

**BOARD OF GOVERNORS**

**Minutes of a Meeting of the**

**Finance & Resources Committee**

**Held at the Academy on Thursday 9<sup>th</sup> June 2016 @ 6pm**

**Governors Present -** Di Davy - Committee Chair  
 Mrs Joanna Young - Academy Principal  
 Miss Samantha Brennand - Vice Principal  
 Nicola Kay Steve Hall  
 Amanda Manning Helen Morris

**Apologies -**

**In Attendance -** Tracy German School Business Manager  
 Simon Morris – Associate Governor  
 Amanda Arnold Meeting Clerk

Item No.		Action
1.	<p><b>Apologies &amp; Items of Any Other Business</b>            No Apologies. All in attendance</p>	
2.	<p><b>Risk Register</b>            To note that item 1 has moved to Red –            Assessment data is of concern due to the new assessment methodology. <b>A governor asked</b> if there was anything to mitigate against the risk. JY reported that the improvements and changes to the writing curriculum will be used, but that this cannot change the current risk of this year’s results. It was discussed that this will have an impact on the coming year’s results. JY is going to discuss this at the next Crewe Heads’ meeting to discuss and benchmark; this meeting was scheduled for Friday 17<sup>th</sup> June.  <b>A governor asked</b> ‘are we ready for the media in case only Leighton’s results are low’. JY reported that until we know the national data we do not actually know where we stand. The risk rating is to show that there is a risk. Support will be looked into if it is required.            A governor suggested that we should add what contingences are in place to the risk register for IF Leighton is lower than the national results – JY notified that is on the Action Plan, but would update the register accordingly.            JY discussed the other items briefly on the Risk Register to advise that other items are all at low risk. . Website is compliant as per the T&amp;L review. Change of school is amber due to the unknown situation at present.            Safeguarding is exemplary. RD and SB are going to a supervision session on 22<sup>nd</sup></p>	

	<p>June with Cheshire East for assurance that Leighton is dealing with cases appropriately and following current legislation. Cheshire East has a new Safeguarding document available.</p> <p>Levels of Service – Poor Value for Money – could change if our status was to change, and so, currently is fine but will need to be looked at again in the future.</p>	
<p><b>3.</b></p>	<p><b>Minutes of the Last Meeting</b></p> <p>Minutes of the last meeting were approved.</p> <p><b>Matters arising not on Agenda</b></p> <p>Part 7</p> <p><b>Pupil Premium</b></p> <p>A governor asked at the last meeting whether it will be sustainable to continue to pay for visits. A decision for this will be discussed at full governors as part of the discussion around the budget</p> <p>Part 8</p> <p><b>Education Welfare Officer</b></p> <p>Due to the high costs of the Cheshire East Service and the requirements of the academy, it has been decided that no service will be purchased from them and that the company 'Education Welfare Management' would be used when and if required. They have a set hourly rate and are committed to the role. They have met with JY and AA in school and also undertaken a meeting with a parent already.</p>	
<p><b>4.</b></p>	<p><b>Chairs Action</b></p> <p>A chairs action was taken on Friday 27<sup>th</sup> May 2016 to continue for a one year contract with Zurich Insurance. They have decreased their fee from £19548.41 to £17826.84 which is higher than RPA but the cover is more extensive (Terrorism) £1,416.49.</p> <p>TG discussed that the other quotes were very much for an assurance, rather an insurance, which is why the decision was taken to stay with the current insurer. Business Manager pushed for a better rate and Chair agreed to remain on a year's contract to allow for more investigations into what is required next year if the academy changes.</p>	
<p><b>5.</b></p>	<p><b>Finance</b></p> <p>a. Business Manager Report</p> <p><b>BUDGET: 2015/2016</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> It was asked in the previous meeting why we cannot journal from donations income to donations payments – Steve Parker (accountant) said charity regulations state that you cannot net off income and payments.</li> <li><input type="checkbox"/> The new budget will be set and ready for the Full Governors' meeting</li> <li><input type="checkbox"/> TG reported that we have been waiting for our growth funding of £70,900 and have been informed by Cheshire East the payment will be made this month but for only £35,623. We have already received £8,556 but this is £26,721 short of what we were expecting this is due to the funding criteria changing.</li> </ul> <p>It was also explained that Growth funding was changed at a forum part-way through the year. The Per-pupil amount has been changed from the original</p>	

notification further to the forum. TG reported that it was not notified that this can happen.

**A governor asked** about the discrepancies on the budget monitoring report where the negative values and percentage over spends are high. TG discussed that the reports are generic reports that the FMS system offer over which she does not have control, but with payments into school being adhoc and not regular monthly payments (although they are mainly guaranteed payments) it sometimes reflects as a negative on the figures until the payment is received. TG asked that he come in to school to discuss how the systems and processes work as they are very different to mainstream business. DD commented that she was very impressed with the clarity of the procedures in place and how the team work together when she came into school on 24<sup>th</sup> May 2016, to see an overview of the finance procedures. She informed that it was all very organised and easy to understand after visiting the school. She also praised that if someone was off sick, someone else can manage each of the roles for each other which was very positive for the school.

- Cheque signatories needs to be signed and updated due to Vicky Robertson being removed and Julie Morris becoming a new signatory. **Governors agreed** and forms signed off.

#### **LIVING WAGE:**

- The advice given at the school finance meeting was that the decision is entirely up to the academy governors.
- After speaking to Helen Morris on Monday 14<sup>th</sup> March a decision was made that the academy would comply with the 1<sup>st</sup> of April update of £7.20 and further investigation would be completed for the finance meeting and a decision made.
- 1% pay award was due to be awarded to all non-teaching staff now. TG reported that it would have around a £1-2k impact on the budget, and the 1% will ensure that the living wage is adhered to. Governors had a discussion to understand the increments on Support staff pay scales. **Governors agreed** the increase.

#### **RSM:**

- To confirm that RMS (Baker Tilly) have now cancelled a second appointment for Internal Audit to take place. An internal audit has now been rescheduled for 10<sup>th</sup> July 2016 – they have requested what areas Governors would like them check as the 3yr budget is still not available due to software problems: cash flow is on the agenda. Governors agreed to discuss this on the agenda point regarding internal audit

#### **PAYROLL:**

- To confirm that we have renewed our contract with Cheshire West again for payroll and contractual services but this time the contract is for one year and not three the previous cost was £7899.60 and this year £7927.50.

#### **COMPUTER/CYCLE SCHEMES**

TG discussed that the computer and cycle to work scheme had been looked into. It was informed that we already do child care scheme vouchers. TG explained that a card would become available where special offers and discounts will be available to the staff. **A governor questioned** the charges. It was informed that it would be time cost to the business manager but other costs would be small, however the benefits

to the staff are of great value.  
Governors discussed the companies they were aware of, Prosper and Benefits Box, TG reported that Leighton have looked at Fidelity. Governors asked that the cost to the academy be fully investigated and **agreed** that it was good to have incentives for staff to help keep the quality staff that we currently have. **A governor asked** if we could check if dental is included? TG to investigate further with a view to start in the next academic year.

**ChESS:**

- It was explained to the governors what this is - Local Authority service level agreements. It was explained that we use it to assist with H&S and that we are still using the ones that we get good value for money for.
- TG confirmed that all items have been purchased ready for Sep 2016 costing £25,000

**HCSS:**

- After numerous phone calls and Capita now getting involved HCSS have been unable to fix the software problems they have explained that this has never happened before and the problem will be fixed as we started this contract in January. TG asked the governors what steps they wanted her to take now? Governors requested that TG contact them and give them till the end of June to resolve the issues and if they can't, then request a full refund and look at other options

**PUPIL NUMBERS:**

- School has currently 483 pupils on roll with one place available in year 5.
- Nursery is currently full with 120 pupils
- JY reported that there are 29 children on the waiting list for Reception 2016 places and that there had been 4 appeal submissions, 3 for Reception and 1 for year 1.

**b. Funzone**

AA had met with HM and discussed that at present payments for rent were made in arrears, but also that J Morris often had to chase payment. A discussion took place and it was confirmed that we would now request that they pay by Direct Debit to prevent arrears happening and requiring chasing up. Governors requested that a mini audit of Funzone be completed before the next meeting. TG & AA to action.

**6. Audit & Assurance**

**a. Internal Audit**

HM proposed that we ask RMS (Baker Tilly) to advise us on **how** we get assurance about finance, further to discussions about the complexities of the finance reporting etc. Although governors are satisfied there is little risk, governors still don't really know if we are making a loss or a profit and would like the financial assurance to be clearer for governors. She suggested we ask that they spend a day (fix the time to ensure we are not over charged). How does the governing body get assurance on how we get financial probity, and confidence that the system we use is actually giving us that assurance? Governors agreed that this was a good idea and hoped it would help with governor understanding of the finance reporting and ensure that what is shared is in line with other schools. HM said that she would email the request due to the academy being let down in the past in the hope that they will mark it as a priority.

