



## Finance and Resources Minutes 08/06/2017

▶ Leighton Academy ▶ Thursday, June 8, 2017 ▶ 6.00pm ▶ Chair: Diane Davy ▶ Clerk: Amanda Arnold

**FINAL: The minutes are confirmed and locked.**

Please note that there will be additional attachments added after the half term break. An email will be sent to notify you.

Governors Attending: >Sam Brennand, Stephen Hall, Diane Davy, Nicola Kay, Simon Morris, Helen Morris, Joanna Young

Governors Apologies: >Amanda Manning

Non Governors Attending: >Amanda Arnold (Clerk)

Non Governors Apologies: >

### AGENDA ITEM ▶ Apologies & Items of Any Other Business

No apologies received in advance of the meeting.

### MINUTE

Meeting commenced at 6.07pm and Amanda Manning was not in attendance.

Email received from A Manning at 7.08pm a personal emergency had arisen and she was unable to attend.

### AGENDA ITEM ▶ Approval of Committee Minutes for meeting of 3rd March 2017

TA Grades to be moved to Part Two minutes.

### MINUTE

Minutes will now be typed live into the-trust-governor and checked by Chair of committee and Principal.

Minutes of the last meeting were approved

### DECISION

Minutes of the last meeting approved

### AGENDA ITEM ▶ Finance

### MINUTE

#### **Business Managers Report**

#### **BUDGET: 2016/2017**

Summary Budget for current year was distributed in advance. The main budget of concern is the staff meals, cost centre 32210. It is anticipated that this is going to be £9,000 over budget. It was explained that there is an income from parents and income from free school meals but this will not cover the expenditure.

Income looks slightly lower because we are still awaiting some of the final payments into the account. TG asked to advise that the bank statement for May was not yet received so the accounts are up to April.

The Budget Forecast Return: Outturn 2016 to 2017 has been sent to the EFA on 10.05.2017, with a deadline of 19.05.2017

#### **NON-TEACHING PAY AWARD**

The NJC 1% pay award has been applied to all spinal columns for non-teaching staff from 1<sup>st</sup> April 2017 this is part of a two year agreement for the period 1<sup>st</sup> April 2016 through to 31<sup>st</sup> March 2018. This is to reflect the introduction of the National Living Wage which is currently £7.50 per hour this is expected to reach around £9.00 per hour by 2020.

#### **INSURANCE:**

The decision has been made to continue the school insurance with Watson Laurie, the annual insurance has come down by £3176.42 from last year with all cover remaining the same, RPA insurance was £2730.42 cheaper but the cover is not as comprehensive and additional cover would have to be added to this amount, cover will start from the 1<sup>st</sup> June 2017 for twelve months.

#### **PHOTOCOPY RENTAL AGREEMENT:**

We have entered into a new 3 year agreement with Canda Copying starting June 2017 as part of the new agreement the cost of the rental and photocopy costs have come down each quarter from our previous agreement and we will also be issued with updated photocopiers.

#### **EOCY:**

The EOYC (End of year Certificate) and been audited and submitted on 10.05.2017 with a deadline of 31.05.2017

#### **ChESS:**

Purchases have been placed for 17/18 financial year via the ChESS hub at a cost of £18129.258

#### **CREDIT CARD:**

Governors agreed that Sam Brennand be added as a card holder – paperwork authorised and signed off at the meeting.

**RESPONSIBLE OFFICER:**

Steve Parker from Haines Watts has advised school that we will need to set up a responsible officer from September 17 this will need discussing in the next finance meeting as we are still not sure on dates for joining the MAT.

**PUPIL NUMBERS:**

School has currently 480 pupils on roll with one place available in year 1 and two in year 6. We are currently oversubscribed in year's 3 & 5 by two places.

Nursery has 117 pupils, 16 2yr olds and 101 3yr olds, there is one place available.

**Other reports were distributed in advance of the meeting**

Cash Flow; Staffing Graph; Income; Expenditure; Indicative budget

**Indicative Budget**

JY reported that the academy is looking at a cut of around £60,000 from last year. Governors were informed that there was an increase of £67,000 on teachers pay due to rises. Leaving the budget £130,000 down on last years budget. Governors were advised that considerable cuts have been made to some areas including: Visiting lecturers - £70k to £32k. The Play Therapist will no longer be used next year. We will not be replacing the Speech and Language specialist. Our Artist in Residence has been maintained at this stage. There will be no funded sports clubs from September.

Pupil Premium trips will no longer be able to be funded from September. Funds will be allocated focusing on intervention work.

A governor asked if Free School Meals was only for Key Stage 2 children. JY explained that not all families are applying as they get free school meals in Key Stage 1.

A governor pointed out that iPads/ICT equipment have a lifespan, this needs to be depreciated in the balance sheet. For example when these do need to be replaced they will be worthless and the finances will need to be provided. JY asked that we action to ask the accountants how this is shown on the balance sheet. A governor asked if we could please try and re-negotiate a price with the company before settling for £11k for purchasing outright.

A governor asked about the Water and Sewerage charges as they are significantly different this time. JY reminded that there was a large bill from the water company for historical years that has now been settled.

