

THE BOARD OF GOVERNORS OF LEIGHTON ACADEMY

MINUTES OF A MEETING OF THE FINANCE & RESOURCE COMMITTEE HELD AT THE ACADEMY ON TUESDAY, 20TH MAY 2014 (Commencing at 6.30pm)

Governors Present: Mrs H Morris Committee Chair
 Mr G Turner Academy Principal
 Mrs J Young Academy Vice Principal
 Miss S Brennand
 Mr S Hall
 Mr C Scarlett
 Mrs S Winterbottom

In Attendance: Ms S Davey Governor Designate, Observer
 Mr J Hibbert Clerk to the Governors

PART ONE – NON CONFIDENTIAL

1. APOLOGIES & OTHER BUSINESS

All Governors were present; it was noted that the School Business Manager was unable to attend due to illhealth. The following items of other business were tabled for consideration:-

- Letter from the Education Funding Agency
- Pupil Admissions – Risks
- Design & Technology Budget
- Pupil Premium Pupils – Extra Curricular Visits
- School Fund – Associated Debts

2. CONFLICT OF INTEREST

Governors were asked to declare any potential conflict of interest regarding the business to be discussed.

- Mr Hall declared that his partner is employed by the Academy

3. COMMITTEE MINUTES

The minutes of the previous meeting held on 5th February 2014 were confirmed as a true record save for the following amendments:-

Page 1 – Governors Present – should read Miss S Brennand, Mrs J Young

Matters Arising:-

Minute 8.1 - Governors were informed that the final submission of 'buy-back LA services' for the next academic year have been delayed until the end of this month. It is not expected to show any significant changes.

4. RESPONSIBLE OFFICER REPORT

The latest report, dated 10th March 2014, together with the related check list, was circulated to the meeting. The following observations were made for consideration to enhance future procedure:-

1. That 'Income Cash Flow' be an added requirement, which was agreed by the Committee
2. That the Academy explores the cost of a security company for banking purposes. **Action: JY**
3. To include HR contracts from next term

5. ACCOUNTS & AUDITS

It was noted that the next audit of accounts will take place during week commencing 22nd September 2014. As this will be the first full audit since conversion of status this will be for a 15 month period.

6. ACADEMY BUDGET 2014 – 2015

As the final figures are not complete due to anomalies of added funding from Cheshire East it was agreed to forward the summary documents out to all governors in advance of the full Board meeting on 26th June for ratification. **Action: TG / JY**

A letter from the EFA was noted and it was suggested that a meeting be held to confirm roles and responsibilities. **Action: HM / JY**

The committee Chair asked that future agendas include a review of the 'Risk Register'. **Action: HM / JY**

7. BUILDING DEVELOPMENTS – UPDATE

The following updates were conveyed to the meeting:-

- The refurbishment of the canteen to accommodate extra seating in September for KS1 pupils, along with related redecoration, has been completed on time and within budget. Due to an extra 30 pupils to be admitted in September (see minute 8) consideration may have to be given to stagger lunchtime sittings.
- The hall redecoration and enhancements of lighting and conference facilities have been completed. It was noted that this has been largely funded by the PTA, for which the committee conveyed their thanks. A governor suggested that the facility could be considered for future commercial use. Examples were the Parish Council (community links), and school to school support. It was noted that the Academy has a licence to show films.

- The installation of a new water heating system in the Nursery has been undertaken. This will prove to be cost effective, and it was noted that an automatic check was carried out to eradicate potential Legionella.

8. INCREASE TO ADMISSION NUMBERS – SEPTEMBER 2014

The Vice Principal confirmed that following a request from Cheshire East the Academy is to take an extra 30 pupils in this September's intake. This is because of a huge swell in applications and the local pressure on school places.

