

## Governors Committee Meeting Minutes

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<b>Committee:</b>	Finance Committee
<b>Date:</b>	15.11.18
<b>Present:</b>	J Harris, N Foster (Chair), J Slee-Karim, K Richards, J Bullock
<b>Apologies:</b>	L Simpson

### 1. Apologies for absence

1.1 L Simpson 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

None

### 4. Minutes of the last meeting

4.1 Minutes approved

4.2 Not proceeded fully with the quotes for flooring and decorating. Need roof and ceilings to be finished first. Up to date quotes required nearer the time.

### 5. 2018 / 19 and 3 year budget

K Richards circulated a copy of the proposed 3 year budget

K Richards not yet had up-to-date figures for Pupil Premium. Once current Y6 leave there will be a drop. School will reach out to parents again in KS1 who we are told are claiming benefits in order to ask them to complete the form for FSM.

JH says we are renting the intervention room for ITT meetings to generate income.

September and October - spent all the budget on supply staff (TA and teacher). Monies from insurance do not fully cover the expenditure.

KR will produce a monthly finance report.

CF of £14000 is probably maintenance budget.

Fire evaluation report has brought up some issues which will need funding: Smoke sensors and sprinklers throughout school. Fire alarm system is legal but need a new system. This will be a rolling programme when funds allow.

## 6. Financial Regulations

All governors have received.

## 7. Finance Policy including charges and remissions

KR has updated the finance policy – main changes more accurately reflect procedures. Mostly replaced Deputy Head by School Business Manager.

Looking at moving from FMS to HCSS

Pre-school lettings agreement reviewed and is to be submitted to pre-school.

**ACTION:** KR to double check virement amounts for headteacher and recirculate / get signed off by Chair.

## 8. Internal Assurance Visit Update – Summer term

8.1 Visit was at end of June. Went very well. Main thing flagged: JH to sign off more.

## 9. School Fund

9.1 We need an external auditor to audit 17/18 school fund. Going forward this will fall within the trust so no auditor will be required.

31/8 £9067 – bought curtains, furniture and books.

10/18: £8844.05 – new tables and chairs for Y5, new curtains in the hall. Balance would be: £3426.05

## 10. Any Other Urgent Business

None

## 11. Confidentiality

Recently had pay committee: There was an allocation for the Head.

## 12. Dates of Future Meetings

Spring term 2019: 14.02.19

**Action:** KR to circulate in line with full board

**Notes taken by:** J Bullock

*NBS*  
*14.2.19,*