in class sizes, further staff reductions and a narrowing of the curriculum with less choice and opportunity for our students. We would also no longer have the capacity to support other schools in the Haywards Heath area as we do now.

As an academy, Warden Park would receive its full share of taxpayer funding without any money being held back by the Local Authority (as is currently the case). This will mean that further resources can be used to benefit teaching and learning as well as enabling us to continue support for our partner primary schools.

The Head Teacher and Governors would have greater freedom and flexibility to use resources to support high standards of student achievement, with decisions about the education of students at Warden Park being made locally rather than by central government or the Local Authority

Staff would have greater opportunity to shape educational provision for children at Warden Park, and contribute to teaching and learning across the wider Haywards Heath area. There would be considerable professional development benefits for teachers and support staff.

### Heyworth Primary School

One clear duty for a new academy is to help raise standards for young people in other schools. (We already do this by supporting local primary schools in French, mathematics, ICT and pastoral care.) Heyworth Primary School would join the newly-established Warden Park Academy Trust to become part of one successful 4-16 comprehensive academy on two sites. Heyworth School is currently in *special measures* as OFSTED has found that many of its pupils achieve much less well than they should. Our aim would be to build quickly on the improvements that are already being made by staff at Heyworth to guarantee a high standard of education for the pupils. The Heyworth site would be developed into a centre serving the educational and leisure needs of the whole community. Our aim is for it to provide an outstanding education for young people aged 4-11.

### The wider community

Warden Park Governors and staff would continue to work with other local schools and academies to help bring greater opportunity to young people, parents and carers across the whole Haywards Heath area. Community organisations and businesses would be particularly welcome to share in joint ventures that we hope would have benefits for the whole community.

### What are academies?

Academies are publicly-funded independent schools. Parents do not pay fees. Each academy is controlled by an academy trust that safeguards the educational objectives of the academy and holds the land and buildings in trust.

Governors would apply for Warden Park to become a **converter academy**. This is a new type of academy. Converter academies are different from the academies established prior to May 2010 as they must:

- already be successful schools with an OFSTED category of either *outstanding* or *good with outstanding features*;
- have the ambition and expertise to support other schools so that educational opportunities improve for the whole community;
- be willing to sponsor other schools that wish to seek the advantages of academy status.

Academies have greater freedoms than schools that continue to be maintained by the Local Authority (LA). These freedoms include:

1. Independence from the Local Authority in order to have more control and flexibility over:
  - the school budget – no funds would be retained by the Local Authority to fund central services;
  - land, buildings and external contracts such as for energy, IT services, buildings maintenance, etc.;
  - services currently provided centrally such as: careers advice; the educational welfare service; mental health services and speech and language services;
  - collaborative working with other schools;
  - pupil admissions.
2. Independence from Central Government in order to have more control and flexibility over:
  - aspects of curriculum choice and delivery;
  - governance arrangements;
  - lengths of terms and school days;
  - pay and conditions for staff.

Following the Education White Paper, the Department for Education (DfE) is encouraging individual schools to become academies as long as OFSTED considers them to be “outstanding” or “good with outstanding features”. Schools outside these categories can also become academies as long as they enter a partnership with a school from one of the two higher categories. Groups of schools can also form an overarching Academy Trust. Such groups must include at least one outstanding school or one that is “good with outstanding features”.

Warden Park as a “good school with outstanding features” (latest OFSTED inspection report from 2007) is able to apply to become a converter academy and an academy sponsor. This means that other local schools could become academies with Warden Park’s support.

The opportunity to use Warden Park's expertise and resources would help transform educational standards for young people at Heyworth Primary School, some of whom come from disadvantaged backgrounds. The pupils and staff at Heyworth would join a newly-established Warden Park Academy Trust to be part of one successful 4-16 comprehensive academy on two sites. The Heyworth site would be developed into a centre serving the educational and leisure needs of the whole community as well as becoming an outstanding school for young people aged 4-11.

As a central part of our plan, we would continue to work in partnership with other primary and secondary schools and academies in the Haywards Heath area to increase educational opportunities even further. We would encourage businesses and other local organisations to join this partnership so as to raise standards for all children in the area.

### **What is the future role of Local Authorities (LAs)?**

**Local Authorities** will continue to have a role in supporting educational standards as follows:

- champion and support students with Special Educational Needs;
- ensure that each child has their rights to education maintained including support for students excluded from school;
- ensure that admission processes are fair and consistent with national legislation;
- commission, rather than provide, children’s services;
- work with OFSTED to improve standards.