HM

HM requested that we put a cap on expenditure for RMS to ensure that we don't

	<p>overspend and can monitor the charges for the services they provide.</p> <p><b>b. Health &amp; Safety</b></p> <p>The Annual Health &amp; Safety review had been shared in advance of the meeting. No Actions were required. Governors were very impressed with the efforts by Site Manager and the assurances that the report gives.</p>	
<b>7.</b>	<p><b>Estates</b></p> <p><b>a. Energy Use</b></p> <p>There were no updates on energy use. However SB reported that printer use was now being closely monitored due to expenditure on colour printing and volumes of paper used and being wasted. This should have an impact on the costs of paper and IT use.</p> <p><b>b. Buildings</b></p> <p><b>Part Two only</b></p>	
<b>8.</b>	<p><b>Impact/Value for Money</b></p> <p><b>a. Pupil Premium</b></p> <p>A report was distributed in advance of the meeting. It was noted that more impact had been included following the request at the last meeting. Gaining Pupil Premium funding for Foundation Stage &amp; Key Stage1 is much more difficult now due to the fact that they automatically receive Free School Meals now. Families are not applying until they need it in KS2. Office staff try to raise awareness where possible. Governors were happy with the clarity of the report.</p> <p><b>b. Sports Premium</b></p> <p>SB reported that it is not yet possible to report on impact as the invested equipment is not used until this term.</p> <p>She reported that training for instructors of PE in schools is being promoted. J Holland is going to attend this in the summer holidays to prevent her having the 10days off in term time. Leighton are now looking at getting an apprentice trained to comply with new legislation. For the first year this will be provided in conjunction with Sportscape. They are employing apprentices and we will be hiring the use of them to schools.</p> <p>A governor asked if swimming was paid by Sports Premium. SB explained that we have a budget for swimming and it is subsidised for parents. It costs £5.97 per child per session and currently parents pay approximately £4, but this will be decreasing to £2 per week per child as the subject is a curriculum requirement.</p>	
<b>9.</b>	<p><b>Attendance</b></p> <p>JY reported that attendance was at 96% so far this year, compared to 96.8% last year. A more detailed analysis will be provided at full governors to take into account the Scarlett Fever and Chicken Pox out break. A few specific cases were contextualised for governors where there are children in need/care.</p>	
<b>10.</b>	<p><b>Directors Report</b></p> <p>JY gave an overview of the areas that the academy were required to note</p> <ul style="list-style-type: none"> <li>All governors have been DBS checked. AM to phone Julie for an appointment for this to be completed. She discussed that there is no statutory requirements to re do staff but our policy states to renew them 5 yearly. TG</li> </ul>	

	<p>and JM monitor this closely.</p> <ul style="list-style-type: none"> <li>To confirm that we use SIMs to monitor any bullying or behaviour incidents. Note that we will be looking at taking on apprentices as stated. PE apprentice</li> <li>Point 16 – cared for children co-ordinator is fully up to date with training.</li> </ul>	
11.	<p><b>Policies for Review</b></p> <p><b>Disciplinary Procedure</b></p> <p><b>A governor challenged</b> some areas of the Disciplinary Policy. He will make his comments on this outside the meeting to discuss with JY. SM to forward comments and move policy to the next meeting.</p> <p><b>Equal Opportunities</b></p> <p>No changes. <b>Governors agreed</b></p> <p><b>Leave of Absence Policy</b></p> <p>JY explained that legal advice has been sought for rewards for members of staff with 100% of attendance or for the extra work for clubs etc. as there are some staff members who take part in many more extra-curricular work. This will be reported back when an answer from HR has been received.</p> <p><b>A governor questioned</b> the requests to governors for leave of absence. JY &amp; SB explained that it doesn't have to be the full board, but due to posts being term time and holidays can only be taken in the school holidays, there is a need for requests for leave to be authorised in this way. It was discussed that an amendment be added to state governing body/chairs action so that it is clear that it does not need to be the entire board to agree such requests.</p> <p><b>Privacy Policy</b></p> <p>No changes. <b>Governors agreed</b></p> <p><b>Uniform Policy</b></p> <p>A request to add shorts onto the Uniform Policy was made. To ensure that it was clear for parents that children were able to wear shorts in warmer weather. <b>Governors agreed.</b></p>	
12.	<p><b>Any Other Business</b></p> <p>No items of any other business</p>	
13.	<p><b>Date for Next Meeting</b></p> <p>Thursday 3<sup>rd</sup> November 2016 @6pm</p>	

Signed - \_\_\_\_\_ Date - \_\_\_\_\_

Print Name - \_\_\_\_\_