

**BOARD OF GOVERNORS**

**Minutes of a Meeting of the**

**Finance & Resources Committee**

**Held at the Academy on Wednesday 4<sup>th</sup> March @ 6pm**

Governors Present - Mrs Joanna Young Academy Principal  
 Samantha Brennand Academy Vice Principal  
 Steve Hall  
 Helen Morris

Apologies - Sarah Winterbottom Committee Chair  
 In Attendance - Amanda Arnold Clerk  
 Tracy German Academy Business Manager

| Item No. |   | Action |
|----------|---|--------|
| 1.       | <p><b>Apologies &amp; Items of Any Other Business</b></p> <p>Apologies from S Winterbottom (SW), agreed that H Morris (HM) Chair the meeting.</p>   |        |
| 2.       | <p><b>Committee Membership</b></p> <p>JY confirmed that due to the resignation of J Lamb, J Newman would be taking a place on the F &amp; R Committee and that D Ridings would be taking a place on the T &amp; L Committee (subject to their appointment to the Board being approved at the next meeting of governors)</p>   |        |
| 3.       | <p><b>Minutes of the Last Meeting</b></p> <p>Point 2.2 Chair can confirm that the annual register of interest is completed and can be found in the Business Managers Office</p> <p>Point 4 Jo Young (JY) can confirm that the Flint Bishop contract hours have been halved from 24 hours to 12hours.</p> <p>Point 4 <u>Cash Collection</u> – Tracy German (TG) confirms that our insurance policy covers the current method used for our cash collection.</p> <p>Point 5 <u>Parking Meeting</u> – JY to update later in the meeting</p> <p>Point 5 Acoustics work has been completed in the canteen at a cost of £3,311. JY confirms that it has made a considerable difference to the noise level with so many children in the canteen.</p> <p>Point 5 <u>Policies</u> - Chair can confirm that the Pay Policy was agreed at the full governors meeting in November</p> <p>Point 6 <u>Boiler</u> - JY confirms that a maintenance contract is not applicable for</p> |        |

the new boiler as it is under warranty. The only extra costs will be the annual service costs.

**4. Finance**

**a.** Governors were provided with the budget report by TG and the following details on financial issues since the last meeting -

- Sam Brennard has taken over budget 9211 - Employee Training from Wendy Hardman
- Account 31725 (Medical Supplies) has been increased by £400 – Extra staff and pupils
- Account 17111 (Cleaning Materials) has been increased by £1,000 – Extra staff, pupils and new build
- Account 31915 (Licence) to be increased by £500 due to extra Licences purchased
- All cleaning staff budgets have been increased due to extra hours given.
- Account 11511 (Ground Maintenance) to be increased by £2,200 due to tree removal to comply with tree survey also work to woodland area.
- Account 35111 (Hired and Contracted) to be increased by £500 due to extra services
- Cash flow report

**JOURNALS:**

- Move £17768.00 from the DFC budget to building improvements
- Move £5702.00 from Mainstream grants income to PE Budget

**ACCOUNTS:**

- Submitted to EFA 16.12.2014 ( JY )

**INVESTMENT:**

- Matured on 26<sup>th</sup> January 2015 the interest amount was £210.75, Chair approved reinvestment of the £50,000 for one year at an interest rate of 1.10%.

**PUPIL NUMBERS:**

- School has currently 454 pupils on roll with places available in years 2 and 6.
- Nursery has currently 105 pupils with no places available

**SCHEME OF FINANCIAL DELEGATION:**

- Item added – delegation of duties to Vice Principal in the absence of the accounting officer

**INSURANCE:**

- We have entered a one year contract for sickness and maternity cover with Teacher Absence (previously Towergate) to end 18.11.2015 with a saving of £3900.00

*Report received and noted*

A governor asked about the large variance on the Building Improvements budget. TG & JY explained that the variance to date shows what the budget would look like if current expenditure continues. It appears that it could be considerably overspent because of the new build expenditure in the Autumn term. No further expenditure is expected and the total will be within budget.

A governor praised TG for her clear and organised budget planning.

**b.** Cashflow report distributed to governors. It was discussed that the development plan does show where monies are being spent.

*Report received and noted*

JY reported that the annual accounts have been fully approved and are available on the website.

