



Finance and Resources Minutes 02/03/2017

▶ Leighton Academy ▶ Thursday, March 2, 2017 ▶ 6.00pm ▶ Chair: Diane Davy ▶ Clerk: Amanda Arnold

FINAL: The minutes are confirmed and locked.

Governors Attending: >Nicola Kay, Stephen Hall, Sam Brennand, Amanda Manning,

Governors Apologies: >

Non Governors Attending: Amanda Arnold (Clerk)

Non Governors Apologies:

AGENDA ITEM ▶ Apologies & Items of Any Other Business

MINUTE Apologies received from H Morris and S Morris in advance of the meeting. They have forwarded questions for areas on the agenda which J Young will cover in each item.

AGENDA ITEM ▶ Approval of Committee Minutes for meeting of 3rd November 2016

MINUTE Governors approved the minutes of the last meeting with no matters arising.

ACTION Approved minutes of last meeting

AGENDA ITEM ▶ Finance

MINUTE **A report was received from the School Business Manager including some reports and graphs detailing expenditure and income, including Cash Flow and Staffing costs,**

A governor asked 'What are the red areas on the variance from the budget?' JY confirmed that the budget is set up to estimate on the previous years and months expenditure. Because expenditure in some budgets varies month to month the variance may show as being above budget.

A governor commented that the staffing graph shared clearly shows that the budget has been planned well and it is tracked clearly and there is no concern for over spending on staffing.

BUDGET: 2015/2016

All school accounts have been audited signed and submitted to the EFA.

BUDGET: 2016/2017

It was confirmed that all expenditure and income are as expected with no concerns with the budget at this stage.

Account 11313 (Building Improvements) as follows

Remaining in budget = £4,804.00

Professional fees for drawings & local authority planning = £885.00

Section 77 approval = £300.00

Asbestos survey & report £500.00

Project Management fees = £7,700.00

Artificial grass = £8,340.00

KS2 fencing = £2,587.00

JY discussed that HM had requested the Building Improvements be re-visited as some improvement works need to be done before the other building works take place. This is for the conversion of boys toilets in KS1 – Craig would like to do this in April as there will be a lot of building work during the summer break due to the extension plans = £8,000.00

- governors agreed

JY discussed that a concern has been raised by a governor of the expenditure on such a large project for the extension with the imminent funding cuts. Governors discussed and confirmed that the money has been set aside for some time and was part of the carry forward funds. The budget cuts will not affect the plans already in place as the funding is already there.

Governors noted that there is also a set amount for capital funding which has to be spent on capital projects. As we expand it will also allow space for training and potential income in the future as well as improving wellbeing of the staff.

A governor raised a concern over a large project with no project manager at the last meeting. Most companies will not support due to the job being too small but one provider has quoted £7,700 to oversee the project.

Governors agreed the costs of the project manager for the extension project.

A down payment will need to be placed for the extension building work commencing in July, Craig estimates this as £50,000.00

Remaining budget = £4,804.00 - Expenditure = £78,312.00

A request was made to governors to increase this budget by £73508.00 (£75,000.00)

Governors agreed for the increase in this budget, using the investment monies due for release later in the year.

NURSERY INCOME:

Paid places for 2yr old pupils started in Feb 2017 at a cost of £12 per session and funded 3yr olds will commence Sept 2017 currently there are 22 places taken with a total of 26 available. They will be invoiced for lunchtime cover only at a cost of £2 per session. Two Middy Assistants will be required by Sep 2017.

INVESTMENT:

We have reinvested £100.000 into a fixed 6 month term deposit; this will mature on 07.08.2017 ready for payments due for the building work in August 2017. This was discussed and actioned by Helen Morris.

SCHOOL FUND AUDIT

This is performed as part of the end of year audit. There were no concerns noted.

ASH WASTE:

Craig and I gave notice to Ash Waste (Waste Collection) to terminate their contract with school on 01.04.2017 as we had found another firm (Envirokip) cheaper, the customer service manager requested a meeting with us and we spoke about our concerns, further to this meeting they have offered the school a new 18 month contract holding the prices for 12 months and reducing the pick up costs by £36.00 per week. We have now decided to withdraw the termination as the new contract is value for money and cheaper than Envirokip.

TA GRADES:

In Jo's staff meeting that was held in November 2016 grade 6 teaching assistants inquired about being paid for 39 weeks (this includes inset days) and not 38. The cost of this increase would be £3680 per annum for 8 teaching assistants – this will need to be passed and agreed for finances minutes. A date to begin or backdated date will be required.

SCHOOL PLACES FOR SEP 2017 (REC)

We have 104 first place preferences for Sep 2017

HCSS:

The software is now up and running with the majority of data input.

PUPIL NUMBERS:

School has currently 479 pupils on roll with one place available in year 2 and two in year 6. We are currently oversubscribed in year's 4 & 5 by two places.

