

THE BOARD OF GOVERNORS OF LEIGHTON ACADEMY
MINUTES OF A MEETING OF THE FINANCE & RESOURCE COMMITTEE
HELD AT THE ACADEMY ON THURSDAY 16TH OCTOBER 2014
(COMMENCING AT 6.00PM)

Governors Present:	Mrs Helen Morris	Committee Chair
	Mrs J Young	Academy Principal
	Miss S Brennand	Academy Vice Principal
	Mr S Hall	
In Attendance:	Mrs T German	Academy Business Manager
	Mrs A Arnold	Academy Support Staff, Observer
	Mr J Hibbert	Clerk to the Governors

Part One – Non Confidential

1. REVIEW OF MEMBERSHIP & TERMS OF REFERENCE

- 1.1 It was agreed that we invite the two new parent governors, and the new staff governor to the full board meeting where the membership of each committee will be discussed. This will take place at the full Board meeting on 13th November. The membership has been depleted by the retirement of Mr Turner and the resignations of Mr Scarlett and Mrs Stubbs.
- 1.2 It was agreed that the existing committee Terms of Reference were still compliant with the working principles of the committee and will remain unchanged.

2. APOLOGIES & ITEMS OF ANY OTHER BUSINESS

- 2.1 The apology for absence received from Mrs Sarah Winterbottom was accepted.
- 2.2 The following potential conflict of interest was declared:-
- Mr Hall is married to a member of the teaching staff
- It was noted that, as an Academy, governors will be presented with an annual 'Register of Interest' to complete. **Action: JY / SW**

3. MINUTES

The minutes of the meeting dated 20th May 2014 were confirmed as a true record and signed by the committee chair save for the following amendments:-

- a) Minute 9 – second bullet point – should read ...' Regarding the Design & Technology budget the request for an initial £8k for the preparatory resource is to be taken from the current budget was approved by the committee. It was also agreed that a further £10k may be requested out of the following year's budget.'
- b) Minute 14 and 15 – should read Mrs Robertson

Matters Arising:-

3.1 - Minute 8 – following a governor question the Principal said that the pupil funding for the extra 30 children has been agreed, however we are still waiting for written confirmation.

4. FINANCIAL MATTERS

4.1 BUSINESS MANAGER REPORT: The School Business Manager presented her autumn term report which contained the following matters:-

The Academy Budget

- Meeting with the committee chair to sign off budget transfers and other related matters as requested by the full Board meeting on 26th June 2014.
- The DFC now totals £17,768 to be spent on building improvements
- The request to vire £26,535 from 'building improvements' to 'boilers' was *approved* by the committee.
- The 'Treasury Policy' has been amended regarding 'investments' under the 'Chairs Power to Act'
- Cheque signatories have been amended as per the full Board meeting dated 26th June 2014, along with Mrs Young becoming the Accounting Officer and Miss Brennand now in charge of the main budget.

- Mrs Young summarised the budget virements deemed necessary since the previous meeting including purchase of school meals to meet the demands of national KS1 UFSM policy.

A **governor asked** how many meals are now being served, to which Mrs Young replied from 110 -140 to 210 – 240 which now represents 75% of KS1 pupils.

It was agreed that the contract relating to HR and legal fees should be reviewed again in 6/12 months.

Action: JY / TG / HM

The request to vire £20k to 'visiting and residential lecturers' was approved by the committee.

The request to vire £1k to 'staff hospitality' was approved by the committee.

The request to vire £10k to 'agency supply costs' was approved by the committee.

The request to vire £30k to develop the Reception and Nursery play areas and related resources (£20k to Reception and £10k to Nursery) was approved by the committee. A **governor asked** 'is this going to be enough?' to Mrs Young 'possibly not, and that more may be required to complete the project'. A review will take place next term

Action: JY / TG / HM

The request to spend £10k on the purchase of 'Bike Pods' was approved by the committee; the pods are partly in response to the increased parking problems and to encourage healthier lifestyle. The related policy will have to be signed by parents to ensure the Academy's exemption from liabilities.

Governors were informed that the company from whom the latest batch of I-Pads, which will be in use post half term, have been purchased is CHD Meridian Ltd.

- Investments: The six month £50k investment undertaken matures on 26th January; Mrs Morris is to meet with Mrs Young to decide the most productive way forward in the longer term. **Action: HM / JY**
- Cash Collection: There have been no further developments regarding seeking alternative arrangements. It appears that most schools/academies deliver to their banks themselves. The site manager is content to continue the deliveries, however it was agreed to check with the insurers that this is covered within the policy. **Action: TG**
- Forecast Cash Flow Report: The report for the period September 2014 to August 2015 was presented and summarised by the Business Manager. There were no matters arising and a more detailed report is to be emailed to the committee members. **Action: TG**
- Academy Audit: The Business Manager reported that an audit had been carried out w/c 22nd September with a satisfactory outcome. A full report will be presented to the full Board meeting next month. The Business Manager was commended for the overall management of the academy's business.

