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**Minutes for the Finance Committee Meeting held on  
Monday 15<sup>th</sup> October 2018 at 6.30pm**

<b>James Purser</b>	Co-opted Governor/Chair	<b>Penny Conway</b>	Authority Governor
<b>David Jones</b>	Parent Governor	<b>Nickie Moore</b>	Head Teacher
<b>Richard Fairbairn</b>	Parent Governor	<b>Ellen Barrett</b>	Co-opted Governor
<b>Paul Warmington</b>	Parent Governor		

In attendance: Jeannie Marshall - (Clerk)  
Stuart Page – visitor

James Purser introduced Stuart Page and welcomed him to the meeting.

**1. Apologies for absence**

All members in attendance.

**2. Declaration of interests**

The register of Declaration of Interests was reviewed and nothing of concern reported.

**3. Minutes of the last (agreed at FGB 9<sup>th</sup> July 2018) and Actions update**

Who	Action	Update
PW/HT/Staff member	Organise marketing of the school and update of the school website.	Discuss at FGB meeting 1.10.18. Now on FGB agenda.
JP	Review and update Internal Financial Procedures Policy. When the updated policy is in place governors to carry out spot checks to ensure procedures are being followed.	In progress JP will bring to next FGB meeting on 03.12.18.
H/T Finance office	Change bank signatories	Complete
H/T	Contact football club re increase in rent for use of field.	PW has obtained a new email address as the Schools previous communication did not reach the Football Club. It was decided that a hard copy would be hand delivered as the contact lives locally. <b>PC to deliver.</b>
Clerk	Complete forms to renew	Complete.



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	Governor training package as agreed.	
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#### 4. Financial Plans

- **Items discussed with SFA at the meeting held on 20.09.18**

**Kitchen Maintenance** – NM has checked the contract and all kitchen maintenance costs have to be met by the school. **QU: Have we budgeted for the ongoing maintenance?** JP – There is £5000 contingency built into the budget. **QU: Can we look at getting a kitchen maintenance contract?** JP/PC/NM – yes but, we would need to do some investigation as to what is needed. An audit of equipment is a good place to start. Strictly Education, the school’s property advisors, may be able to offer some guidance. **QU: Could we ask the catering company we use? Are they responsible for any cleaning?** PC – Yes we can ask them. NM – the current company is Blakes and Edwards which we are one year into a three year contract with. EB has a contact in catering and will ask for advice from them. DJ mentioned we have a pupil whose family runs a catering company who live locally who may also be able to offer assistance. NM will investigate further and report back at the FGB on 3.12.18.

It was noted at the meeting that there is nothing on our website showing where we have spent our Sports Funding. We have collated the information which **PC will upload on Google drive and NM will upload on the website.**

- **Identification of issues in the coming year and plans to address the schools priorities**

This will be covered at the Personnel Committee meeting following this meeting.

#### 5. Unpaid debts

Debt 1 – an outstanding dinner money debt of £37.35, our debt recovery procedure has been followed but, we have received no response. **QU: Is the current lunch bill being paid?** NM – yes. **QU: Is this child Pupil Premium?** **QU: Are they entitled to Free School Meals and just not claiming them?** NM – I think the child in question is Pupil Premium but, I would have to check to be sure. **QU: In line with our current policy would we not write this debt off at this stage?** JP – Yes. NM – would like to investigate the Pupil Premium status and then report back. The debt will be written off, if the child is Pupil Premium then the monies will be taken from the Pupil Premium budget.

Debt 2 and 3 – both debts are from the same family where the children are Pupil Premium, a payment of £10 was made against debt 2 on the 11<sup>th</sup> September so the family appear to be trying to clear the balance. A decision was taken that the debts would be covered by the Pupil Premium budget.

#### 6. Review of BCR and Funding Statement

The deficit is smaller than originally forecast but, is still concerning. Consideration will have to be given to how many classes we can operate next year. The deficit will be funded by our carried forward but the following year forecast deficit will mean a very small carry forward left to utilise.

#### 7. Policy Reviews

- **Adoption of Scheme for Financing Schools** (re-issued Feb 2017, no updates since) – adopted.



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- **Adoption of School Financial Regulations** (re-issued Feb 2017, no updates since) – adopted.
- **Review and Update of Charging & Remissions Policy** - QU: *As we don't have a minibus does section 3 apply?* NM – We don't own a minibus but may hire or borrow one in the future so it is important to note the requirements.
- **Lettings Policy** – RF declared an interest in this area it was agreed he could be party to the discussion but not included in the vote for any proposed changes. It was agreed that on last page of the policy, contact details should be changed to say contact emergency services, as discussed at the previous Site and Building meeting. QU: *Are we happy with the £100 deposit we request for lettings?* It was agreed that the £100 is sufficient on balance of risk we have not had any issues regarding damage and we are always selective to who we let the building to. We also have Clause C in the contract which refers to cost recovery. QU: *Is the capacity of the hall still the same?* PC – Yes, the hall was not extended any further during the recent new build. QU: *Do we ever have a problem with noise?* PC – We haven't but, it is covered in the preservation and decency section of the policy. Once the last page has been changed regarding the contact details all governors present are happy to adopt the policy. *Clerk to edit the policy.*
- **Review and Update of Governor Allowances Policy** – JP – can we update the policy to refer to HMRC instead of Inland Revenue and the mileage to say the current rate as permitted by HMRC. QU: *Should childcare costs being included in the policy?* EB – Yes because the role of a Governor should be available to everyone and in some cases if a person does not have childcare available to them it may prevent them from applying for the role. All governors agreed that once the changes above have been made they are happy to adopt the policy. *Clerk to edit the policy.*

### 8. AOB

As discussed at the last FGB, policies need to be changed so the limit for spending by the Head teacher before being run passed the governors should have a time limit incorporated for contracts authorised. *JP will look to incorporate this into the Internal Financial Procedures Policy.*

### 9. Items to be discussed in conjunction with the Personnel Committee:

- Pay Policy: School Teacher Pay Award – it was agreed at the FGB to apply the nationally agreed uplifts to all points on the pay scales not to just the maxima and minima.
- Appraising Teacher Performance (Performance Management) Policy
- Preliminary discussion about future staffing structure now that the school is nearing the end of its planned growth

See Personnel Minutes for record of discussion and decisions regarding these items.

### Agreed actions arising from this meeting

	ACTION	BY WHOM	TIMESCALE
2018/2019 - 026	Review and update Internal Financial Procedures Policy. When the updated policy is in place governors to carry out spot checks to ensure procedures are being followed.	Chair of Finance	For next FGB and/or Finance meeting



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2018/2019 - 027	Contact football club re increase in rent for use of field - it was decided that a hard copy would be hand delivered	PW, PC	This term
2018/2019 - 028	To upload information about use of Sports Premium on Google drive and to update on the website.	PC, NM	ASAP
2018/2019 - 029	Agreed updates to Lettings Policy and Governor Allowances Policy	Clerk	This term
2018/2019 - 030	Include in the Internal Financial Procedures facility for HT to enter into contracts over a period up to 3 years that do not exceed the agreed spending limit for the HT	Chair of Finance	Next Finance meeting