Nursery has 106 pupils, 10 2yr olds and 97 3/4yr olds, the nursery will be full after the Easter intake.

DD thanked T German for her clear and extensive report.

DECISION

Governors agreed KS1 boys toilet conversion to take place in April holidays
Governors agreed the project manager costs for extension project
Governors agreed increase in budget for buildings to cover the extension costs.

CHALLENGE

A governor questioned the 'red areas' on the budget report.
A governor raised a concern over the large extension project expenditure with the imminent funding cuts.
A governor was concerned and requested that a project manager be sought for the extension plans.

AGENDA ITEM

▶ Audit & Assurance

MINUTE

a. Risk Register.

Risk Register. JY confirmed that there had been a meeting with HM and AA to discuss the Risk Register to check it was still relevant and up to date. She informed governors that an extra risk will be added to the Risk Register regarding the impending funding cuts and she informed that the academy were expecting to be approximately £36/37k down on next years budget. A discussion took place and JY reported that there were big savings made by the resident Speech Therapist reducing to one day a week, however a child with significant needs is being admitted in September which will have an impact on the budget. Discussions will need to take place to make decisions nearer the time.

A discussion took place regarding the assurance that the academy has had recently including - External Audit, School Fund Audit, Safeguarding Audit, Teaching & Learning Review, SIP, Health & Safety, Statutory Compliance and external audit by the local authority.

JY asked 'Are there any areas that governors feel they don't have assurance'.

Governors were happy with the assurance. Governors felt that there had been some proactive work amongst governors helping to feel more assured that things are going well and working to plan.

Governors agreed the updated Risk Register.

b. Internal Audit

Discussions had taken place with HM regarding the company RSM that had been used recently. Governors chose to move from a Responsible Officer to RSM and this has not worked out well. They add additional costs to any work quoted and do not provide the same service as the responsible officer. Governors were happy with the level of assurance received to date from Haines & Watts and other internal audits that have taken place. A decision will need to be made at the next meeting as to whether an internal auditor is required next year or if a Responsible Officer will be asked to do internal audit again for the next academic year.

c. Health & Safety

JY informed that the Local Authority Visit is scheduled for April 20th in the morning. SH will try and attend from approximately 10.30am to meet as the governor responsible for H&S. Statutory Compliance Testing Certificate was circulated in advance of the meeting which was passed with no recommendations

ACTION	Discuss the requirement of internal audit or Responsible Officer at the next meeting
DECISION	Governors agreed the updated Risk Register
AGENDA ITEM	▶ Estates
	JY confirmed, as discussed in the finance section, that a project manager had been sourced for the extension project
MINUTE	As part of the safeguarding audit it was mentioned how low the fence to the main KS2 playground was. A decision has been made to add height to the fence to provide additional safeguarding at a cost of approximately £2,700.
AGENDA ITEM	▶ Impact/Value for Money - To Consider
	Reports for the following areas were distributed in advance of the meeting -
	<ul style="list-style-type: none"> • Pupil Premium • Sports Premium • Design & Technology
MINUTE	<p>No questions were asked by governors but a governor commented that what is done with the budgets in the academy is amazing and said that the reports show the impact well. A governor commented that they like that the reports show what the pupils achieve and this is due to what efforts the staff put in.</p> <p>A governor commented that staff go over and above what is statutory and would like to thank them for their efforts.</p> <p>A governor asked - How is the Commando Joe project going? JY reported that the Year 3's have been trialling it this term. It is popular and working well. Another school that will be part of the MAT is using it in the whole of KS2. Pastoral TA using it with some of the more challenging children which is also working well.</p>
CHALLENGE	A governor asked how the Commando Joe project was going?
AGENDA ITEM	▶ Policies for Review
	The following policies were distributed in advance of the meeting -
	<ul style="list-style-type: none"> • Attendance Management Policy – Staff • Attendance & Punctuality Policy • Acceptable Use Policy • DBS Handling & Disclosure Policy • Whistleblowing Policy • Confidentiality Policy • Use of Cameras & Mobile Phones Policy • Charging & Debt Recovery Policy (Charging & Remissions) • CCTV Policy • E-Safety • Health & Safety
MINUTE	<p>JY advised governors that there was an addition to the Attendance & Punctuality Policy regarding Children Missing from Education and that the Use of Cameras & Mobile Phones Policy was a new policy.</p> <p>Governors agreed all policies.</p> <p>JY reported that the solicitor has informed that there is a new Data Protection Act coming into practice and that the legal team will come into school to discuss it with her in due course.</p>
DECISION	Governors agreed all policies.

AGENDA ITEM ▶ Any Other Business

MINUTE None

AGENDA ITEM ▶ Date of Next Meeting

MINUTE Date fo the next meeting was confirmed as Thursday 8th June at 6pm.

Governor Agreed Actions set during this meeting: 0

Finance & Resources Spring 2017 Part One *dated:* 02/03/2017
Minutes approved by Amanda Arnold