

Governors Committee Meeting Minutes

Committee:	Finance Committee
Date:	14.06.18
Present:	J Harris, N Foster (Chair), K Richards, D Mansfield, J Bullock, L Simpson, K Richards
Apologies:	J Slee-Karim

1. Apologies for Absence

Apologies for absence were accepted.

2. Declaration of Interests

N Foster: School photographer

D Mansfield: Mother-in-law is a teacher in school

3. Items of Urgent Business

No items of urgent business.

4. Introduction to Finance/Annual cycle of finance

NF spoke about the recent Rose Learning Trust finance meeting he attended. The Annual Finance Cycle was explained, which he found very useful, and shared with governors. This includes a 'wheel' diagram which makes the cycle very clear.

5.1 Approval of the minutes

Minutes of previous meeting approved. Chair asked that all governors check the minutes in advance in future.

5.2 Matters arising from the minutes

No matters arising.

5.3 Budget planner/monitoring:

Catering (12/E25) – There had been some errors in the kind of reports taken off ParentPay. This was only highlighted in April. Schools catering had not raised it. School will receive a refund of approx. £24,000. School catering were counting in packed lunches and charging as though they were school meals.

Increases on education support staff. School now having to pick up maternity costs: Two TAs on maternity. The costs are £3000 back for teachers, £1000 for TAs (per FTE). We now pay occupational maternity pay for first 6 weeks, then 8% of costs of maternity pay. Insurance now pays less.

NF asked about Learning Resources (E19) being over budget. JH replied that there had been no careless spending but more children means that the budget was probably a bit light.

DM asked about the high staffing costs. Will this carry over to next year? JH states that all staffing changes have been taken into account into the budget for next year.

6. School Fund

£14705 carried forward on 31/08/17. Charity Commission submission has been made by KR. £10080 at last statement date but approx. £3K is owed to budget for items purchased. LS stated that it is important to keep spending the money which JH confirmed school do.

7. Review bank signatories

LM, CK, KR, JB, GS, JH are bank signatories. KR suggests removing CK and LM and adding FB – agreed.

8. School catering fees 2018-9

Do governors agree to increase to £2.30, including £0.03 towards some of the new administration fee because the school is now an Academy. School sells approx. 18000 meals a year. There was a discussion about whether to increase to £2.40. Governors agreed that £2.30 would be better because meals had increased already to £2.20 in January.

9. Music fees 2018-19

Governors agreed £20 a term or £50 for the year up front.

10. Policies and Procedures

All finance policies and procedures are in a folder for governors to view. All governors had received copies in advance of the meeting. There were no queries. All policies were approved and governors signed to say they had read the policies and approved.

11. Any other business



None


12. Confidentiality

All agreed to maintain confidentiality.

13. Dates of future meetings

Tuesday 3rd July 4.30

Further dates to be decided at the next meeting.


3/7/18.

