



Little Paxton School Governing Body

Minutes of the Finance Committee Meeting held on Monday 26th March 2018 at 6:30pm

Present

Penny Conway	LA Governor		
Diane Hawkes	Staff Governor /HT	Richard Fairbairn	Parent Governor
Tracey Locke	Co-opted Governor	Paul Warmington	Parent Governor
James Purser	Co-opted Governor/Chair		

1. Apologies for Absence

Natasha Stott	Staff Governor – apologies accepted
David Jones	No apologies received.

2. Declaration of Interests.

No changes declared.

3. Minutes of the last meeting held on 29th January 2018.

These minutes were approved at the Full Governing Body meeting on 12th March 2018.

4. Matters arising and update on agreed actions.

Finance Agreed actions

- **Debt recovery.**

H/T reported that the debt in question was still outstanding, contact had been made with Capitol (the debt collection agency recommended by LA) who will look into it when we forward details – this will incur a cost.

QU: How much is the debt? The debt is £120.00.

H/T said that we should pursue the debt as a matter of principle as no effort had been made by the debtor to pay the outstanding amount. The committee agreed.

QU: Should any other trips be organised can we stop the child going and put any monies paid towards the outstanding debt?

H/T: No this is not possible as the original debt was for a residential trip and should the child attend a day trip we only ask for a voluntary contribution towards a day trip as per legislation (residential trips come under different legal requirements).

It was decided that the debt should be pursued and a letter should be sent to the parents explaining the debt is now being referred to the LA. The Head Teacher will forward a letter to the parents of the child and forward information to Capitol.

- **Predicted carried forward funds.**

The predicted amount of funds to be carried forward for this year looks slightly higher than originally thought and is now 80K.

QU: How much has it reduced from last year?

The figure has reduced by approximately 30K. Looking to the future the carry forward figure for the next year (2018/19) looks to be approximately 40k and this could cause problems should the pupil intake reduce. Also we need to consider additional staffing costs and the annual increase of the National Living/ Minimum Wage all of which will have an impact. We need to ensure maximum pupil intake in the coming years.

It was discussed that we need to raise the profile of the school in the local area to attract pupils. It was decided that, as most residents in the village already send their children to the school, we need to approach the wider community. It was decided that positive publicity and social media are very good ways of reaching the wider community. The school website needs an update. The school already has a Facebook page so it might be worth looking at Twitter as well. Make contact with the local media to promote the good things that happen in the school.

QU: Is this something the office apprentice could take on? The Head Teacher said no as she already has a project to do in addition to her work therefore, it would be too much. PW agreed to lead this project with the assistance of a member of staff and also make contact with a local college to see if a media student could take on the website design as a project linked with their studies. This needs to be actioned next term as perspective parents looking at school for 2019 will be looking by then.

- SFVS – the completed audit form was circulated to all governors prior to the meeting. It was decided to leave the benchmarking exercise until the next meeting with the Finance Adviser as the data from the DfE had only just been made available. The document was approved for submission.
- Staffing structure for September / Advertise teaching posts - completed.
- Staffing structure for September was revisited see Personnel Minutes for details.

5. Policy Review.

Internal Finance Procedure Policy.

JP raised the issue of the document being out of date eg. Reference made to writing a cheque.

QU: Are staff expenses and staff reimbursement the same thing?

ALL (after discussion): No they are different and should be left in as a separate item.

QU: Are audits carried out on cash receipts?

HT: County carry out audits.

QU: Are Asset and Inventory checks carried out on specific dates?

HT: No, they are not carried out on specific dates.

HT: The New Build has resulted in a very recent assessment of IT equipment.

QU: Is there a backup copy of the Inventory still held off site?

HT: No, it is now in the 'cloud' which is managed by County.

It was decided that the current Internal Financial Procedures Policy needs reviewing and updating, JP will do this and circulate to all governors for approval by the next FGB meeting.

Once the policy has been updated and in place, governors will carry out spot checks to ensure the any new procedures are being followed.

10. Any other business.

There was none.

Who	Actions Agreed	
HT	Refer outstanding debt.	As soon as possible Update at next meeting.
PW/HT/Staff member	Organise marketing of the school and update of the school website.	As soon as possible. Update at next meeting.
JP	Review and update Internal Financial Procedures Policy. When the updated policy is in place governors to carry to carry out spot checks to ensure procedures are being followed.	Review at FGB meeting. Ongoing.