



Finance & Resources Committee

Minutes of Finance & Resources Committee Meeting Friday, 8th March 2019, 3.45 pm

Present: Claire Frohnwieser (Chair) (CF), Michelle Masters (MM), Becky Stewardson (BS), Nicola Penny (NP), Graham Rayner (GR), Kirsten Foster (KF), Sue Lunn (S Lunn), Stephanie Leary (S Leary)

	Action
<p>Apologies for absence: No apologies received. All Committee members present.</p>	
<p>Minutes from previous meeting and matters arising</p> <p>Outstanding actions arising from minutes of 12th October 2018:</p> <ul style="list-style-type: none"> • Due to a lack of co-operation from the school neighbour, the gate which opens onto school premises is still not secure. This needs to be nailed shut to avoid safeguarding issues. Legal advice has been received advising that the neighbour has no right of way into the school. MM will write to the neighbour advising that a padlock will be fixed to the gate at the earliest convenient time • The windows in the hall that are thought to be the cause of the leaking roof have been removed and re-installed with no effect. WBC are investigating the issue and it is hoped that new windows will be installed during the summer holidays. WBC may ask the school to make a contribution to the cost of the windows from the capital budget. MM to confirm that WBC are going to proceed with window replacement • The Risk Register was updated and issued to Governors on 22nd January 2019. Approvals are outstanding. Governors to send approvals to CF asap • A governor needs to be nominated at the next FGB to ensure GDPR compliance by governors. BS to ask one of the new governors at the next FGB • New cleaners, Servicemaster, have been contracted to clean the school. The quality is better than the previous incumbent but not enough hours are being worked. A Servicemaster supervisor and a 	<p>MM</p> <p>MM</p> <p>F&R Cttee</p> <p>BS</p> <p>MM</p>

<p>cleaner have left since the beginning of the contract in February. There are 3 cleaners currently in place. MM to chase Servicemaster to appoint a new Supervisor</p> <ul style="list-style-type: none"> The Parentmail app is now in place and is a big improvement on the previous eSchools app. 100% of parents signed up are receiving emails and texts from the system. There has been a high take-up by parents: 97% have an account and 76% have the app. Information leaflets have been removed from school windows as all information is now available on the app. The Committee suggested asking parents for £30/year to cover school trips to avoid having to ask parents for money each time there is a trip (functionality not part of app at present). MM to investigate. <p>The minutes were approved by the Committee and signed by CF</p>	<p>MM</p>
<p>2019/20 Budget Review and Three Year Plan</p> <p>The budget was issued to Committee members prior to the meeting and queries were resolved by Sue Lunn. A summary of the reasons for variance between the new budget and the previous years' forecast are attached.</p> <p>CF advised that there was a £72k carry forward this financial year, reducing to £21k next financial year. The reduction is to cover salary increases. It is currently assumed that the government will not be providing any further grants for salary increases agreed for the next two years (£17k awarded for 2019/20). A deficit position is expected from 2020/21.</p> <p>The draft budget was approved and will now go forward to the FGB on 2nd April 2019 for full approval.</p> <p>Sue Lunn to forward the final draft budget with the latest budget monitoring adjustments incorporated to CF by 30th March 2019.</p> <p>The three year plan was also approved.</p>	<p>S Lunn</p>
<p>SFVS Approval</p> <p>CF confirmed that the Financial Competencies Matrix was being updated. CF to send to S Lunn when complete.</p> <p>The SFVS asks if the school has access to an adequate level of financial expertise, including when specialist finance staff are absent. Sue Lunn and Stephanie Leary confirmed that they can cover for one another if required.</p> <p>NP kindly agreed to carry out the next Benchmarking overview which is due by the end of March. Steph Leary to forward the log-on details.</p> <p>The SFVS asks for the school to give examples of where it has improved the</p>	<p>CF</p> <p>NP S Leary</p>

<p>use of resources during the past year. MM to complete this section and include items such as PPA cover, after school club, training of lunchtime assistants.</p> <p>The SFVS asks if the school has an appropriate business continuity or disaster recovery plan. The Rainbow Plan covers this item.</p> <p>Regarding the Benchmarking review, GR asked if we purchase training as a cluster with Juniors. MM said that we do. GR also asked if we have an asset register. MM said that we do.</p> <p>It was noted that the SFVS training document is in the governors 'one drive'.</p> <p>The SFVS was approved for submission to WBC.</p>	<p>MM</p>
<p>Any Other Business</p> <p>The meeting closed at 4.25pm.</p>	

Signed.....Position.....Date.....