



## Little Paxton School Governing Body

### **Minutes of the Finance Committee Meeting held on Monday, 25<sup>th</sup> January 2016, at 7:00pm**

**Present:**

Ellen Barrett      Co-opted Governor      Diane Hawkes      Staff Governor / Head Teacher

Penny Conway      Authority Governor

**In attendance:**      Alison Gatward      Clerk to the Governing Body

Note: this meeting was not quorate as only 3 governors were present. As a result, although all items on the agenda were discussed, no decisions were taken at this meeting. Governors present have made recommendations as a result of this meeting which will be considered by the FGB at the next meeting (29/2/16)

**1. Apologies for absence received and accepted -**

Graham Hiom      Co-opted Governor/ Chair

David Jones      Parent Governor

In the Chairs absence it was agreed that Penny Conway should chair the meeting.

**2. Declaration of interests – no amendments declared**

**3. Minutes and Matters Arising**

- Emergency Plan - the amended version was shared with governors. Further amendment requested to the details of the backups. Should refer to the fact that the system is automatically backed up each day, including the weekend and is stored on a cloud based system.      **ACTION:** AG to amend to reflect above and circulate to governors.

- Confirmation correspondence sent out to tenants

DH confirmed letters have been sent.

- Charges and Remissions Policy amended

AG confirmed this has been amended and circulated.

- Update on Freedom of Info

Outstanding issue remains as to whether we wish to charge for providing information. It was agreed that a discretionary charge could be levied for the printing of the information. The fee would be advised ahead of the information being supplied. The charge is only likely to be levied where there are either multiple requests or large volumes.      **ACTION:** AG to amend to reflect above and circulate to governors.

- Action completed on Governor allowances

- Update on parent request to pay for glasses - Payment was offered for which the parent was most grateful.

- Update on completion of Pupil Premium letter (FGM minutes)

A letter was sent to the parents of reception children and therefore it was decided to hold on a further letter going out so soon after this one. **QU:** Can the parents evening be used to promote the benefits of PP? It would be good to have spare copies of the letter to share with the parents. Actively promote the benefits for the parents to encourage them to see if their child is eligible.

#### 4. Review of policies:

- Best Value Statements
- Financial Responsibilities

No changes recommended as all details still current.

#### 5. Retrospective authorisation of permission to buy Server

The subject of the need for a new server has been previously discussed by governors but the hope was that the old server could be used until the new extension had been built. However, there were increasing number of issues and the back-ups kept failing. The school buys into Cambridgeshire County Council ICT (CCC-ICT) services that supply a technician who comes into school each Wednesday to ensure that the system is running smoothly and resolve any issues. In order to ensure that the new server was supported by CCC-ICT it made sense to source it through them. The technician gave advice as to the options to best meet the requirements of the school. The current server was reaching capacity. There was a slightly cheaper manual option which would have saved £300 but in the long term this would not have been cost effective as it would use more office time than an automated system. The technician advised what the best package was and the appropriate level of storage that was required. The cost in total £4,503.23. There was a sense of urgency which led DH to make the decision quickly. It is integral to what is required to keep the office of the school working. This has now been installed and the technician has done a great job of getting it sorted. The system is now automatically backed up to the cloud which currently 500 gig of space. Usage has gone up 2.5 times in the last few years and is set to increase. Storage space can be increased as required.

Governors agreed that the spend was acceptable and recommend the decision to the FGB.

#### 6. BCR Review

- Satisfaction that Bank Account reconciled from PER
- Recognition within PER that predicted year end is now £138k this has fallen from last review but still very healthy. Recognition that this represents holding excessive reserves but the Finance Committee are satisfied with this position given the pending building work.
- Recognition that income / cost lines seem in control (reminder circa 75% of budget should be spent)
- Water bill seems a bit high but not enough to be a leak.

- Photocopying is lower than budget due to a more efficient new photocopier.
- Free school meal take up has been lower than expected.
- Most lines are on track with spend as predicted.
- Variances are all minor and can be explained.
- Governors present were comfortable that all relevant variances are noted in the Reports / Cost Centre View have been explained and the Financial Adviser's questions have been answered

7. SFVS

- Reminder to committee that this needs to be completed by 31st March. Will be done by PC, DH, MP and GH. If anyone else wants to be involved to get a better understanding they are welcome to attend the meeting.

8. AOB

DH advised governors that the office is now up and running for online payments. These are double checked against the invoices and authorised by head or deputy.

Closed 19:37pm