In West Sussex, as part of its new commissioning role, the Local Authority is supporting qualifying schools that apply to become academies. West Sussex County Council (WSCC) is very happy to support this proposal for Warden Park to apply for academy status.

## Why do Governors think that converter academy status is right for Warden Park?

### 1. Additional funding

We would have access to additional money for resources and equipment as a result of direct funding and the economies that will derive from greater collaboration with other schools.

Funding would be delegated directly to Warden Park. We would be likely to gain an estimated £523,000 increase in direct grant (over 8% of our current budget). After purchasing services currently provided by the Local Authority, this would enable us to raise standards at Warden Park as well to continue to extend our support for other schools across the Haywards Heath area. We would also have the flexibility to purchase exactly what services we need at the best price.

In the longer term, we would be more likely to be able to improve buildings and capital equipment as grants would be available centrally rather than from the Local Authority. As we would have a long lease on the land and buildings, it would be far easier to establish partnerships with others to develop our site.

### 2. Greater flexibility and partnership

Warden Park students would continue to be drawn from across the whole ability range but Governors would have greater flexibility to determine the total number of students attending the school. Governors would do this in consultation with the Local Authority and representatives of other secondary schools in Mid-Sussex.

In partnership with other local schools, we would adapt and extend our services to meet the needs of young people and their families in the wider Haywards Heath area. We would begin by taking responsibility for pupils at the existing Heyworth Primary School (currently in *special measures*). Our aim would be to help improve educational standards quickly so that children's achievements become a source of pride for their parents and the wider community.

We would continue to work in partnership with other local schools, as well as with parents, businesses and community organisations, to improve the quality of education, sports and the arts across the community.

### 3. Higher Standards

We would streamline processes currently controlled by the Local Authority so that the needs of individual students can be met more effectively. For example, we

would reduce bureaucracy and broaden our current careers programme to meet the needs of all our students.

We would have more flexibility to recruit, reward and retain high quality staff.

We would extend our support for primary age students and their teachers to ensure a smooth transition to secondary school. The nature of this support will be decided in consultation with other local schools. For example, we would intend to continue our support for primary French, mathematics and drama. We would expand our support in other curriculum areas.

### What is the Governors' proposal for the Warden Park academy?

One of the major purposes of the academy programme is to give the community freedom to ensure that schools meet local needs and aspirations, and to allow school Head Teachers greater flexibility to deliver that vision.

Governors at Warden Park wish to create a successful community comprehensive academy for young people aged from 4-16. The new academy will be responsive to the needs of parents and of the whole community. For example, local business people have said that they value young people who are literate, show initiative, have good mathematical skills and can communicate well. These are and will continue to be, priorities at Warden Park.

The objectives of the Warden Park Academy Trust would reflect the values already published in Warden Park's 2011/12 prospectus and the school's maxim, "*The Best from All*".

#### The objectives of the Warden Park Academy Trust would be to:

- promote sustainable partnerships with parents, community organisations and businesses to provide high quality education, sports and arts opportunities for the young people and adults of Cuckfield, Haywards Heath and the surrounding area;
- support other schools in achieving high standards for young people as part of a strong education, sports and arts partnership in the Haywards Heath area;
- promote people's commitment to the community in which they live and to the well-being of communities across the world.

#### Governors and staff would ensure that young people at Warden Park are even more likely to be:

**Successful people** who enjoy learning, demonstrate the highest levels of achievement and fulfill Warden Park's values and aims;

**Reflective people** who understand their reliance on one another, the importance of sustainable development, and the moral and spiritual dimensions of their lives;

**Confident people** with excellent communication skills, including in at least one modern foreign language, who are able to live fulfilling lives through their positive interaction with others both within the United Kingdom and overseas;

**Creative people** who try a wide range of arts and other activities to enrich their own lives and those of others.

**Healthy people** who recognise the importance of keeping fit and participate actively in individual and team sports;

**Responsible Citizens** who make a positive contribution to the communities in which they live and see themselves as part of a global community through their knowledge and understanding of the cultures, beliefs and life chances of people across the world.

These outcomes would continue to be secured through:

- an ethos that promotes excellence and inclusion by valuing every member of the community;
- high quality learning with an international dimension, and a focus on encouraging excellent communication and positive interaction with others;
- outstanding teaching within a context where teachers themselves are also learners and share their best practice with others;
- a curriculum that brings out the best from every student in terms of their academic, sporting, social and cultural achievements;
- a commitment to life-long learning;
- sustainable learning and leisure provision for the community that promotes community cohesion;
- highly effective educational, sports, arts partnerships with schools, colleges, community organizations and businesses.