Governors clarified what some of the cost centres covered, such as consumables.

A governor asked if there was any other avenue to explore for gaining further income. JY discussed that there was something to discuss in part two of the meeting.

A governor asked what the budget was last year. This will be brought to the full governors for governors to see the clear difference between last year and this year.

A governor asked are you confident that you can keep within these budgets that you have set?

JY said that she anticipated future budget cuts will result in staffing restructure in the future. This will need to be added to the Risk Register.

A governor asked about the HR fees being lower next year. JY explained that the legal HR fees is paid through CHSS which is a different budget and that we no longer pay for Flint Bishop HR.

**ACTION** Ask Accountants how the depreciation of ICT equipment is shown on the balance sheet. - TG & Jy to discuss with accountants  
A governor asked if we could please renegotiate with the iPad - TG to action  
Take details regarding this academic years budget in comparison to the indicative budget to Full Governors  
To ensure that the anticipated budget cuts are shown on the Risk Register

**A governor requested that it is looked into how ICT equipment depreciation is shown on the balance sheet.  
Challenged the variation in Water and Sewerage costs.**

**CHALLENGE** Asked if other avenues could be explored to gain further income.  
**A governor asked how confident the leadership was that the budgets can be kept to.  
A governor challenged the HR fees.**

**AGENDA ITEM** ▶ Audit & Assurance

**MINUTE** **Risk Register**

A governor requested that the expansion plans are now removed if this no longer a possibility and that the budget cuts be added as discussed in the Finance section of todays meeting, to show that staffing may need to be restructured in the near future.

A governor requested that the MAT section is updated with more detail. SB and JY to work on the Risk Register for the next meeting.

Governors asked that the Leadership Team look more closely at this for the next meeting to clearly illustrate the funding risks we are faced with. It was also asked that the risks are put into a priority order.

**Internal Audit**

Our accountants have advised that we do have a Responsible Officer for our internal audit and governors discussed that this will be renewed in the new financial year when we are more aware of what is happening with the progress of the MAT application.

## Health & Safety

Statutory Compliance Testing certificate was attached prior to the meeting.

Annual Health & Safety Review had also been distributed in advance and has been passed with no actions. JY highlighted that there were a number of positive comments on the report including that the academy is very welcoming and very clean throughout and that staff feel well supported. Governors praised the report and thanked Craig Jones for his work in this.

**ACTION** SB & JY to update the Risk Register as discussed minuted and discussed in the meeting.  
Leadership to thank C Jones for his work for the Health & Safety

**CHALLENGE** **Governors asked that the Leadership team look more closely at this for the next meeting to clearly illustrate the funding risks we are faced with.**

**AGENDA ITEM** ► Estates

## Energy Use

Governors decided that this would now be an annual agenda item for TG to add to her finance report to compare year on year so that we can look whether or not we need to look at changing suppliers annually.

A governor suggested that we look into whether a loyalty card for a partner supermarket could be used for the energy bills to get some loyalty points to buy new equipment.

**MINUTE**

## Buildings

A Project Manager has been agreed at the last meeting. The project is out to tender. We will await the quotes to come in before making any further decisions. Tenders will be taken to Full Governors with a hope that works will take place over the summer holidays.

**ACTION** To investigate if a supermarket loyalty card can be used to collect points for purchases.  
Tenders for the expansion project to be taken to Full Governors.

**AGENDA ITEM** ► Impact/Value for Money - To Consider

## Pupil Premium

A report was circulated in advance of the meeting. It is hoped that the Impact will be able to be shown more clearly once the end of year SATs results are in.

**MINUTE**

## Sports Premium

SB reported that in January schools were informed that the premium would be doubled. Until we know this information is still current we are not able to report further.

A governor asked how the figure for sports premium is arrived arrived at - £5 per pupil in years 1 - 6 - plus £8k

**AGENDA ITEM** ► Policies for Review

The following Policies were circulated in advance of the meeting -

*Allegations Against Adults  
Complaints Procedure  
Data Protection Policy  
Disciplinary Procedure  
Privacy Policy*

**MINUTE**

There were no changes to any of the policies.

A governor asked if we are subject to the changes to the new Data Protection Act. JY reported that our Solicitor came to discuss this with JY and it was felt that we are already compliant but she is aware that there is further information and guidance due from Cheshire East.

Governors confirmed that the Complaints Policy is to be updated onto the website.

All policies approved.

**ACTION** Updated Complaints Policy on the website.

**DECISION** All policies approved

**CHALLENGE** **A governor asked if the academy is subject to the changes to the new Data Protection Act.**

**AGENDA ITEM** ► Any Other Business

## Talk for Writing

**MINUTE**

A parent governor shared that her Nursery child is already showing how much he is benefiting from this. He is reciting books and is much more involved with writing and reading both at home and in nursery. JY reported that the staff have embraced it and it is working very well in school already.

AGENDA ITEM ▶ Date of Next Meeting

MINUTE Next years meeting dates will be planned and shared at Full governors.

Governor Agreed Actions set during this meeting: 0

Finance & Resources Summer 2017 PART ONE *dated: 08/06/2017*

Minutes approved by Amanda Arnold