

BOARD OF GOVERNORS
Minutes of a Meeting of the
Finance & Resources Committee

Held at the Academy on Thursday 3rd November 2016 @ 6pm

Governors Present -	Di Davy	Committee Chair
	Mrs Joanna Young	Academy Principal
	Miss Samantha Brennand	Academy Vice Principal
	Mr Steve Hall	
	Mrs Nicola Kay	
	Mrs Amanda Manning	
	Mrs Helen Morris	
In Attendance -	Mrs Amanda Arnold	Clerk to the Governors
	Mr Simon Morris	Associate Governor

Item No.		Action
1.	<p>Apologies & Items of Any Other Business</p> <p>No Apologies were received.</p> <p>No items of any other business were received.</p>	
2.	<p>Approval of Committee Minutes for meeting of Thursday 9th June 2016</p> <p>Matters arising not on Agenda</p> <p>No matters arising.</p> <p>Governors agreed minutes of the last meeting.</p>	
3.	<p>Finance</p> <p>The following report was distributed to governors in advance of meeting –</p> <p>BUDGET: 2016/2017</p> <ul style="list-style-type: none"> • The final budget for 2016/17 has been set and passed by H Morris (See Attached) (Annual Budget Listing) • Income - £2,425,353 Expected expenditure - £2,424,198 leaving a small surplus of £1155 • Reserve is approx. £400,000 (TBC in final accounts) • Budget holders list has been set (See Attached) • Account 11313 (Building Improvements) – budget to be increased by £21290.00 for Nursery decoration and a refurb, additional electrical work in KS2 and £8244.00 for final payment for KS2 canopy – Total £29534.00 from the school reserves • Cash flow report attached • Budget to 30.09.2016 attached 	

Governors received and noted all of the above **and approved** the increase to the Building Improvements budget

SCHOOL AUDIT

- First part of the school audit for 15/16 started in July 16 and the second part is taking place W/C 31.10.2016

T German reported that the audit had gone well in school. **Governors thanked** TG for her report and for the support with the audit. Full audit report will be distributed when complete and discussed at the next meeting.

ACADEMY PROCEDURES 16/17

- Scheme of Delegation
- Scheme of financial delegation
- Cheque Signatories
- Business Charge Card Holders
- Decision Planner
- Governor Competencies – Helen Morris, Nicola Kay, Amanda Manning and Simon Morris

A governor questioned some areas of the Scheme of Delegation, Governing Body Decision Planner and Cheque Signatories. The queries have been logged on the template forms and taken away for further review. These will be discussed in detail with the Principal and Business Manager and will be taken to Full Governors for approval and further discussion.

Governor Competencies were received by governors for TG. A Manning reported that she would forward this by email next week.

ABSENCE & MATERNITY COVER 16/17

- A decision has been made at the moment not to purchase absence and maternity cover, we have checked how many claims we have made over the past two years and there has only been one unfortunately the claim was cancelled due to Miss Bishops injury happening outside of the school with this in mind we are going to leave the £8000 in the account we have set for 16/17 and this can be used for any supply needed remembering that absences at the moment are covered within school and with our own staff.
- Quotes were between £4,667 for payments after 10 days and £2,353 after 30 days illness

Governors agreed this action.

CE REWARDS CENTRE

- We have purchased a reward scheme for staff, within this scheme staff can purchase many discounts like cinema tickets, shops, holidays, days out and a cycle scheme

HCSS:

- HCSS have been in contact during the last few weeks and are also in contact with Capita (Where the problems lay) trying to resolve the software problems.

A Governor asked for an update regarding the software. TG reported that they have now issued a credit note for the software, but that it is expected to be up and running by next term

PUPIL NUMBERS:

- School has currently 476 pupils on roll with two places available in year 2 and

	<p>two in year 6.</p> <ul style="list-style-type: none"> • Nursery has 43 pupils and 7 2yr olds in the morning and 28 pupils and 4 2yr olds in the afternoon only a few places will remain after the January intake. <p>JY discussed that it was unfortunate that there had been some leavers just before census date and the new starters did not start until after, causing the academy to lose some future funding.</p> <p>A Governor asked about what the expected applications were for the next academic year. JY reported that there were currently more than 70 first place applications for Reception next year.</p>	
<p>4.</p>	<p>Audit & Assurance</p> <p>a. Governance Statement – Including Value for Money Statement</p> <p>Governance Statement was distributed in advance of the meeting. A number of amendments were recommended -</p> <p>A Governor discussed that the pupil numbers wasn't clear as the bulge years had not been explained. JY/AA to action</p> <p>A Governor asked if the Trustees' Indemnities value of £1million was correct. This was checked at the time and was noted that this was not correct and should in fact be £5million. JY/AA to action</p> <p>A Governor noted that there were a few errors with the spelling of names and titles. AA to check document and make amendments.</p> <p>Baker Tilly was to be changed to RSM.</p> <p>A Governor asked if this year's results could have some information added to contextualise the obvious difference to the previous year's data. JY to action</p> <p>Chair of Governors was due in to school next week to update the governor section and would complete this with AA.</p> <p>Governors agreed the above changes to be actioned</p> <p>b. Risk Management</p> <p>Risk Register was distributed in advance of the meeting. Governors agreed the register</p> <p>c. RSM Audit Report</p> <p>It was reported that a report had been received from RSM and that this would be distributed and discussed at the Full Governors meeting. A copy would also be forwarded in advance of the meeting to S Morris</p> <p>A discussion took place regarding how internal audit can look at more vague and non-statutory tasks It was discussed that external audit was very thorough with finances but that governors require a good level of assurance for things other than finance. After discussion Governors agreed that RSM would be asked to look at contracts with external agents - gardening, kitchen etc. at the next internal audit</p> <p>AA to make contact with RSM and liaise with TG for dates.</p> <p>d. Health & Safety</p> <p>JY reported that it was time to review the Risk Assessments and Policies for Health &</p>	

