

BOARD OF GOVERNORS

Minutes of a Meeting of the

Finance & Resources Committee

Held at the Academy on Thursday 15th October 2015 @ 6pm

Governors Present -	Mrs Joanna Young	Academy Principal
	Mrs Helen Morris	
	Ms Di Davy	
	Mr Steve Hall	
Apologies -	Mrs Sarah Winterbottom	Committee Chair
	Miss Samantha Brennand	Vice Principal
In Attendance -	Mr Simon Morris	Associate Governor
	Mrs Amanda Arnold	Clerk
	Mrs Tracy German	Business Manager
	Mr Steve Parker	Haines & Watts Accountants

Item No.		Action
1.	<p>Apologies & Items of Any Other Business</p> <p>Apologies received from Sarah Winterbottom.</p> <p>Samantha Brennand had confirmed her late attendance due to an appointment and would join as soon as possible</p>	
2.	<p>Review of Membership and Terms of Reference</p> <p>A governor pointed out that the ‘Scheme of Delegation’ was not referred to in the Terms of Reference under ‘Responsibilities’, or ‘Oversight of Estates’. Both items have been added to the ‘Responsibilities’ section in the Terms of Reference.</p> <p>The clerking arrangements were amended to show Amanda Arnold as Clerk, rather than Cheshire East.</p> <p>Governors agreed the changes and Terms of Reference.</p>	
3.	<p>Minutes of the Last Meeting</p> <p>Changes under paragraph 3.1, to state ‘West Mercia Energy’, not just ‘West Mercia’.</p> <p>And paragraph 4.1 stated ‘Bertotilli’ were to be considered for internal audit, to be changed to ‘Baker Tilly’.</p>	

	<p>After changes the minutes were agreed.</p> <p>Matters Arising not on the Agenda</p> <p>Point 5 – The work looking into obtaining the Eco Mark was continuing in school and feedback would be given once there is more information available.</p> <p>Point 6 – J Young confirmed that some Pupil Premium case studies were now available for governors to look at.</p>	
<p>4.</p>	<p>Finance</p> <p>a. Audit Outcome</p> <p>Haines & Watts representative, Steve Parker, attended the meeting. He discussed the findings from the year end accounts audit which was provided to governors in advance of the meeting. He discussed that some purchase order dates were dated after the invoice dates. This was discussed and explained by the Business Manager as items that had been purchased with authorisation, but perhaps with the Academy Credit Card, and so the purchase order was after the payment. S Parker suggested that perhaps such items did not have a Purchase Order if not required. This would be looked into.</p> <p>He mentioned that a parking fine had been paid and that this was not normal or good practice. The Business Manager confirmed that this had been issued after an important Safeguarding meeting and was discussed in length with J Young as to how it should be dealt with. Governors were happy with the explanation but agreed that this should not happen again and that staff would be made aware that it is their responsibility to ensure they have paid for adequate parking.</p> <p>It was also discussed that donation payments were to be managed differently within the accounts. Business manager will action.</p> <p>S parker explained that the accounts would look different next year as pension figures will be affected and managed differently and that the reserve for this had gone up 2%. A governor asked if, as an academy, they were responsible for the deficit, S Parker advised not to amend anything at this stage until the EFA had made decisions on pooling</p> <p>A discussion took place discussing the carry forward figures, and that it was difficult to compare the accounts to last year’s accounts for a few reasons, including that they were for a 15month period being the start of the Academy and that premises & equipment costs were significantly higher due to the new build, boiler work and early years areas that took place.</p> <p>Speaking about the audit S Parker complimented that the School Business Manager and Clerk had everything available to the audit team when requested.</p> <p>Finance Report</p> <p>b. Budget</p> <p>The School Business Manager shared reports showing the Final Budget and the Cash flow report. TG discussed that the carry over figure was underestimated at this stage but that the budget did include the staffing pension budget (159). She also explained that it did not include the non-guaranteed money such as Pupil Premium and Early Years funding. It was confirmed that the carry over figure was the figure from the bank statement. A governor asked if any of the carry over gets clawed back as it was noted it is slightly higher than 10%. JY explained that this would not be the case and that there was no concern as there were many events taking place in the community and school which ensures that the monies are invested in the current children.</p>	

