

Governors Committee Meeting Minutes

Committee:	Finance, Audit & Resources Committee
Date:	14.02.19
Present:	J Harris, N Foster (Chair), K Richards, J Bullock, F Burton
Apologies:	L Simpson, D Mansfield, J Slee-Karim

1. Apologies for absence

1.1 Apologies accepted

1.2 No other apologies received

2. Declaration of interests

2.1 N Foster – School photographer

2.2 J Slee-Karim - School Business Manager at Carr Lodge Academy

3. Items of urgent business

3.1 None

4. Minutes of the last meeting

4.1 Minutes approved with one amendment to the school fund item. KR informed that it should read;

31/08/18 school fund balance was £9067. Some books were purchased leaving a balance at 05/10/18 of £8844.05.

Committee approved new tables and chairs being purchased for Y5 and new curtains for the hall.

Leaving a balance of: £3426.05

ACTION: KR to amend previous minutes

4.2 KR provided minimum 3 quotes for both; flooring (corridors - carpet tiles and hall – vinyl, like staff room corridor, including removal of asbestos flooring) and decorating in corridors. The quotes were very varied. Updated that Magill had been instructed to proceed with the decorating. Committee approved for us to proceed with the FloorServe quote for flooring.

ACTION: KR to proceed

Tom Hunter (DMBC) has recently been instructed to proceed with window quotes as opposed to the estimate. There was a delay in instructing, with the roof and ceiling works not being completed and the quotes having a 3 month validity.

5. 2018 / 19

Amy Skeleton (AS), Chief Finance Officer put through FMS all accruals w/c 14.01.18 enabling budget monitoring to be clearer and more accurate.

I02 EFA – Pupil Premium

NF queried PP budget: Lower than this time last year. Need to be able to track pupils through before the January census.

E01 Staffing

AS TLR, JH's increment, staff increments, staff hours reductions, maternity leave calculations now updated / included.

NF asked if the carry forward includes the money to be spent on hall floor?

No there will be more carry forward if the maintenance budget is not spent.

CS approved early December for us (RLT on our behalf) to proceed with another CIF bid to finish roof on main hall and the fire system including ceilings and emergency lighting.

NF asked will there be eco savings e.g. sensors?

KR updated that we're awaiting a quote from DMBC (if the CIF bid doesn't go through) for both sensed and non sensed lights, with positive and negatives received about each. KR confirmed that eco savings would be considered throughout.

E11 Buildings Maintenance

as at 31.01.19 we have £48532 left.

£3379 Decorating (approved quote)

£14000 Flooring (approved quote)

£23900 Windows (awaiting a final quote / approval)

£6794.90 CIF ring fenced amount

£48073.92

Could leave the remaining windows and doors until later in the year.

ACTION: KR to follow TH up for the window quotes so a decision can be made as to how we proceed.

Fire risk assessment states everything should be fireproofed – curtains, furniture (sprayed).

KR presented a quote of £990 + VAT from The Curtain & Blind Co Ltd to flame proof.

NF asked could we go back to the company and see if they were fire proof?

There's no one in post that would know where these were purchased from, being as old as they are.

Agreed to go ahead with fireproofing in line with the risk assessment.

ACTION: KR to instruct the company

KR apologised that documents weren't circulated prior to the meeting and highlighted that time's limited with the dates of the meeting and month end timescales. KR was due to meet AS 12.02.19, this was postponed to 13.02.19 but in the end felt this time be best utilised finishing off the budget. KR updated that the new finance system should aid these tight

timescales and the ability to get the documents out sooner. KR updated that HCSS (the new finance system provider) is now Access.

KR to finalise structure and content of monthly finance reports

ACTION: KR to liaise with AS

6. 3 Year Budget

KR updated that the £20K (for 2019 / 20) and £10k (for 2020 / 21) approved for allocation in Building Maintenance in Summer 2018, had not been captured correctly on the 3 year budget so a budget amend to be done to correct this.

To circulate as part of Spring term's budget.

GAG figures have been released for 2019 / 20 and they're the same as forecasted.

KR circulated email from AS received on 25.01.19 re: increase in TPS contributions. Governors noted.

7. School Fund

£2057.70 is the current balance (plus approx. £1090 from school photographer arriving soon).

KR updated that she'd liaised with AS about moving our School Fund over to the budget, so all management is within one budget and it would then be audited as part of the budget as opposed to paying someone separately. KR had asked about the monitoring and management of this and AS said we can have monies going into donations and voluntary funds and use a spreadsheet to monitor income and expenditure or add in a separate ledger code.

Agreed to use separate code.

ACTION: KR to request from AS

8. Whistle Blowing Policy

KR circulated the Whistle Blowing Policy prior to the meeting and mentioned its review date of 01.01.20, if no amends were necessary to run till then. No amends were proposed.

9. Pay Policy

Stay with current policy until trust wide policy ready.

10. Audit reports

KR followed up the audit report with AS following our audit, and it hadn't been separated out from the other schools as yet. AS went through the report with KR and the only addition that had not been mentioned by audit to KR was the lack of content / detail in the minutes.

ACTION: Minute taker to action going forward

11. Any other urgent business

11.1 Pre-School

JH updated that numbers have increased, and a meeting will be had with Pre-School to discuss provision for 2019 / 20

12. Confidentiality

12.1 All reminded that items discussed are confidential

13. Date of future meetings

Summer term tbc to align with Trust Financial timetable

14. AOB

ED (Administrative and finance officer) will be supporting Balby Central in the absence of the finance officer, half a day week per fortnight from June – February 2010. All costs will be recovered from Balby to support this.

Governors approved residential trip to Austerfield for Y5 in May 9th and 10th.

Notes taken by: J Bullock

A handwritten signature in black ink, appearing to be 'J Bullock', written over a faint circular stamp or watermark.