

## Governors Committee Meeting Minutes

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Committee:	Resources Team Committee
Date:	12.03.18
Present:	J Harris, N Foster (Chair), K Richards, D Mansfield, J Bullock, L Simpson
Apologies:	J Slee-Karim

### Declaration of Personal or Business Interest:

N Foster: School photographer

D Mansfield: Mother in law is a teacher in school

### Minutes

Agendas received? Yes

School Fund, risk register, bids?

All governors received copy of budget and financial manual

New system, new reporting tools, new reports, different reconciliation processes

New Finance Officer – good handover from Lyndsey. Worked very well.

### Budget

Not in as good a position in terms of carry forward.

Info used from local authority had info for children that had left at Summer term - £8500

Insurance – taking out staff insurance it amounts to £26000. Because we had made a claim for £350 in April, because it was within the policy year of conversion had to pay £13000.

Information from FMS. Background details available.

DM: Lots of red in staffing costs? Pay-band jump and TLR.

Admin – replace finance officer fulltime not 4 days. Pat was employed to come in 3 mornings to cover.

New site manager less salary less hours but may be reviewed.

NF – E13 £1710.24 under budget? Shut down period over xmas and new year – savings made

LA monies for safeguarding – bid for electronic signing in system. Unsuccessful. Looking at fencing, security etc.

Didn't put in for the second round – can put in for ceilings (dust falling down), possibly apply for hall floor.

NF – No spend? Waiting for bills. Trust may look at reviewing energy bills with possible saving.

Teachers and site manager absence can be claimed for from third day.

NF – What is the trust revenue reserves target – we are 6545.64 below that at the moment. Will be red-highlighted to trust.

GAG funding (from DfE) 1.5 million from September because of extra numbers.

April should know about the bids for roof and ceilings and lights.

DFC capital grant – building or ICT.

NF – Since the budget system changed has it thrown up any issues? Format much easier.

Financial regulations – all governors have received the Trust financial regulations.

## Risk register

DM queried whether on line 47 (funds risk) would it be highlighted in the same way?? Either too high or too low.

KH and MS very concise and comprehensive.

Governors approve unanimously.

KR has set up finance policy folder with reporting calendar and all documents/policies.

Next week school move to Office365 – governors will have access.

## Finance Policy

Aligning credit limit with Richmond Hill at £3000 not £1500

Headteacher/Deputy Headteacher/Business manager joint responsibility in most cases.

Site manager to have a £300 credit limit

Potentially £3000 for reading resources? Staff have spent about £4000. Idea to spend as we go along not spend a lot at once – especially for class texts. Class reading areas etc. have been changed.

£11000 from school funds.

Thrive training will be paid for by the collaborative.

Trust lease printers/photocopiers. Quotes to buy outright.

Governors agree to approve 5 year leasing for new main copier and 2 desk tops.

Make of copier will be decided dependent on other schools in the trust and negotiation on price.

### Date of next meeting:

Thursday 14<sup>th</sup> June 4pm

**Notes taken by:** J Bullock