The £50k investment matures 5th January 2016. Governors discussed that another higher interest investment account be found but **agreed** it should be for a maximum of 6 months.

c. Academy Procedures

A number of documents were produced for signing off. All were **agreed**

- Scheme of financial delegation and area of responsibility - To be signed – a change authority to vire budget from £1,000 to £3,000 for business manager.
- Cheque signatories – a **governor asked** at what value were two signatories required. TG confirmed that double signatories were required on all cheques
- List of business charge card holders
- Income charging policy
- Decision Planner
- Funzone charges to be discussed – Charge at the moment £20.00 per month
TG explained that Funzone had been paying the same rental for several years and proposed that governors discuss a proposed increase of £30. A governor was concerned that this was a 50% increase which, although it seems fair, may not seem reasonable to the proprietors. It was decided that some investigation would go in to the overhead costs that affect the academy and a decision would be made at full governors.

d. Staff Absence Renewal

The decision to renew for a further year with Teacher Absence has been made. The renewal for last year was £5619 which was highly competitive after seeking several quotes last year. This year's quote is £5162 with two extra staff.

e. Journals

None

f. Responsible Officer

Baker Tilly proposal to be discussed later in the meeting

g. School Meals

It was noted that there has been an increase in about 30 pupils a day having school meals, this would be due to the extra 30 children on roll.

h. Pupil Numbers

- School has currently 485 pupils on roll with no places available. TG discussed that the academy receives calls daily asking for places.
- Nursery has currently 84 pupils, 12 two year olds with places for up to 16 with extra pupils starting in January 2016

i. Staffing

- TG reported that Craig Jones will be opening school at 6.30am to help with increasing work load. 2.5hrs overtime per week. She also explained that there was now a new log on the staff intranet for staff to put requested jobs for Craig. As his workload has increased this is to help keep on top of jobs and ensure that none are missed.

5. Audit & Assurance

a. Governance & Trustees Report

It was confirmed that some changes were still to be made to the reports. They will be shared when complete and checked with Haines & Watts.

	<p>b. Risk Management</p> <p>New Risk Policy was distributed in advance of the meeting.</p> <p>JY discussed that Baker Tilly had commenced work in the Summer holidays to produce the new Risk Register. Governors were happy with the breadth of the document. JY suggested that a sub-committee may be set up for a Risk Review and Business Continuity. To be discussed at the next meeting.</p> <p>A governor asked about Assurance Mapping. JY confirmed that a meeting was set up with Baker Tilly to look at this and Internal Audit. To be reported back at next meeting.</p> <p>c. Health & Safety</p> <p>JY confirmed that the external audit for Health & Safety was due to take place in the Spring Term. C Jones (Site Manager) and JY were working together to ensure all records and procedures were in place and up to date. S Hall was due to visit for a Health & Safety walk on 13th November, a report will be provided at the next meeting.</p>	<p>JY/HM</p> <p>JY</p> <p>JY/SH</p>
<p>6.</p>	<p>Estates</p> <p>a. Energy Use</p> <p>JY confirmed that the academy had moved from an energy rating 'D' to a 'C' since having the new boiler and solar panels installed. Governors were pleased with this result.</p> <p>A governor asked about the water bill deficit and if it had now been paid. TG confirmed this was nearly settled but all has been budgeted for. A governor suggested the meter readings for the water were monitored to check for leaks etc. TG will continue to do this as she confirmed she does check each bill closely.</p> <p>b. Buildings</p> <p>JY reported that she had had been investigating ways of finding out more information about the local development plans. She had been in touch with a consultant to find out what kind of help could be offered but felt it wasn't good value for money if he was only going to provide contacts, rather than work for the information we require to support our next steps. JY reported that the long terms plans appear to be 1600 new homes long term with a potential 198 extra children. She has set up a meeting with other local companies to investigate estates strategies. Any quotes and further information will be shared at the full board meeting.</p>	
<p>7.</p>	<p>Impact/Value for Money</p> <p>a. Pupil Premium</p> <p>A report was shared with governors in advance of the meeting. JY reported that data showed the academy are closing the gap between PP children. She also confirmed that there would be a focus on KS1 intervention to help support this further.</p> <p>b. Sports Premium</p> <p>SB provided a detailed report in advance of the meeting. She reported the academy were pleased with the impact that was evidenced from the sports funding. A governor praised the detail that was illustrated in the report and forward planning.</p> <p>c. Value for Money Statement</p> <p>Provided to governors in advance of the meeting. JY discussed that following a</p>	

