

MINUTES OF THE MEETING of the Finance Committee

HELD ON 14/11/2018 at 6pm

at Wensley Fold CE Primary Academy, Blackburn

PRESENT: Olwyn Fairless Mary Hargreaves
Aisha Hussain (Chair) John Leigh (CoG)
Donna Simpson (Headteacher)

IN ATTENDANCE: Sue Blackwell (SBM)
Maggie Beck (Clerk)

The meeting started at 6pm, chaired by Aisha Hussain.
Items 1 and 2 were taken by Maggie Beck, as Clerk.

1. APOLOGIES FOR ABSENCE

The governors received and accepted apologies from Shuaib Khan.

2. APPOINTMENT of CHAIR

Aisha Hussain was unanimously elected as Chair of the Committee, proposed by John Leigh and seconded by Olwyn Fairless.

3. APPOINTMENT OF VICE CHAIR

Maggie Beck, as Clerk, handed back the meeting to Aisha Hussain, as Chair.

Olwyn Fairless was unanimously elected as Vice Chair of the Committee, proposed by John Leigh and seconded by Aisha Hussain.

4. AGREE TERMS OF REFERENCE

The Committee agreed the Terms of Reference, with no amendments from previous terms.

5. DECLARATION of PECUNIARY INTEREST

There were no declarations of pecuniary interest received at the meeting.

6. CODE of CONDUCT – ANNUAL

The Committee agreed the Code of Conduct.

7. PRESENTATION OF ANNUAL REPORTS & FINANCIAL STATEMENTS

It had been previously agreed that the finance reports would be presented by the accountants at the Full Governing Body Meeting, on Thursday December 13th 2018.

8. RECOMMENDATIONS FROM AUDIT REPORTS

It had been previously agreed that the finance reports would be presented by the accountants at the Full Governing Body Meeting, on Thursday December 13th 2018.

ACTION

9. REPORT FROM RESPONSIBLE OFFICER (see attached tabled report)

Sue Blackwell presented the letter from Egan Roberts, Accountants, sent to the Responsible Officer, following their recent Audit for the four month period to August 31st 2018.

No issues arose from the audit. A suggestion was made that each time the accountants come, they check different parts of the finance systems eg: credit card process, petty cash, as these reviews are not included in the audit. This will be implemented from the next visit of the accountants.

Aisha Hussain thanked Sue for her hard work and excellent audit report.

10. MINUTES OF THE LAST MEETING HELD ON 20/06/18 (copy enclosed)

Received: A copy of the minutes of the last meeting dated 20/06/18.

Resolved: The minutes of the meeting dated 20/06//18 having been previously circulated were accepted as a true record and were signed by the Chair of the Committee.

11. MATTERS ARISING FROM THE MINUTES

FC39 of 20/06/18: The matter of proposed training for Governors on Finance/Data was noted, as this has yet to be scheduled.

There were no further matters arising. Sue Blackwell stated that there is no budget monitoring on this agenda, as this will be reported to Full GB Meeting, and the budget is just two months in. Long Term, due to reductions in funding, school will be using reserves. However, school will begin to take action now, to save costs, by not replacing staff who leave, continuing to be careful in buying resources, and working hard to generate income.

12. AGREE FINANCIAL PROCEDURES MANUAL

No amendments are needed to the Manual. It was unanimously agreed.

13. SCHOOL DEVELOPMENT PLAN 2018/19

Donna Simpson spoke briefly of the SDP, which had been given out at the first Governors' Meeting of the school year, earlier in September.

Proposer: Aisha Hussain Seconder: John Leigh.. It was agreed by the meeting

14. REVIEW & MONITORING OF POLICIES

The following policies were reviewed and agreed by the Committee:

Best Value Statement (including Quotation Policy)
Risk Management Policy
Charging Policy
Gifts and Hospitality Policy
Debt Management Policy
Investment Policy
Fixed Assets & Depreciation Policy
Disposal of Assets Policy

All policies can be found on the school website.

Schedule
Governor
Training on
Finance/Data

15. REVIEW & MONITOR SERVICE LEVEL AGREEMENTS (SLAs)

The following SLAs were reviewed and agreed by the Committee.

Facilities Management – LA
Financial Management – LA
Governor Training – LA
HR & Payroll – Capita
ICT Services - Crystal
Insurance – Marsh House
Occupational Health – PAMS
Property Services – Capita
SIMs Support – Osmis

From February 2019, it is proposed that School Payroll will transfer to People and Pay, managed by Sue Bunting. School have served notice on Capita. This was agreed by the Committee.

16. MONITORING OF THE SCHOOL BUDGET

1. **RESERVES PLAN** There is a requirement from the EFA (school funding) that school has a reserves plan, which currently includes plans for grounds development and for resourcing & maintaining technology.

2. **REQUESTS FROM OTHER COMMITTEES** It is proposed to refurbish the room adjacent to the HT Office, to provide space for a SENDCo Room and a Pupil Wellbeing Leader Room. Costs are approx. £9K.

Governors felt that this was an excellent project, which was unanimously agreed.

3. **THREE YEAR BUDGET FORECAST** To be tabled at the next meeting.

17. AUDIT OF PTFA FUND (see attached, tabled at the meeting)

Funds are used for hospitality, staff tea and coffee etc, with staff paying £15 a term.

The fund was audited, as part of a reciprocal arrangement, by Lynne Waywell, SBM at St Peter's RC Primary School.

Funds stand at £8988.99, as of August 17th 2018.

Governors approved the audit and thanked Lynne for her work.

18. GOVERNOR TRAINING & VISITS TO SCHOOL

It was requested that Governors continue to hand their forms to Mary, via the school office. Now that school has signed up to the Governor Clerking SLA, training can be accessed from Governor Services.

Governors were thanked for their recent visits to school – and asked to complete visit forms.

19. SCHOOL DIRECT

This budget was held by the Redeemer School and has now passed back to school, kept in a separate account from the main school budget, and administered by Mary.

Governors felt, in discussion with Donna Simpson and Sue Blackwell, that the account

Sue Blackwell to bring the 3 Yr forecast to the next meeting

should be audited. Sue Blackwell to ask Egan Roberts for a quote for this work.

The accounts are checked internally and school finance procedures are followed, but an external audit would provide additional security and risk management.

ANY OTHER BUSINESS

20.

NONE

DATE & TIME of NEXT MEETING – Wednesday March 6th 2019 at 6pm.

21.

The meeting ended at 6.50pm.

Minutes Approved as a True Record of the Meeting

Signed:

Date:

Sue
Blackwell to
commission
Egan
Roberts to
audit School
Direct
Account