Governors and staff would have specific responsibility to:

- promote excellence by working in close partnership with parents or carers to fulfil the potential of every learner to do their best as individuals and as members of teams;
- foster the habits that would enable our students to enjoy learning for life;
- encourage our students to respect themselves, other students, their parents and their teachers within a safe, secure and caring environment;
- with the crucial support of parents and carers, develop healthy and hard-working young citizens with an international outlook who would play an active, responsible, creative and positive role in their school and wider community.

More specifically, Warden Park Governors would ensure that the academy has the features outlined below:

### **Admissions**

There would continue to be a fully comprehensive intake of students at Warden Park. National admission rules would continue to apply. This would mean that the spread of admissions to the secondary phase of the new academy would be unlikely to change and would include gifted and talented students as well as those with Special Educational Needs. Pupils from the Heyworth site who wish to transfer to the Cuckfield site would be able to do so at age 11. There would be no selection process for students.

## **Governance**

Governors would continue to represent the interests of Warden Park parents and the wider community. The new Warden Park Governing Body / Academy Trust would include at least as many elected parent and staff Governors as now, representing no less than 60% of the whole Governing Body Academy Trust. At least one place as a Parent Governor would be reserved for parents of children in the primary phase.

The new Warden Park Academy Trust and the Governing Body would have the same members. This would mean that no time will be wasted on unnecessary meetings in the critical first few months of the new academy. Decision-making should be decisive and efficient.

In order to ensure stability, our articles of association would specify that any changes in this proposal would need to be approved by at least 75% of Governors / Trustees.

## **Academy name**

The name "Warden Park" has significance for thousands of people in the area. The name would be retained and safeguarded in our articles of association.

## **Staff pay and conditions**

Existing staff contracts will transfer over to the academy without alteration. Governors would immediately offer staff additional rewards for specific short term work to support achievement in our primary phase. Otherwise they would maintain the national pay and conditions document for at least 12 months to give a working party of staff representatives and Governors opportunity to consider further ways of adjusting the pay and conditions package. Our aim would be to stay close to the current global sum for pay at Warden Park whilst rewarding staff performance. We would also seek to remove existing anomalies that disadvantage some staff in both pay arrangements and conditions of service.

## **Staff representation**

Governors would continue to consult staff about major changes in the academy. Staff would elect representatives to the Governing Body / Academy Trust. Trade unions would be recognised and have full negotiating and representation rights according to employment law. This would be safeguarded in the articles of association.

### **Timings of term times and of the academy day**

Term times would be agreed within the Haywards Heath Locality Group of schools and academies. Governors would continue to use Mondays to Fridays as working days. As now, there would be special events at weekends or in the holidays for which current arrangements would apply i.e. staff volunteer and receive additional pay or time off in lieu. There are no plans to alter the timings of the new academy's day. Should this ever be considered in the future, a consultation process would occur and parents would be given at least one full academic year's notice of any change.

## The wider context

Over the last five years, both the Labour and Coalition Governments have encouraged Head Teachers and Governors to have greater flexibility in running local schools. The days of control by the Local Authority from Chichester are over.

The academy programme gives local people much more opportunity to influence the ways in which schools meet the community's educational needs. At the same time, academy Head Teachers and Governors have control over their fair share of the national educational budget for local priorities. No money is siphoned off for central projects and services.

However, the new academy programme is just one part of this new agenda. Other changes are taking place and these are described below.

### **1. Specialist Schools**

The specialist schools programme will not be funded directly beyond April 2011. The Government's policy is that all schools will have the option of buying the services formerly provided by specialist schools. The Department for Education (DfE) has stated that the specialist school programme as a whole no longer provides a good service to other less successful schools and that the additional grants have had insufficient affect on standards. Warden Park could lose £255,000 in grants in the next 12 months. This has already necessitated part of a redundancy programme with the equivalent of 6 full-time posts going by summer 2011. Other economies will include increases in class sizes and at least a 10% cut in capitation. The Government intends that outstanding and good schools with academy status should take over the outreach and innovation functions formerly allocated to all specialist schools.

### **2. The Local Authority (LA)**

- West Sussex County Council is now committed to support greater independence for schools.
- There is strong Local Authority support for schools to work together in self-managing locality groups. (The existing Haywards Heath Locality group of two secondary and 20 primary schools is seen as a model for this approach.)
- The Local Authority is re-organising its operations and staffing to support a new commissioning role with a drastically reduced capacity to control and support schools directly.