meeting with Haines and Watts this did need a little adjustment and would be included within the accounts governance statement as required.

8. Directors Report

The Director’s Report for the Autumn Term contained the following matters –

1. Governance and Liaison Update
2. Children (Pupils) Missing Out on Education
3. School’s Level of Support and Intervention, School Improvement, Partnership and Advocacy
4. Attendance Guidance, What’s New for September 2015?
5. Inspecting Safeguarding Under the New Ofsted Common Inspection Framework from 1st September 2015
6. Extremism and Radicalisation Prevent Duty 1st July 2015
7. Keeping Children Safe in Education UPDATE
8. The Importance of Religious Education
9. Virtual School for Cared for Children
10. Implications for Schools on the Living Wage
11. Model Education HR Policies for Schools and Academies
12. Education HR Safer Recruitment Training
13. Responsibility of Schools for Learning Outside the Classroom (school visits and overnight stays)
14. Consultation on Admission Arrangements 2017/18
15. Free Early Education for 2 Year Olds
16. Cheshire East Internal Audit – 14/15 School Audit Programme Findings
17. Finance update – Salary Overpayment Audit Report (Draft), Schools Financial Value Standard (SFVS)

JY discussed that the New Living Wage approach was to be discussed in Part Two.

AA & JY have checked new model policies for any updates

It was confirmed that JY and TG have both attended Safer Recruitment Training and that it was planned that a governor and SB would attend this term.

9. Policies

The following policies had been produced in advance of the meeting for review –

Assets & Disposal - Updated	Pupil Premium - Updated	Risk Management – New – as discussed in point 4
Business Continuity – Updated and reviewed by staff	Safeguarding – Changes Highlighted	Whistleblowing – Not full review – agree changes
Appraisal Policy	Asthma Policy	Attendance Management – Staff
Capability	Confidentiality	DBS Policy
eSafety	Gritting Policy	Protecting Parents, Pupils and Staff Policy
Health & Safety Policy – No Changes		

	<p>Assets & Disposal Policy</p> <p>A governor questioned the disposal of computers hard discs. AA to check with KB and Red Top IT that they are physically destroyed, not just erased.</p> <p>Business Continuity Plan</p> <p>A governor suggested that Business Continuity and Emergency Response be separated within the policy. AA & JY to go through and make amendments. A governor also suggested that the academy consider a practice day for a 'lock down'. JY and SB discussed that this will be considered at a time when the children are not in school due to the emotional impact it could have on them.</p> <p>E-Safety Policy</p> <p>SB requested that Radicalisation and Extremism is added to the list entitled 'Responding to incident of misuse' on page 12.</p>	<p>AA/KB</p> <p>JY/SB</p> <p>AA</p>
10.	Any Other Business	
	<p>Date for Next Meeting</p> <p>Thursday 3rd March 2016 @ 6pm</p>	

Signed - _____ Date - _____

Print Name - _____