	<p>Safety and requested that S Hall make an appointment to come in as H&S Governor to look through the procedures and approve the review.</p>	
5.	<p>Estates</p> <p>a. Energy Use</p> <p>JY reported that the academy had improved its energy use rating from a D to a C.</p> <p>b. Buildings</p> <p>JY reported to Governors that she had had conversations with Cheshire East regarding the possibility of a new build and the increase to capacity. She also said that they had confirmed that it was unlikely that we will get a new school. She discussed that the feasibility study also had options of expansion but that this would not happen for at least 4 to 5 years.</p> <p>With this information in mind the academy would like to go ahead with the plans that are already in place, to expand the staff room and meeting areas/offices. It had been a recommendation to continue to look at these areas. C Jones was currently getting quotes for these works. Governors agreed to these works taking place. JY asked if quotes could be taken to Full Governors to prevent waiting until next half term. Governors agreed.</p> <p>Some early figures that had been received were discussed and a Governor asked if they included the professional fees? JY reported that she believed it was just the build not architect. It was explained that the academy already have the designs. Just a contractor is required now. She also reported that the lawn in the KS1 playground would have to be replaced with astro-turf when the build had taken place and that the total costs were projected to be around £150,000. A Governor asked if the standard of Astro turf required was known. It was reported that we already have some in school and will be using the same as this has been problem free.</p> <p>A Governor asked, would you get cost consultants/project management to work on the project? JY reported that the academy would usually have used someone like Capita/AA Projects but that with this project it has gone straight to the builders. A discussion took place about the requirement of a consultant to project manage as it was a significant build. A Governor stated that that a large project such as this would usually require professional input and support and was concerned that C Jones would be under too much pressure with his full time role to take this on.</p> <p>A Governor asked who applies for the planning. JY informed that we have someone who goes through all the planning with the school to ensure everything is in order.</p> <p>A Governor asked does that mean we definitely would not get a new build. JY replied that this was definitely not possible.</p> <p>JY to go back to C Jones and discuss if a project manager is required or already included in the quotes. Governors agreed that a third party was required to act between the builders and the school for security.</p>	
6.	<p>Impact/Value for Money</p> <p>Reports for Pupil Premium and Sports Premium were distributed to governors in advance of the meeting. Governors complimented the reports and one governor commented that they illustrate the great work that is taking place in the school.</p>	
7.	<p>Directors Report</p> <p>Governors were informed that a report would be prepared from the Directors Report by the Chair for the Full Governors meeting.</p>	

	<p>It was requested that the Directors Report would now be distributed to all Governors by AA when received in school in order for them, to prepare any questions they may have in advance of the meeting. AA to action.</p>	
<p>8.</p>	<p>Policies for Review</p> <p>The following policies were distributed in advance of the meeting with any changes tracked for approval.</p> <p>Appraisal Policy – Teachers - No Changes</p> <p>Attendance & Punctuality Policy – Minor Changes</p> <p><i>A governor asked why we have added that the academy may send text messages to parents/carers. It was reported that it was in case a parent challenged that the academy had not actually telephoned but a text to the parent would give an audit trail.</i></p> <p>Attendance Management Policy – Staff (And Appendices) – No Changes</p> <p>CCTV Policy – No Changes</p> <p>Confidentiality Policy – No Changes</p> <p>DBS Policy</p> <p>Marking & Feedback Policy – Some Changes</p> <p><i>A Governor requested that the work ‘stuck’ was changed to ‘glued’ where it stated that work was ‘stuck’ at the top of each piece of work to make it clear that it means glued.</i></p> <p>Pay Policy – Non Teaching – No Changes</p> <p>Pupil Premium Policy – Some Changes</p> <p>Pupil Premium Success Factors – Some Changes</p> <p>Safeguarding Policy – Some Changes</p> <p>SEND Policy</p> <p>To note that the Teaching Staff Pay Policy was agreed at Teaching & Learning committee due to time constraints</p> <p>All policies and changes agreed</p>	
<p>9.</p>	<p>Any Other Business</p> <p>It was suggested for a future meeting that Governors look at a Reserve Funds’ Policy and at Capacity Building within the Staff</p>	
<p>10.</p>	<p>Date of Next Meeting</p> <p>The planned date was not suitable for all of the committee and was changed to Thursday 2nd March @ 6pm. H Morris and S Morris will be at the meeting via video link.</p>	