



Willow Bank Infant

Meeting of the Finance & Resources Committee Friday, 18th October 2019 at 15:30 Minutes

Present:	Michelle Masters (Head Teacher) (MM) Claire Frohnwieser (Chair) (CF) Becky Stewardson (BS) Graham Rayner (GR) Stephanie Leary (SLeary) Sue Lunn (SLunn)
Absent	Apologies were received from Nicola Penny and accepted

Item No.	Subject	Action by
1/19	<p>Minutes of last meeting and matters arising</p> <ul style="list-style-type: none"> The Committee had previously discussed asking parents for an amount each year to cover all school trips to reduce admin time on collection of monies. S Lunn to calculate the amount required which is likely to be different for each year group. Parents to also be asked if they would agree to any small excess amounts being passed onto the school at the end of the year. This policy to be actioned from September 2020. MM to include in the new parents pack. MM requested that Whiteknights School be included in the next Benchmarking analysis in January The HSE termly walk-through took place and the number of issues has greatly decreased. MM highlighted the fact that two teachers have received electric shocks from smartboards. Watermans (school IT contractors) have checked the boards but haven't found any issues. CF recommended that an independent electrician be brought in to check them again to avoid a re-occurrence – MM to arrange The Minutes were formally approved and signed by CF as a true record. 	<p>SLunn MM</p> <p>NP</p> <p>MM</p>
2/19	<p>Budget Monitoring</p> <p>S Lunn provided a budget monitoring update which was approved. Additional funds were requested for a new child who requires one-to-one support plus additional support required in Foundation Stage in the mornings – both on short-term contracts. The Committee approved the extra resources. S Lunn to update the budget monitoring and re-issue (see Finance One Drive). MM advised the Committee that the Breakfast and Holiday Clubs are going well and the school has been asked if a Holiday Club can take place in February half term. These additional funds are not yet in the forecast.</p>	SLunn
3/19	<p>Capital Monitoring</p> <p>The Capital Monitoring return was approved and signed by MM, RS and SLunn.</p>	
4/19	<p>Finance Terms of Reference</p> <p>The Terms of Reference will be added to the FGB terms of delegation when the Finance and SDC committees are merged with the FGB in November.</p>	

5/19	Risk Register To be updated by MM and GR in November.	
6/19	School Fund Account • Approved	
7/19	Policy Approvals It was suggested that only Statutory and policies that are published on the website need to be formally approved by governors; the remainder need only to be reviewed by governors electronically. BS to provide the NGA guidelines to the FGB on policy approvals. The issue will be taken to the FGB for discussion. CF to send a list of statutory and website policies to the FGB prior to the meeting.	BS CF
8/19	Dissolution of the Finance & Resources Committee As discussed at the recent Strategy Day, it has been agreed to incorporate the responsibilities of the Finance & Resources Committee (and the SDC) into the FGB. There will no longer be any committee meetings held, but the FGB will meet once every half term instead or termly. BS to share the plan and timeline with the FGB.	BS
9/19	AOB • The Inventory Register to be provided to CF by email for Committee approval when complete by SLeary • Pay Policy to be approved by the Pay Committee and FGB next week	SLeary BS
	The meeting ended at 4.25pm	

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