FINANCIAL DOCUMENTS FOR SIGNATURE:

It was agreed that the following documents would be 'signed off' at the next full Board meeting:-

- Scheme of Financial Delegation
- Amendments to Cheque Signatories
- Decision Planner
- Income Charges

RESPONSIBLE OFFICER:

The report and action plan had been emailed to governors in advance of the meeting. The following actions were prioritised for the next RO visit on Tuesday 11th November 2014:-

- V.A.T.
- Monthly Reports
- Ordering

Action: TG / JY

The Business Manager suggested that the cost of the current Responsible Officer is expensive and consideration be given to Haines & Watts who have offered the same package. It was agreed, as best practice, to obtain three quotations and report back to this committee. **Action: TG / JY**

PUPIL NUMBERS:

_____ It was noted that there are currently 529 pupils on roll with places available in Y2 and Y6, and being oversubscribed in Y3 and Y4. The Nursery has 77

pupils and will be fully subscribed in January 2015.

GOVERNOR TRAINING:

_____Governors are asked to advise the Business Manager of any courses they are to attend and the associated cost.

Mrs German withdrew from the meeting with the committee's thanks for her clarity of reporting and overall business management.

5. AUDIT & ASSURANCE

GOVERNANCE & TRUSTEES REPORT:

This is almost complete and will be presented at the full Board meeting next month.

HEALTH & SAFETY + ENVIRONMENTAL HEALTH:

Mrs Young reported that the problems regarding parental parking outside the academy have worsened this term as the pupil numbers increase. This has been reported in the local press and there have been numerous complaints regarding congestion and road safety. Although the construction of a lay-by on the side of the road is planned the overall problem needs addressing in the long term. A **governor observed** that there needs to be a way to discourage parents from staying longer than is needed and just 'drop off' their children and leave. An item will be placed in the next newsletter.

It was agreed that a meeting be arranged for Mrs Winterbottom, Mrs Morris, and Mrs Young with the local councillors and Parish Council as soon as possible.

Action: SW / HM / JY

Mrs Young reported that widening of the access pathway from the rear entrance was required to ease congestion. It was agreed that funding of 10K be provided for this and the proposed re-tarmacing of the spare playground space.

Mrs Young reported on the poor acoustics in the hall/canteen was causing some students some distress and she has identified that the installation of acoustic padding will assist the problem. It is estimated that the cost would be around £4k and requested that this be considered. The committee approved the request to go ahead and invite quotations. **Action: JY**

ACADEMY POLICIES REVIEW:

The following policies have been reviewed by governors in advance of the meeting and were approved by the committee:-

Staff Appraisal > Attendance Management > Attendance & Punctuality > Drugs > eSafety > Governor Allowances > Grievance > Leave of Absence > Medication > Missing Child > Pupil Premium > Gifts & Hospitality > Confidentiality

It was noted that the Performance Related Pay Policy 2014-2015 is being reviewed by Mr Hall and will be presented to the full Board meeting next month.

Action: SH / JY

6. ESTATES

BOILER UPDATE:

Mrs Young reported that the installation of new boilers has had a major positive impact with the whole building being at an even and tolerant temperature which improves the overall learning environment.

A **governor asked** about a maintenance contract, to which Mrs Young was unsure but will investigate and report back.

Action: JY

NEW BUILDING:

Mrs Young reported that the new building was fully operational and is a good working / learning environment. However, following a **governor question** Mrs Young informed the committee that the windows used have not been signed off as fire proof by building control and that eco modular will be glazing the original classrooms at their own cost to combat this problem.

Action: JY

7. IMPACT / VALUE FOR MONEY

PUPIL PREMIUM EXPENDITURE & IMPACT 2013 - 2014:

A full and comprehensive report was circulated to the meeting. It was noted that the expenditure of £94,378 exceeded the grant income of £76,200, though the impact on 'closing the gap' had been successful due to the 'commitment of the staff and governor's to remove barriers to a pupil's development'.

A governor challenged the APS and 'closing the gap' on reading, to which Mrs Young replied that there is a focus this term on reading with increased resources being applied.

The committee commended the clarity of the report and the impact on the pupil's education.

SPORTS PREMIUM:

Miss Brennand presented the Sport Funding Action Plan & Impact Report. The report detailed objectives, rationale, costing, impact, along with future goals, and evidenced how successful the grant has proved to both individual and team achievements.

Miss Brennand highlighted the positive impact the recent appointment of the Sports Instructor has already had across the whole spectrum.

Miss Brennand was commended on her report and how she has ensured that the grant has impacted on the pupils and raised the academies sporting expectations.

VALUE FOR MONEY STATEMENT:

The Value for Money Statement to 31st August 2014 was presented to and approved by the committee. This will now be submitted to the Education Funding Agency as required, the deadline being 31st December.

8. OTHER BUSINESS

AUTUMN TERM DIRECTORS REPORT:

- Universal Free Schools Meals – the overall impact has been minimised by anticipating the increase enabling the staff to manage and ensuring that the children are able to eat the meals in relatively calm environment.

----- Committee Chair

----- Dated