School Fund report shared with governors.

*Report received and noted*

**c. Pension Increase**

JY reported an increase of approximately £2,000 for teachers and £1,200 for Support Staff. This is a lower figure than initially thought with an increase of 3% to go to salary budget share which will cover salary, pension and National Insurance costs.

*Information received and noted*

**d. Investments**

As reported above

**e. Catering Contract**

It was discussed that a meeting had taken place with, \_\_\_\_\_, a consultant for School Catering Facilities, with a view to re-tendering for contracts for the Academy catering requirements. TG discussed that feedback about his services was good.

The consultant confirmed that other catering companies are profit led. Enquiries have confirmed that the kitchen at the Academy does belong to the Academy. The costs of Mr XXX company would be £3,000 for a sole contract, or £1,000 to join as part of a consortium on a 3 year contract. JY asked if governors agreed that due to the costs being low we could go ahead with this without any further consultant quotes. It was recommended that this decision is taken to Full Governors at the next meeting.

HM/JY

HM requested that we ask the EFA if the notice period is 90 days and look into the procedure to TUPE the kitchen staff. TG confirmed she has reassured the Kitchen Manager that this review is taking place to improve facilities and catering services.

TG

*Information received and noted*

**f. Nursery Provision**

M Jenkins (MJ), Nursery Manager, and JY met regarding 2yr old funding to take 8 2yr olds per session. The Health & Safety implications have been looked at and it is noted that a teacher and a teaching assistant will be required. J Leigh has requested to oversee this age group. CE asked if we could take this intake from Easter, but JY informed that we are looking to commence after the May half term. There are some remedial works to take place in the Nursery to enable this to happen and MJ is putting plans together and making a wish list of requirements. JY confirmed that Admissions arrangements would need to be changed and that the 2yr old would be selected with catchment and siblings of children in main school as a priority. The government funding would cover all costs involved. Governors asked for staffing arrangements to be discussed at full governors.

JY

*Information received and noted*

**g. EYFS Update**

A letter was received from K Bishop (KB), thanking governors for the allocated funding for improvements to the Foundation Stage outdoor area. A governor asked if trees are being planted. It was confirmed they were and that they had just arrived in school. JY informed that a neighbour had been in touch when the works commenced as they had started imminently and there was no time to notify them. They were satisfied with the fact that there would be no works taking place during

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|                  | <p>the holidays. A governor asked if they would be needing any further funding. KB informed that she is currently looking at what further funding may be required and will notify at the next meeting.</p> <p style="text-align: right;"><i>Information received and noted</i></p> <p><b>h. Financial Implications of Extra Pupil Numbers</b></p> <p>JY &amp; TG confirmed that funding covers the staffing budget increases but that they are going to be asking if funding is going to be provided for furniture for the classroom.</p> <p>Governors were very disappointed that they had not yet been confirmed as promised as the planning for this is now retrospective.</p> <p><b>i. Visit Budget</b></p> <p>JY discussed that this is currently set correctly, but that she would like to notify teachers that they can look at other projects with a view to increasing the budget. Governors agreed that staff could be asked to think about any other visits they may want to do.</p> <p>Governors were informed of a Performing Arts company coming in to demonstrate what they can offer the Academy. If it is something that is booked Pupil Premium children would be particularly targeted for attendance and would be fully funded.</p>   | <p>KB</p> <p>TG/JY</p> |
| <p><b>5.</b></p> | <p><b>Audit &amp; Assurance</b></p> <p><b>a. To receive and consider the Responsible Officer Report for Autumn 2014</b></p> <p>Report received. Governors noted the excellent level of reassurance this provided to them on the various areas of the school that were being audited.</p> <p style="text-align: right;"><i>Information received and noted</i></p> <p><b>b. To approve the Responsible Officer Audit Plan for Spring 2015</b></p> <p>Confirmed that the areas to be looked at for the visit on 6<sup>th</sup> March would be, HR &amp; Contracts, Petty Cash, Dinner Money, and Safeguarding.</p> <p style="text-align: right;"><i>Confirmed</i></p> <p><b>c. To consider review of the contract for Internal Audit for Y 15-16</b></p> <p>Report provided to governors by HM regarding the requirement to provide proper assurance for the governing board and the timely need to test the market for good value. Governors were informed of audit services available from other providers and discussed what was required by the board. It was decided that quotes were obtained from 3 potential parties., to include advice on Risk Management.</p> <p style="text-align: right;"><i>Information received and noted</i></p> <p><b>d. Health &amp; Safety</b></p> <p>Report received and noted. JY confirmed the next Health &amp; Safety external review was on 18<sup>th</sup> March 2015. Also reported that she is doing spot checks on the DBS register, alongside visitors that are in school.</p> <p style="text-align: right;"><i>No concerns, Information received and noted</i></p> <p><b>e. Risk Register</b></p> <p>HM advised that, although this has been reviewed, it is proving a challenge to make it a useful document and so are seeking professional advice alongside Internal Audit services.</p> | <p>HM / TG</p>         |