### **3. The Health Authority**

Funds will be devolved to GP practices with GPs free to negotiate health service arrangements directly with schools and academies. It is hoped that this will lead to more effective provision in areas such as support for family health.

### **4. Public companies supporting schools and academies**

- The Local Authority is already scaling back its central contracts with companies such as the Babcock Group (providing central careers guidance) to enable academies to arrange their own services.
- While the Local Authority intends to continue to offer its services to the new academies, other public companies are competing with each other to provide legal, human resources, insurance, audit and other services to schools and academies. We have already sounded out one such company as part of the working party's research. Governors will commission services that are most effective and represent good value for money.

### **5. Other West Sussex schools and academies**

- Secondary schools are likely to get together to form a trust to run continuous professional development for staff in the county.
- Locality groups of schools are forming stronger local relationships and are working together for the benefit of all students. The Haywards Heath Locality Group of Schools is becoming a strong partnership for the benefit of young people and parents in the town and surrounding villages. A locality business manager has been appointed very recently to help the partnership generate additional income to improve learning across the locality.
- Other West Sussex primary and secondary school Governing Bodies are considering academy status. Church schools may be slower to make the move as they already have considerable independence and different governance arrangements. As a result, Church schools have less to gain from academy status.
- The Locality Group has a Head Teachers and Chairs Steering Group. Some of the Governors on the group are interested in exploring the benefits of a stronger educational partnership in the Haywards Heath area. Academy status for Warden Park would facilitate this process.

### Frequently asked questions

1. If we still have to buy services currently provided by the Local Authority, would academy status bring financial benefits?

*We currently spend £102,000 on Local Authority services. These central services are already being reduced as a matter of policy. Other services are being reorganised. For example, under arrangements from April 2010, schools wishing to “buy” the LA payroll service must also “buy” HR services. These services are available separately from other providers, allowing schools much more flexibility in mixing “in house” with “external” provision. As an academy we can shop around a variety of providers to achieve best value in those services where we need external expertise. This is something we have done already for our grounds maintenance service. As a result, we have achieved far better value for money.*

2. Would academy status for Warden Park “impoverish” other schools that remain in Local Authority control?

*Local Authority school budgets will be guaranteed under the national fair funding agreement. Academies are mandated by the DfE to support other schools. We have provided such support as a specialist school but the requirements for an academy to support other schools are more rigorous and the links are much more formal. These formal links are designed to ensure that other young people and their parents will be enriched through our academy status as we lead initiatives to support teaching and learning. We will begin by supporting young people, parents and staff connected with the existing Heyworth Primary School. This will bring benefits to one of the least prosperous areas in Mid-Sussex.*

3. Would staff lose their jobs?

*The additional money coming in to Warden Park would mean far less risk of further redundancies here. With academy status, it is likely that there would be valuable opportunities for staff to develop their careers by helping to improve standards in our primary phase and in our existing partner primary schools, while continuing to work at Warden Park. Warden Park Advanced Skills Teachers (ASTs) already have this type of role and it is very likely that more teaching and support staff would have the opportunity to help support more young people and their parents across the locality.*

4. Would there be “two tiers” of staff?

*The Governors would adhere to the national pay and conditions documents for teaching and support staff for at least 12 months until a working party of Governors and staff has had the opportunity to recommend more suitable alternatives. Staff joining the academy*

*would benefit from any new pay and conditions package that has been agreed. Existing staff would have the right to transfer to the new pay and conditions agreement or to remain within the national scheme current at that time.*

5. Can the academy go bust?

*If standards dropped and student numbers fell drastically, the academy could close or be taken over (as now). Our budget would be monitored more professionally than it is currently, by both independent auditors and by an agency of central government.*

6. What would happen if we were sued?

*That possibility exists at the moment if a claim of negligence was made against us. As with other academies, we would insure against those risks.*

7. Would staff pensions be affected ?

*The working party has investigated this issue extensively. Staff in the Teachers' Pension Scheme and Local Government Pensions Schemes would be able to continue their membership of these schemes.*

*Teachers' pensions would change only in line with national changes. Teachers' pensions cannot be altered by Governors / Trustees.*

*For local government pensions (support staff), there would be a small additional employers' charge as the academy assumes responsibility for supporting staff within the scheme. However, there would be no additional staff charges as a result of academy status. Staff charges, benefits and conditions in the Local Government Scheme would be changed only through national negotiation and could not be altered by Governor / Trustees.*

8. Would there be any change in Governors' liability for staff pensions?

*There would be no additional Governor liability for either teachers' or local government pensions*