



WENSLEY FOLD CE PRIMARY ACADEMY
GOVERNORS FINANCE & RESOURCES COMMITTEE MEETING
Wednesday 15 November 2017 at 6.00pm
MINUTES

PRESENT: Donna Simpson (DS), John Leigh (JL) Shuiab Khan (SK),
 Aisha Hussain (AH), Olwyn Fairless (OF) Mary Hargreaves (MH)

IN ATTENDANCE: Steph Pfeiffer (SP) Sue Blackwell (SB), Moore & Smalley Accountants,
 Mary Hutchison (MH - Clerk)

Minute No.	Item	Action to be taken
FC/01	<u>APOLOGIES FOR ABSENCE</u> There were no apologies for absence	
FC/02	<u>APPOINTMENT OF CHAIR</u> AH was nominated by JL and this was seconded and agreed by all governors	
FC/03	<u>APPOINTMENT OF VICE CHAIR</u> OF was nominated by AH and this was seconded and agreed by all governors	
FC/04	<u>AGREE TERMS OF REFERENCE (PAGES 52-53)</u> The terms of reference were formally agreed	
F/05	<u>REGISTER OF BUSINESS INTERESTS</u> MH informed the committee that this document is now completed at the start of each school academic year and is kept on file. This will remain an agenda item for each meeting with any changes being recorded.	
FC/06	<u>CODE OF CONDUCT (ANNUAL COMPLETION)</u> This was sent out with the agenda and signed forms were returned to MH	
FC/07	<u>PRESENTATION OF ANNUAL REPORTS & FINANCIAL STATEMENTS</u> Moore & Smalley accountants gave a comprehensive breakdown of two reports relating to the end of year accounts, one detailed and one a brief summary which included their audit findings. It was highlighted that due to a change in diocesan policy the accounts do not include the land and buildings valuations as technically they are not owned by the academy. Both reports will be presented to the full governing body & AGM before being published at companies' house and the school website.	

FC/08	<p><u>RECOMMENDATIONS FROM AUDIT REPORTS</u> Moore and Smalley reported that the 2 recommendations from the audit report were: To update Companies House with the new directors That a Diocesan representative is appointed as an ex officio member. Both recommendations have been actioned by the SBM.</p>	
FC/09	<p><u>REPORT FROM RESPONSIBLE OFFICER</u> SB informed the committee that there were no recommendations to report from the summer monitoring report.</p>	
FC/10	<p><u>MINUTES OF THE LAST MEETING - 21/6/17</u> The minutes of the last meeting were agreed at Full Governors in July 2016</p>	
FC/11	<p><u>MATTERS ARISING FROM THE MINUTES</u> There were no matters arising</p>	
FC/12	<p><u>AGREE FINANCIAL PROCEDURES MANUAL</u> SB reported that there were no changes to the Financial procedures manual.</p>	
FC/13	<p><u>APPROVE SCHOOL DEVELOPMENT PLAN (COPY DISTRIBUTED TO GOVERNORS 28/9/16)</u> This was formally agreed</p>	
FC/14	<p><u>REVIEW:</u> <u>Best Value Statement (including quotation policy)</u> <u>Risk Management policy</u> <u>Charging Policy</u> <u>Gifts & Hospitality policy</u> <u>Debt Management policy</u> <u>Investment policy</u> <u>Fixed assets & depreciation policy</u> <u>Disposal of assets policy</u> SB reported that there were no amendments to the above and will be reviewed annually. The policies were signed by the Chair of governors and will be put on the website</p>	
FC/15	<p><u>REVIEW & MONITOR SERVICE LEVEL AGREEMENTS</u> <u>Facilities Management – LA</u> No problems <u>Financial Management – LA</u> No problems <u>Governor Training – LA</u> No problems <u>Hr & Payroll – Capita</u> No problems <u>Ict Services – Crystal</u> No problems <u>Insurance - Marsh House</u> No problems <u>Occupational Health – Pams</u> No problems <u>Property Services – Capita</u> No problems <u>Sims Support – Psmis</u> No problems</p>	

FC/16	<p><u>MONITORING OF THE SCHOOL BUDGET</u></p> <p><u>Reserves Plan</u> – DS informed the committee that as part of a long term plan the Foundation Stage outdoor area was to be re-developed and that discussions were currently taking place with Foundation staff as to what was required. A ball park figure of around £20 - £25k was earmarked.</p> <p><u>Requests from other committees</u></p> <p><u>CCTV upgrade - £8k</u></p> <p><u>Tarmac to Foundation Stage area & playground - £7k</u></p> <p><u>New H&S legislation – additions to gates - £4k</u></p> <p><u>New Perimeter Fencing - £8k</u></p> <p>After a discussion amongst governors regarding the requests above they agreed to the requests.</p> <p><u>Current Position as of period 2 (enc)</u> – The committee noted the position of the budget which was on track for the current period.</p> <p><u>3 year budget forecast (enc)</u> – The committee were presented with a long term 3yr budget which was now a requirement of the DfE.</p>	
FC/17	<p><u>AUDIT OF PTFA FUND (ENC)</u></p> <p>SB reported a closing balance of £8500 as of 31/8/17. An audit letter was circulated to governors.</p>	
FC/18	<p><u>GOVERNOR TRAINING + GOVERNOR VISITS TO SCHOOL</u></p> <p>MH explained the importance of all governors completing the Safeguarding Children Level 1 and 2 online training as is in the policy. Governors continue to access the BWD training. MH presented a record of Governor Visits to School which is also displayed on the website. Governors were asked to arrange their visit through MH or the subject teachers with the reports being completed at the end of the visit.</p> <p>It was suggested that we have an external review of Governance due to resignations etc. DS will arrange this.</p>	External review of Governance
FC/19	<p><u>SCHOOL DIRECT</u></p> <p><u>School Budget</u></p> <p>AW informed governors that SD is now totally led by WF and the budget is held here. This is not part of the School's accounts and is held separately but it will be audited by our accountants. To date there are 20 AT's on our course and we are beginning the interview process for next September. Last year we had in excess of 60 applications. The course has now opened on UCAS and to date we have received 10 applications. Discussion took place about marketing as there is now a lot more competition in the local area. The Entry Profile on UCAS is regularly updated and further marketing will be looked at in the coming year.</p>	
FC/20	<p><u>ANY OTHER BUSINESS</u></p> <p>There was no other business to report</p>	
FC/21	<p><u>DATE & TIME OF NEXT MEETING</u></p> <p><u>WEDNESDAY 28/2/17 AT 6.00PM</u></p>	