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| 6.                    | <p><b>Policies for Review</b></p> <p>The following policies were circulated to governors in advance of the meeting –</p> <table border="1" data-bbox="204 230 1273 311"> <tr> <td>Cycling Policy</td> <td>Food Policy</td> <td>Anti-Bullying Policy</td> </tr> <tr> <td>Whistleblowing Policy</td> <td>Stress Management Policy</td> <td>Lone Working Policy</td> </tr> </table> <p>JY informed that there were some additions on the Whistleblowing Policy, these were tracked for governors. No governor concerns, <b>policies agreed</b>. Chair signed all.</p>  | Cycling Policy                                  | Food Policy | Anti-Bullying Policy | Whistleblowing Policy | Stress Management Policy | Lone Working Policy |  |
| Cycling Policy        | Food Policy   | Anti-Bullying Policy                            |             |                      |                       |                          |                     |  |
| Whistleblowing Policy | Stress Management Policy  | Lone Working Policy                             |             |                      |                       |                          |                     |  |
| 7.                    | <p><b>Estates</b></p> <p><b>a. Energy Use Update</b></p> <p>The gas bill has been looked at versus last year and is currently showing a saving of around £500 for the Autumn Term. We need to make a saving of £4,000 per year in order to cover the loan that was obtained to fund the boilers. Governors expressed some concern that this would affect budgets. JY pointed out that this was an estimated bill and so this will be monitored and an accurate bill obtained to report clearer at the next meeting.</p> <p>Governors requested that we obtain quotes for alternative providers. Our current provider is West Mercia.</p> <p style="text-align: right;"><i>Information received</i></p> <p><b>b. Changes to Nursery – receive and consider plans</b></p> <p>JY reported that there was a need to remove a store room in the Nursery to accommodate the new intake of 2 year olds. C Jones to obtain quotes for work.</p> <p><b>c. New Build Update</b></p> <p>It was confirmed that all works were now completed and all certificates received. There is a whistling window that has been reported and is due to be looked at.</p> <p><b>d. Landscaping</b></p> <p>Governors discussed the possibility of some landscaping taking place at the front of the school to improve the look of the roundabout as it is looking tatty due to damage from vehicles. Removing current foliage and replacing with planters. Also to improve internal access arrangements . A governor raised concerns about planning permission requirements. JY will ask C Jones to investigate.</p> <p style="text-align: right;"><i>Information received and noted</i></p> <p><b>e. Bike Pods / Hard Standing</b></p> <p>SB confirmed that the bike pods are all being used and have been an excellent investment. The widened pathways have made a significant difference.</p> <p style="text-align: right;"><i>Information received</i></p> <p><b>f. Fencing to KS1 Playground (driveway)</b></p> <p>The fence to the KS1 playground has been highlighted as an issue from a security Risk Assessment as the current fence is not safe as it is not high enough. Three quotes have been obtained. One was cheaper but was only adding to the top of the current fence and this was not desirable. Governors agreed to the expenditure. JY to check within the scheme of delegation of signatory requirements.</p> <p style="text-align: right;"><i>Governors discussed and agreed additional expenditure</i></p> | <p>CJ/TG</p> <p>TG</p> <p>CJ</p> <p>JY / CJ</p> |             |                      |                       |                          |                     |  |
| 8.                    | <p><b>Impact / Value for Money – To consider:</b></p> <p><b>a. Pupil Premium</b></p>  |   |             |                      |                       |                          |                     |  |