To accommodate these pupils the Academy has commissioned 'AA Projects' for the construction of the extra classroom who come recommended from a similar project within the Borough. A feasibility study has been carried out along with the costings. The Academy are awaiting pre-planning advice from Cheshire East and, with the support of a local Councillor it is expected to be approved in time for the construction to be completed and furnished. The options are for a portakabin or a modular building the latter being preferred. Following searching questions, and due to the time element (deadline May 27th) the employment of AA Projects was approved by the committee. Normal procurement policy has been suspended in respect of this transaction because of the short timescale and the financial risk being borne by Cheshire East.

With Cheshire East only prepared to fund a portakabin there is a shortfall of approximately £21k. (Scheme of Delegation was checked) It was proposed that the money saved from the cost of the new boilers (see minute 9) be used to fund the balance. This was approved by the committee.

Time is of an essence and following searching questions by the committee it was noted that there were no problems regarding planning, that the legal agreement between the Academy and Cheshire East is secure though not yet received in writing, along with the pupil funding allocation. In addition the playground space (Section 77) conformed to requirements

Approval has been received from the EFA as it is seen as 'meeting a local need'. When asked about staffing the Vice Principal said she was looking at a number of options and will be moving quickly with the deadlines for interviewing fast approaching.

A teacher has been appointed for this class.

The Committee Chair complimented the Vice Principal on her fortitude and foresight in order for the project to proceed.

9. ACCOUNTS UPDATE & 2014 -2015 BUDGET

In the absence of the SBM the Vice principal gave a brief financial update which included:-

- Regarding 'Pupil Premium', the funding will cover all future school trips for all PP pupils, as it is currently unmanageable. A spreadsheet is to be created; the committee chair recommended approval saying it would be validated by adding to the overall school experience for pupils. The proposal was approved by the committee.

- Regarding the Design & Technology Budget the request for an initial £8k for the early resource to be taken from the current budget was approved by the committee. It was noted that a further £10k may be requested out of the following year's budget as the project develops.
- The School Fund Report was circulated and noted. However, the Vice Principal reported that there was a debt incurred regarding swimming lessons of £92 and following a debate it was agreed that the debts be written off in this instance while being conscious of setting a precedent.
- The 2014-2015 Budget will be taken to the full Board meeting next month for ratification.
- It was reported that the Vice Principal has obtained part funding of £38k and an interest free loan of £32k to cover the cost of replacing the boilers; some of the money saved is now going toward the cost of the extra classroom for September. The new boiler will of course be self financing due to the positive impact on energy.

10. ANNUAL SAFEGUARDING REPORT TO GOVERNORS

The report was received with thanks and the contents noted. There were no matters arising

11. BEHAVIOUR & RACIAL INCIDENT LOG

The report was received with thanks and the contents noted. There were no matters arising.

12. PARENTAL COMPLAINTS LOG

The report was received with thanks and the contents noted. There were no matters arising.

13. SPECIAL EDUCATIONAL NEEDS UPDATE

The report was received with thanks and the contents noted. There were no matters arising.

14. REVISED DRAFT SEN CODE OF PRACTICE (2014) SUMMARY

The brief, authored by Miss Robertson was received with thanks and the contents, which contain significant changes, were noted. The APS progress analysis report was also received with thanks

15. PUPIL PREMIUM – UPDATE

The report, along with the 'Reading Recovery' updates, and authored by Miss Robertson, was received with thanks and the contents noted. There were no matters arising.

16. HEALTH & SAFETY REVIEW VISIT

The report, dated 4TH April 2014, was received with thanks. There were no matters arising.

17. ACADEMY POLICIES

The following revised policies were approved by the committee:-

Behaviour Management > Safeguarding (Child Protection) > Equal Opportunities > Allegations Against Staff > Whistle blowing > Positive Handling.

18. DIRECTORS REPORT – SUMMER TERM

The following committee related items from the report were highlighted:-

- Performance Related Pay: It was agreed that the Pay Review Panel would be created from this committee, and the Appeals Panel from the Teaching & Learning Committee. This will be conveyed to the next full Board meeting. **Action: HM**
- The 'CHESS' buyback of services from the LA has not yet been completed and will be presented to the full Board meeting next month; no significant changes are anticipated. **Action: HM /JY**

There was no further part one business

----- Committee Chair

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