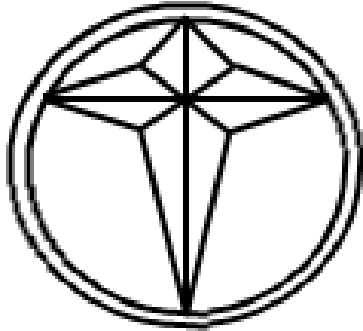


St Catherine's Church of England Primary School



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Finance Committee

Mr J Phillpotts	Associate Member
Mr E Gillespie	Committee Chair - Parent
Ms S Chapman	Headteacher
Mrs R Brewer	Chair of Governing Body - Foundation
Mrs L O'Connor	Foundation
Mr J Wonnacott	Foundation

Minutes

Finance Committee Meeting

Thursday 3rd March, 2016

Linda Cackett – Clerk to the Governing Board

Typed: 04.03.2016

Approved for circulation: 07.03.2016

FINANCE COMMITTEE MEETING MINUTES

School:	St Catherine's Church of England Primary School
Quorum:	3
Chair:	Mr Eoin Gillespie
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 3rd March, 2016 at 5.30 pm
Venue:	St Catherine's Church of England Primary School – Year 5 Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs Rebecca Brewer – Chair - Foundation	✓			Ap
Mrs Lisa O'Connor – Foundation	✓			P
Mr Eoin Gillespie – Vice Chair – Parent – Committee Chair	✓			P
Mr Jonathan Phillpotts – Associate Member		✓		P
Ms Sarah Chapman – Headteacher	✓			P
Mr James Wonnacott - Foundation	✓			Ap
Mrs L Cackett			Clerk	P

1.	Opening Prayer	Action
	The Headteacher led the meeting with an opening prayer.	
2.	Welcome and Apologies Apologies were received, considered and accepted from: <ul style="list-style-type: none"> • Mrs Brewer • Mr Wonnacott 	
3.	An opportunity to declare any additional business/pecuniary interest/s None.	
4.	Approval of Minutes of last Committee Meeting – Wednesday 4th November, 2015 The minutes of the meeting of Wednesday 4 th November, 2015 were APPROVED as a true and correct record by the Finance Committee, subject to Mrs O'Connor being amended as she is a Foundation Governor.	
5	Matters arising not already on the Agenda None.	
6.	Latest LFS Financial Report dated 24th February, 2016 The latest report was circulated prior to the meeting; it was further noted that: <ul style="list-style-type: none"> • The projected carry forward will be less. 	

	<ul style="list-style-type: none"> Depending on the conversion date the Headteacher will have to prepare either a 1 month or 2-month budget set with the Local Authority. SLA's will be based on a monthly basis. The Committee Chair asked whether there will be any issues with the uncertainty of the conversion date. The Headteacher confirmed that the only one might be the staff absence insurance. The Business Manager, An Daras, will investigate further regarding the staff absence insurance. Closedown is 11th March. The contribution to An Daras will be approximately £22,000. All staff will be tupe'd across on conversion. An Daras has accepted all national agreements. Staff will be reassured at the next TUPE meeting. The budget has been reviewed, it was agreed that the Headteacher will need to be mindful that one or two month based SLA's are not 'inflated'. The Headteacher requested that the outside of the school be painted, it has been agreed that this can be taken out of planned maintenance. It will be from the normal budget, quotations will also be sought for the infant and junior toilets. The Headteacher reported that the Diocesan Board is paying for the replacement of the railings, the school will pay £1,500 (10%). The school will not cause An Daras any particular expense. 	
7.	<p>Headteacher's Financial Report</p> <p>The Headteacher's Report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> The Headteacher explained the capital claims, integral things to the building have been claimed back from the DFC (Devolved Formula Capital). The toilets can also probably be claimed backed from DFC also. The Committee Chair asked if capital purchases are recorded on an asset register and audited, the Headteacher confirmed that an electronic asset register is in place. The Committee Chair reviewed and signed the DFC paperwork for submission to the Diocese. The Diocese charges 2.5% +VAT to the school when it claims the DFC. A governor asked if all the screens are going to be replaced, the Headteacher confirmed that they all will be as will five teacher laptops as they are 5 year olds. An additional two iPads have been purchased for Nursery and Reception and also some iCloud backup space for pupils' work. 	
8.	<p>Benchmarking</p> <p>Benchmarking data (Benchmarking Report Card) was circulated prior to the meeting.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> Support staff is high, it was agreed that it always had been, the school provides support for all pupils that require it. 	

9.	Health and Safety Matters Nothing to report.	
10.	Finance Committee Chair's Report None.	
11.	Dates of next committee meetings: <ul style="list-style-type: none"> • Monday 24th April, 2016 at 5.00 pm or Thursday 5th May, 2016 at 4.30 pm – Budget Setting • Wednesday 15th June, 2016 at 5.30 pm 	
	The meeting closed at 6.18 pm.	

These Minutes were passed as true and accurate at the Finance Committee Meeting on Monday 24th April, 2016 or Thursday 5th May, 2016.

Signed: Chair

Mr Eoin Gillespie

Dated: **Monday 24th April, 2016 or Thursday 5th May, 2016**