

**MINUTES OF THE MEETING of the Finance Committee**

**HELD ON 06/03/19 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.

**1. APOLOGIES FOR ABSENCE**

Governors noted the none attendance of Shuaib Khan, with no apologies received.

**2. MINUTES OF LAST MEETING 14/11/18**

Received: A copy of the minutes of the last meeting dated 14/11/18.

Resolved: The minutes of the meeting dated 14/11//18 having been previously circulated were accepted as a true record and were signed by the Chair of the Committee.

**3. MATTERS ARISING FROM THE MINUTES**

- Sue Blackwell will take the 3 Year Financial Plan to the Spring Term Full Governing Body meeting.
- Sue Blackwell will action the audit of the School Direct Accounts.
- GDPR/Data Training complete.
- Sue Blackwell to present Cost Centre Training to the Committee at the Summer Term Meeting.

**4. REGISTER of BUSINESS INTERESTS**

No changes.

**5. REVIEW & MONITOR SERVICE LEVEL AGREEMENTS (SLAs)**

No changes to SLAs.

From February 2019, School Payroll transferred to People and Pay, managed by Sue Bunting.

**6. MONITORING OF THE SCHOOL BUDGET**

**Cost Centre Report – tabled at the meeting by Sue Blackwell**  
**(see attached white sheet)**

- **Curriculum 04** – overspend as school purchased 2 new sets of I pads. Debbie Mercer, ICT leader, sold the school's older ipads to local schools, raising £3K income.
- **Employees 01** – as expected.
- **Catering Services 10** – school are now using a new software system, enabling the children/parents to preorder meals. Orders must be completed the previous

**ACTION**

Sue Blackwell to present 3 yr plan to FGB.

Sue to action audit of School Direct Accounts.

Sue to present cost centre training to summer committee mtg.

Tuesday for the following week, and cannot be booked without payment, resulting in no debtors. Parents are told that the children need a packed lunch, if they haven't ordered a meal in time. In the dining room, school operates a coloured band system, so that children know their menu choice. 336 meals are served each day, so there's now less wastage too. A significant advantage of this new system is that there is no school meals cash coming into school, saving staff time in administration.

- Central Services 05 – SLAs – as expected.
- Space Facilities 11 – income generated from lettings
- Extension 12 – works to dining room/offices/Early Years playground. School were unhappy re the quality of the playground equipment, so came to an agreement with the company and paid 75% of the total invoice.

There were no requests from other committees.

## 7. **MONITORING of PUPIL PREMIUM**

The Headteacher gave a short PowerPoint presentation, to show the committee the latest Pupil Premium Pupil attainment data.

In Summary:

In 6 classes, Pupil Premium Pupils outperformed non Pupil Premium Pupils in Reading at Expected.

In 5 classes, Pupil Premium Pupils outperformed non Pupil Premium Pupils in GPS at Expected.

In 7 classes, Pupil Premium Pupils outperformed non Pupil Premium Pupils in Maths at Expected.

These figures were discussed at the pupil progress meetings, with class teachers, who know the individual children well and have identified their next steps in learning.

## 8. **MONITORING SPORTS PREMIUM**

The Headteacher gave a short PowerPoint presentation.

In summary:

- £1000 for school to buy into the local School Games Package
- £8755 buys into the Blackburn Rovers Coaching Programmes
- £447 fees for the Sports Association Memberships
- £3 000 to update equipment
- £300 for children to go and watch professional teams
- £4 000 additional swimming sessions for non-swimmers
- £3000 for staff training

The total grant for PE/Sports is £20 502.

## 9. **REVIEW & MONITORING OF POLICIES**

The following policies were reviewed and agreed, with no amendments, by the Committee:

Balance and Reserves  
Best Value and Quotations  
Whistleblowing

All policies can be found on the school website.

**10. INVENTORY REGISTER**

School have sold the older ipads, generating an income of £3 000. The Committee agreed the writing off of the Year 1 and Year 2 Ipads.

**11. SCHOOLS DIRECT UPDATE**

The Headteacher informed the meeting that school needs a cohort of 12 for 2019-20, to be financially viable. Interviews are currently taking place.

**12. GOVERNOR TRAINING & VISITS TO SCHOOL**

There has been no finance training for Governors since last meeting.

**13. ANY OTHER BUSINESS**

John Leigh raised an item that the Finance Committee needs another governor, preferably with financial expertise. The Headteacher said she would ask parents via the next newsletter.

**DATE & TIME of NEXT MEETING – Wednesday June 20th at 6pm.**

The meeting ended at 6.50pm.

Headteacher to ask re possible governors on next school newsletter.

Minutes Approved as a True Record of the Meeting

Signed:

Date: