

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

Monday 25th April, 2016

Linda Cackett – Clerk to the Governing Board

Typed: 25.04.2016

Approved for circulation: 26.04.2016

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:	Monday 25th April, 2016 at 5.00 pm
Venue:	St Catherine's Church of England Primary School – Staff Room

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs Rebecca Brewer – Chair - Foundation	✓			P
Mrs Lisa O'Connor – Foundation	✓			Ap
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"> • Mr Wonnacott • Mrs O'Connor 	
3.	An opportunity to declare any additional business/pecuniary interest/s None.	
4.	Approval of Minutes of last Committee Meeting – 3rd March, 2016 The minutes of the meeting of 3 rd March, 2016 were APPROVED as a true and correct record by the Finance Committee.	
5	Matters arising not already on the Agenda None.	
6.	Latest LFS Financial Report dated 20th April, 2016 The latest report was circulated prior to the meeting; it was further noted that: <ul style="list-style-type: none"> • The Headteacher explained the anticipated budget has been sent to An Daras and will not be very different at closedown in May. • The £5,000 included from the Diocesan Board towards the funding of the refurbishment, there is still DFC funds available 	

	<p>(£15,000). The Committee Chair asked if there was a 'preferred supplier', the Headteacher confirmed that quotations are sought and best value insured. The toilets were identified to be modernised in the next financial year.</p> <ul style="list-style-type: none"> • Healthy carry forward figure, under the 14.5% allowed. • The £25,000 conversion grant was paid to An Daras, as from 1st May there will be no finances in school. The Committee Chair asked what happens after that date; the Headteacher explained that a short budget will be set from May to August as an academy financial year is from 1st September, 2016. • It was asked whether the specific reserves will be swallowed up, the Headteacher confirmed that they will be ring-fenced solely for the school. • Breakfast Club might need to be opened up to the pre-school and an after school club might have to be introduced to ensure the nursery becomes more attractive. • The Committee Chair asked if the inflationary salary rewards had been included in the budget, this was confirmed. 															
<p>7.</p>	<p>Headteacher's Financial Report</p> <p>The Headteacher's explained that there was very little to report. It was further noted that:</p> <ul style="list-style-type: none"> • The Pupil Premium has been put onto the system but a report has not been completed as yet but will be for the Full Board Meeting along with the Sports Premium. • Both Tracey and Jo are aware that 'impact' must be evidenced in their reports. • At recent training it was advised that pupils up to the age of 18 complete 60 minutes PE activities during the day, in various forms, not just PE lesson but lunchtimes etc. It is important to ensure that the school provides a good balance of activity. The Headteacher ensures that teachers are present during PE lessons; teachers are upskilled by specialist coaches etc. • There will be a PE newsletter to parents circulated shortly informing them of all aspects of PE, external links, PE kits, events at the comprehensive etc. • Governors will ensure that the reports contain all that they should. 															
<p>8.</p>	<p>Ratification and approval of 2016/2017 Budget</p> <p>The proposed budget was circulated prior to the meeting:</p> <table border="0" data-bbox="277 1624 1098 1877"> <tr> <td colspan="2">2016/2017 Budget</td> </tr> <tr> <td>Total Reserves b/forward from 2015/2016</td> <td>£ 100,294</td> </tr> <tr> <td>Total Funding/Income 2016/2017</td> <td>£ 963,151</td> </tr> <tr> <td>Total Expenditure 2016/2017</td> <td>£ 997,013</td> </tr> <tr> <td>Total Revenue Reserves 2016/2017</td> <td>£ 66,432</td> </tr> <tr> <td>Total Capital Reserves Carry Forward 2016/17</td> <td>£ 0</td> </tr> <tr> <td>Total carry forward 2016/2017</td> <td>£ 66,432</td> </tr> </table> <p>It was further noted that:</p> <ul style="list-style-type: none"> • The LA Management Accountant will complete the May closedown and return again after 12 months. 	2016/2017 Budget		Total Reserves b/forward from 2015/2016	£ 100,294	Total Funding/Income 2016/2017	£ 963,151	Total Expenditure 2016/2017	£ 997,013	Total Revenue Reserves 2016/2017	£ 66,432	Total Capital Reserves Carry Forward 2016/17	£ 0	Total carry forward 2016/2017	£ 66,432	
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	<ul style="list-style-type: none"> • An Daras' Business Manager will facilitate the finances/budgets etc. • There will be a need to have continued finance meetings, planning will still be required. • Once the academy is joined there will be a cycle of meetings produced. • The Committee Chair asked why there was a nil projection for subsequent years regarding the nursery nurse line, the Headteacher agreed to investigate. • Pupil Premium expenditure has been reduced to zero; it was felt that this was because it was unknown. • The Committee Chair asked about the £48,507 to 253? The Headteacher agreed to investigate further. • Have the general teaching assistants been recoded? This was confirmed. • The Committee Chair felt clarification of the items identified would be needed before the budget could be signed off and agreed. The Headteacher felt that it was probably an issue of coding but she would ensure that answers were obtained. • ICT has only a £10,000 proposed budget, this is half of the previous years, and overall the curriculum expenditure has been halved. It was agreed for this to be explained. <p>After discussion it was proposed, seconded and unanimously APPROVED to ratify the budget on the understanding that satisfactory answers/explanations are given to the Headteacher.</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>
<p>9.</p>	<p>Health and Safety Matters</p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • The railings are now 50% completed. • Two additional motion sensors are being put into the cloakroom areas for additional security following the break-in on Friday 9th April, nothing was taken. The police have given special marker pens to the school and equipment will be marked. • A fire drill took place the last half term and is due this term shortly. • Bikeability took place, no incidents to report. Discussion followed regarding the implications of testing bike riding skills before cycling to Padstow. • Medication is monitored; parents are reminded of the correct procedure for the completion of the medication form. 	
<p>10.</p>	<p>Finance Committee Chair's Report</p> <p>None.</p>	
<p>11.</p>	<p>Dates of next committee meetings:</p> <ul style="list-style-type: none"> • Wednesday 15th June, 2016 at 5.30 pm 	
	<p>The meeting closed at 5.58 pm.</p>	

These Minutes were passed as true and accurate at the Finance Committee Meeting on Wednesday 15th June, 2016.

Signed: Chair

Mr Eoin Gillespie

Dated: **Wednesday 15th June, 2016**