

THE GOVERNING BOARD OF LEIGHTON ACADEMY
MINUTES OF A MEETING OF THE FINANCE & RESOURCE COMMITTEE
HELD AT THE ACADEMY ON THURSDAY 4TH JUNE 2015

Commencing at 6.05pm

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| Governors Present: | Mrs S Winterbottom | Committee Chair |
| | Mrs H Morris | Chair of Governors |
| | Mrs J Young | Academy Principal |
| | Mrs D Davy | |
| | Mr S Hall | |
| | Mr J Newman | |

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| In Attendance: | Mrs T German | Academy Business Manager |
| | Mrs A Allen | Academy Executive Officer |
| | Mr J Hibbert | Clerk to the Governors |

1. APOLOGIES & OTHER BUSINESS

1.1 The apologies for absence received from Miss S Brennand were accepted.

1.2 No items of other business were tabled for consideration

2. COMMITTEE MINUTES & MATTERS ARISING

2.1 The minutes from the previous meeting dated 4th March 2015 were confirmed as a true record and signed by the Committee Chair

2.2 The following matters arising from the minutes were discussed:-

- Minute 4e – It was confirmed that notice had been given to Cheshire East Catering effective 31st August due to a sub standard service, cost, and reaction from the parental survey.(see also ABM Report). Following a comprehensive search Taylor Shaw Catering have been offered the contract (one year), effective 1st September. Governors were informed that the business presentation was excellent, along with the quality and variety of food, in addition to the management expertise. A meeting has ben held with the catering staff to ensure them of their job security and an improved management system. The committee **approved** the transfer of business and were assured that all was on schedule for the start of next term.
- Minute 4f – see Part 2.
- Minute 4g – Mrs Young confirmed that the EYFS spending is complete.
- Minute 4h – Mrs Young confirmed that Cheshire East have agreed to a £70K funding to cover the cost of the next 'bulge' in pupil numbers.
- Minute 7b – It was confirmed that the plans for the interior of the Nursery have been carried out to accommodate the 2 year old intake in

September. The removal of a storage area has opened up the required space.

- Minute 7d – Planning applications have been submitted to enhance the frontage of the school which, with minor alteration to the adjacent grassed area will create extra parking for 9 vehicles.
- Minute 8b – The impact statement is being forwarded to full governors.

3. FINANCE UPDATE

3.1 Academy Business Manager's Report:

The report contained the following matters:-

- 2014 / 2015 Budget update including virements to adjust the relevant codes. All the proposed amendments were approved by the committee. However, included in this was an unexpected charge from United Utilities for £30k following the transfer to academy status. It was agreed that this be challenged and a meeting will take place between the ABM and Mr Newman whose expertise in this area will be valuable. **Action: TG / JM**
Governor question to Principal: Are you confident with the leaders holding their own budgets? **Reply:** There will be a process of updating individual spending. Miss Brennand will oversee the process.
Governor question: Is the cash-flow on track. **Reply:** Yes, all aspects appear to be within what was planned. The carry forward forecast is currently £289k which is around the required guidelines, and a carry forward forecast of £157k for 2016/17.
- Following a comprehensive search it was decided to retain the current supplier, West Mercia, as being best value for money and service.

4. AUDIT & ASSURANCES

- Discussion took place concerning the Responsible Officer who, despite his guidance and expertise during the status conversion has become expensive. Subsequently, it was proposed to change to Baker Tilley whose quotation was both less costly and more comprehensive regarding service. Governors were informed that the proposal will give an independent overview. The proposal was **approved** by the committee, effective 1st September 2015, and be reviewed in one year.

Action: SW / HM / TG

The Responsible Officer's checklist was presented as being up to date as was the summer term 'focus update'.

Discussion also took place around the need to seek an internal auditor; it was agreed to seek out a company named Bertotilli who claim to be able to provide a 'governor friendly' system.

Action: HM / TG

- The School Meals contract was discussed under minute 2.2.
- Academy pupil numbers were confirmed as 452, with a place in Y1 and one in Y6, although Mrs Young expects the former to be filled soon. The Nursery has 104 on roll with no vacancies.

- The annual Health & Safety Report, dated 18th March was presented. It was noted that no significant issues were raised.

5. ESTATES

- Governors were informed that it is intended to set up a 'eco-warrior' group for both pupils and staff to enhance the 'green ethos' of the academy.
Action: JY
- It was noted that the pupil male urinals are to be transferred to a sensor system to improve health aspects along with water efficiency.
- Mrs Young explained the need to extend staffroom facilities not just for recreational reasons, but also for PPA. It was agreed that the current staffroom is not 'fit for purpose, and subsequently an architect is to present options to fit the current needs of all staff. The cost is estimated to be around £100k, and governors agreed that the project should proceed and be regularly updated. It was also added that the project would give the opportunity to extend the Principal's and Vice Principle's offices to enable a space for meetings.
Action: JY

6. PUPIL PREMIUM & SPORTS GRANT – VALUE FOR MONEY & IMPACT

- The Pupil Premium grant report, dated 5th May, was presented, and is also available on the website. The Principal emphasised the difficulties in measuring current impact due to revised parameters of the new curriculum although specific interventions continue as previously reported. **Governor question:** Could we have 3 case studies to enable as examples of progress. **Reply:** Yes, will report when appropriate.
Action: JY
- It was noted that the impact of the Sports Grant, report dated 1st May, will presented to the full board meeting later this term, and that it is a SIP focus.

7. DIRECTORS REPORT

Relevant aspects of the report were highlighted, the following being highlighted:-

- The requirement for governor details to be on the website.
- To revisit the Complaints Policy
- To ensure the completion of ChESS
- The requirement for future term dates
- Changes related to allegations against school staff
- Ensure that the Safeguarding Policy is updated to reflect the changes
- Disqualification by association *

Matters Arising:

7.1 *It was **approved** that the policy be revised to include that all non-teaching staff have a DBS check every 5 years. **Action: SW / AA**

8. POLICY REVIEWS

The following policies have been reviewed, revised and were presented to and approved by the committee, then signed by the committee chair:-

- ❖ Acceptable Use
- ❖ Admissions
- ❖ Complaints
- ❖ Safeguarding
- ❖ Privacy

The thread of the Nursery Admissions policy was explained by the Principal which ensures this weaves right through to the school.

There was no further part one business

----- Committee Chair

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