



WENSLEY FOLD CE PRIMARY ACADEMY
GOVERNORS FINANCE COMMITTEE MEETING
WEDNESDAY 20th JUNE 2018 AT 6.00 PM

MINUTES

PRESENT: D. Simpson (DS) J. Leigh (JL) M. Hargreaves (MH) A Hussain (AH)
 O. Fairless (OF) R. Master (RM) S. Alam (SA)
 S. Blackwell (SB) M. Hutchison (MHutch)

Minute No.	Item	Action to be taken
FC/37	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from S. Pfeiffer	
FC/38	<u>MINUTES OF THE LAST MEETINGS – 28.2.18</u> The minutes of the last meeting were agreed by all governors at the last Full Governors meeting in March.	
FC/39	<u>MATTERS ARISING FROM THE MINUTES</u> FC/35 – NGA Membership It was agreed at the last Full Governors meeting that NGA membership will be discussed at a later date after bespoke training has taken place on Data, Finance and HR. This will now be arranged in the Autumn Term	Training on Finance, Data and HR to be arranged in Autumn term
FC/40	<u>REGISTER OF BUSINESS INTERESTS</u> MH reported no changes to the above	
FC/41	<u>YEAR END ACCOUNTS & AUDIT TIMESCALES</u> SB distributed the above report for all governors to take away and read. Confirmations were required to the following questions for Audit Planning Purposes: <ul style="list-style-type: none"> • Are there any accounting issues about which the Governors have specific concerns or which they wish to draw to our attention – No • Has the Trust entered into any Related Party Transactions and if so have these been managed in accordance with requirements of the Academies Financial Handbook – N/A • Are there any outstanding legal disputes which may give rise to a contingent liability – No • Are the Directors aware of any actual or suspected fraud? - No Are they satisfied that adequate internal procedures are in place to mitigate the risk of fraud (internal or external) – Yes • Are the Directors happy to retain a triviality threshold of £500? This is the level of error which will not be reported specifically to the Board, unless the total errors are significant and/or there are numerous trivial errors which indicate that there is a weakness in procedures. – Yes • Are there any other matters which the Governors wish to draw to our attention? - No 	
FC/42	<u>MONITORING OF ACADEMY BUDGET</u> (cost centre report enclosed) Governors discussed the budget and SB informed them that although staffing was underspent the overall deficit for the year would be	

	<p>approximately £28k, this was due to covering three teacher's maternity cover with agency which had proved to be very costly this year. They were also informed that there had been a significant reduction in high needs funding this year. A discussion took place amongst governors regarding the deficit but they were then assured by SB that the 18/19 budget had been balanced but cuts in consumables had been made.</p>	
FC/43	<p><u>ANTICIPATED OUTFURN 17/18</u> (see enclosed sheet) <u>Planned allocation of reserves 18/19</u> DS reported that work was planned to refurb the staff toilets downstairs and also replace the carpets in Year 2.</p>	
FC/44	<p><u>RESPONSIBLE OFFICER REPORT</u> This takes place 3 times per year and the most recent report comes with no issues or recommendations. SB has a copy in the office for any governor to see if they wish.</p>	
FC/45	<p><u>SERVICE LEVEL AGREEMENTS</u> <u>OSMIS (SIMS support)</u> No problems <u>Legal Services</u> No problems <u>Facilities Management</u> No problems <u>Insurance (Marsh House)</u> No problems <u>Accountants (Moore & Smalley)</u> No problems <u>Audit (Egan Roberts)</u> No problems <u>HR Consultancy & Payroll</u> No problems <u>ICT Service (Crystal)</u> No problems <u>Occupational Health (PAYG)</u> No problems</p>	
FC/46	<p><u>MONITOR SCHOOL DEVELOPMENT PLAN</u> <u>Curriculum</u> DS explained to governors that in recent years Maths and English curriculum budgets had been high to enable subject leaders to restock resources, however next year's budget would see an increase in the amount given to other subjects such as Science, Geography and History to enable the subject leaders to restock.</p>	
FC/47	<p><u>WRITE OFF DISPOSABLE STOCKS</u> There is no disposable stock</p>	
FC/48	<p><u>BUDGET 2017/18</u> <u>Requests from other committees</u> Inclusions to budget (if applicable) There were no requests for any of the committees</p>	
FC/49	<p><u>SCHOOL DIRECT UPDATE</u> DS informed the committee that after a slow start, applications for our SD course had increased and now we have a total of 19 Associate Teachers for our course in September. It was pleasing to hear that the UOC had reported that we have the most AT's in the alliances in the North West. The present cohort totalled 19 - 17 of which already have secured employment from September this year.</p>	
FC/50	<p><u>GOVERNOR TRAINING</u> MH informed governors of the following training which had taken place this term</p>	

	A HUSSAIN / S.ALAM - UNDERSTANDING PERFORMANCE DATA SA reported that the training had been extremely useful and informative.	
FC/51	<u>GOVERNOR VISITS TO SCHOOL</u> MH informed governors of the following visits to school which had taken place this term Mary Hargreaves S Alam E Raja, J McFeely – Ext Leave Panel E Raja Easter Assembly O Fairless – English O Fairless – Library O Fairless /J McFeely – History Museum J McFeely Art work at Bburn Museum J McFeely – Interview Panel A Hussain – British Values M Hargreaves – Reception trip to Farm M. Hargreaves – Safeguarding meeting O. Fairless – Eureka Visit O. Fairless – Cathedral visit	
FC/52	<u>ANY OTHER BUSINESS</u> <u>Dinner Money</u> DS reported that Barbara Hamilton had visited school with a view to assessing our school lunches. It was decided that the School dinners would increase from £2 to £2.20 due to rising food costs etc.	
FC/53	<u>DATE & TIME OF NEXT MEETING</u> TBC in the Autumn Term	