

MINUTES OF THE MEETING of the Finance Committee

HELD ON 05/03/20 at 6pm

at Wensley Fold CE Primary Academy, Blackburn

PRESENT: Olwyn Fairless Mary Hargreaves
Aisha Hussain (Chair) Tanveer Hussain
Shuaib Khan 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

ACTION

Governors received and accepted apologies from Stephanie Pfeiffer.

2. MINUTES OF LAST MEETING 14/11/19

Received: A copy of the minutes of the last meeting dated 14/11/19.

Resolved: The minutes of the meeting dated 14/11/19 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

There are no matters arising from the minutes.

4. REGISTER of BUSINESS INTERESTS

There are no changes to the register.

5. REVIEW & MONITOR SERVICE LEVEL AGREEMENTS (SLAs)

From April 2020, Property Services will be managed by Blackburn with Darwen. There are no changes to the remaining SLAs.

6. MONITORING OF THE SCHOOL BUDGET

Sue Blackwell reviewed the accounts for the meeting. There was a discussion amongst the Committee members, with the following points being noted:

- Discussion re the variances in expenditure, causing spikes in spending, making it difficult to monitor month by month eg: the main stationery order could be in April, May or June.
- Monthly reconciliation reports are accurate and tally with the bank accounts.
- Staffing costs, being 80% of the budget, are profiled accurately.
- Governors are aware that there will need to be a year of austerity from September, as reserves are depleting, year on year. Staff have already begun reducing staffing costs – the Deputy Headteacher has taken on the additional role of SENDCo, when staff leave, or retire, their post is covered internally.

Governors thanked Sue Blackwell for her hard work in managing the accounts.

7. REQUESTS FROM OTHER COMMITTEES

There were no requests brought to the meeting.

8. REVIEW & MONITORING OF POLICIES

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

Anti-Fraud & Corruption Policy
Best Value Statement (including Quotations Policy)
Business Continuity Plan
Charging and Remissions Policy
Debt Management Policy
Fixed Assets and Depreciation Policy
Gifts and Hospitality Policy
Investment Policy
Financial Procedures Manual

All policies can be found on the school website.

9. CHARGING POLICIES

The charging policies were reviewed. There are no changes to the school meals costings or to the lettings policy.

10. MONITORING OF PUPIL PREMIUM

The Headteacher shared a Powerpoint presentation with governors, to aid them in monitoring Pupil Premium spending. School received a £69K grant this year.

The funding is used to narrow the gap in attainment between Pupil Premium and Non-Pupil Premium pupils, in Reading, Writing and Mathematics.

There are 36 Pupil Premium Pupils in school. Year 4 cohort is the largest cohort of Pupil Premium Pupils in school, with 11 pupils in the group.

80% of the children who receive Early Intervention Language Support are making age related expectations, with the remaining pupils also having additional learning needs.

All Pupil Premium Pupils are at 90% attendance or above, with 22/36 pupils at 95% or higher.

30/36 pupils attend Children's University and After School Clubs.

Of the 10 targetted pupils, 8 attend Breakfast Club regularly and receive a free breakfast.

The Pupil Premium documents can be found on the school website.

11. MONITORING OF SPORTS PREMIUM

The Headteacher reported that school receives £18,740 in Sports Funding, which is used for staff training, sports equipment and resources.

Governors noted the enrichment activities provided for the pupils and the outdoor area provided for KS1.

The relevant Sports Premium documents can be found on the school website.

12. **SCHOOLS DIRECT UPDATE**

The Headteacher informed the meeting that school needs a cohort of 12 for 2020-21, to be financially viable. Interviews are currently taking place, with 9 candidates to date.

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

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

14. **ANY OTHER BUSINESS**

There were no additional business items to discuss.

DATE & TIME of NEXT MEETING – Thursday June 18th at 6pm.

The meeting ended at 6.50pm.

Minutes Approved as a True Record of the Meeting

Signed:

Date: