

Finance Committee Report

Date: 15th October 2013

Membership: Michael Catchpool ("MC"), Caroline Louth ("CL"), Kay Blayney ("KB"), Sarah Seed ("SS"), Tim Fox ("TF")

Present: MC, CL, SS, TF, Philip Colligan ("PC") – Chair of the newly formed Resources committee

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies for absence</p> <p>No apologies received.</p> <p>2. Declaration of interests</p> <p>No new declarations of interest were received.</p> <p>3. Minutes of last meeting – approval and/or matters arising</p> <p>TF went through the various action points listed in the last minutes.</p> <p>KB has not responded to any of TF's e-mails to return the Financial Skills matrix document as part of the School Financial Value Standard ("SFVS") process.</p> <p>TF said that the asset register for the entire school site remains a work in progress. CL asked TF if this would be finished in time for the next SFVS review in March and TF confirmed that it would. There is a separate inventory already in place for all the computers, printers and projectors on site.</p> <p>The current TA timetable had been circulated with the documents for this meeting as requested.</p> <p>TF had spoken with Ray Byford at CCC to check what the Finance Committee were obliged to cover in their meetings as the comment had been made that the Committee spent a long time on operational rather than strategic matters. Ray has indicated that the Finance Committee needs to cover enough operational matters to make sure that the SFVS questions can be signed off by the Governing Body every March.</p> <p>TF said that there are currently no write offs in relation to dinner money as all debts were successfully chased and collected at the end of the summer term. Those debts which are accruing at present are not believed to be at risk of going "bad"; TF will continue</p>	<p>KB to be chased to see if she wants to remain part of the Resources committee</p> <p>Finish asset register</p>	<p>ASAP</p> <p>31 Mar</p>	<p>SS</p> <p>TF</p>

to monitor with the office staff. TF had circulated a list of debts to be written off from After School Club with Committee agreement. TF said that they represented all debts dating back to 2011 which Matt Casey does not believe he can recover. Only one debt is significant (£319.45) and MC was able to elaborate of the circumstances of that particular family. PC would like to have an idea of how this volume of debts relates to the ASC finances as a whole. TF said that exact percentages could be seen when the half yearly review of finances takes place in the next couple of weeks. CL suggested that it would be helpful if figures could be prepared for academic years instead for both the catering and ASC and TF will prepare this for the first Resources committee meeting (date TBC). It was agreed that Matt's list of debts could be written off, totalling £532.53. TF had had a conversation with Matt regarding numbers for this academic year and they are "through the roof" with Breakfast Club numbers also up on last year. Ann in the office has also indicated that the recovery on trips is better than last year and it was above 90% last year; further analysis to follow as part of the half year review.

The minutes of the last meeting were approved.

4. Review and approve Sep BCR

TF had circulated detailed notes on the BCR in advance of the meeting to hopefully cover most of the questions which would arise. In particular, TF highlighted the additional supply costs due to long term staff illness and the fact that, due to the timing of some of the absences and the fact that we have "day 11" insurance, a large part of this overspend would not be recoverable.

MC mentioned that Katy Kowalska had asked to return to full time employment from 4 days per week and that Charlie Hull was applying for a job at a special school which he felt she was likely to get.

TF has been asked by our LA financial advisor to move the cost of our PPA cover which is provided by Randstad to a different line in the budget. The Committee approved the virement of £21,793 from the Teachers Pay budget to the Pupil Support Teachers Pay budget.

There were no further questions on the contents of the BCR.

5. Office staffing – update

This item is the subject of a confidential minute.

6. School catering tender – update

TF and CL have a meeting with Mike Pooleman, the consultant who is running the process for us, on 23rd October to reduce the number of companies to 5 who will be put forward

"Time and motion" study for types of work carried out in the office

After half term

TF

for the first round of interviews on 4th November. CL wondered how the recent policy change to provide free school meals to all KS1 children will affect lunch time service and how any increase in profit will be dealt with between the school and the caterer; this will be raised with Mike at the meeting. *PC suggested that the kitchen staff can be made to TUPE across to the new caterers and this is something that will also be discussed with Mike.*

7. Site redevelopment update including main site playground and MUGA

TF, MC and Andrew Sweasey have a phasing meeting in the morning with the design manager for the proposed development to discuss how the build could be delivered in practice. Given the loss of playground space, TF and MC are meeting with several providers of playground equipment to gain a good idea of the best options for the grassed area in the main playground. The Friends of Morley have agreed that they will look to fundraise for the playground equipment.

The outcome of the phasing discussions will decide whether or not we can press ahead with work on the possible MUGA on the EY tarmac area or whether it will have to wait until after the site redevelopment is complete.

There will be a Resources Committee meeting on 21st October to give Governors the chance to discuss the development with nothing else on the agenda. TF and MC are putting together a paper for circulation which highlights the benefits of the development and exactly what the Governors are being asked to agree to at this stage in proceedings.

8. Any further finance issues re shift to Resources committee

It was decided that we will see how things work out over the coming weeks and months. There were no additional points raised further to the agenda setting meeting that was held the previous Friday.

9. AOB

None

10. Date of next meeting

As the Finance Committee will now become part of the Resources Committee, CL was thanked for her role as Chair of the Committee for several years and the great help that she has been to Morley over that time.

All decisions pay due regard to the school's equality policy and the Equality Act 2010