

MEETING MINUTES FOR THE FINANCE AND RESOURCES COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
16 th November 2009	5.00 pm	6.35pm
Present	Apologies for Absence	In Attendance
Mr Mike Allen Mrs Tracy Baldwin Mrs Linda Byrne Mrs Tonya Goldring (Committee Chair) Mrs Annette Hillier(Headteacher) Mr Chris Loveday	Mr Patrick Horwood	Ms Elizabeth Billingham(Clerk) Mrs Jackie Edmunds Mrs E Bolton (for presentation – left meeting at 5.25pm)

Item	Subject	Action	Whom
1	Welcome and apologies Apologies were received from Mr Patrick Horwood		
2	Register of Pecuniary Interests and other Conflicts of Interest There were no declarations of Pecuniary Interest or any Conflicts of Interest.		
3	Minutes of the last meeting		
3.1	Minutes were agreed and minutes signed		
4	Matters Arising <ul style="list-style-type: none"> Charging policy would go to the next meeting. Skill audit had gone out to Governors. FMSIS – no further action at present. All matters arising were listed in the agenda.	Agenda FGB	
5	Governor briefing on impact of climate change legislation Ellie Bolton gave a power point presentation (see attached) on the impact that climate change legislation might have on schools and their budget. Schools are the biggest energy users in Hampshire County Council. Schools were usually aging facilities with under efficient heating systems. New technology, ie: white boards, flood lighting etc, was also increasing usage. From 2010 a new system measuring CO2 usage would begin. In 2011 schools would buy into the system at £12 a tonne and schools would then either receive a bonus or penalty depending on usage rating. The rating allowance would work on pupil/floor area of each school. It was stated that the school site staff did try and make the school	To work out current per pupil rate and	Chris Loveday

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	<p>more efficient with in budgetary constraints. The meter readings were made each Monday to help identify faults. Smart energy meters were considered but they were too costly with no significant savings. Before this legislation could come into force it had to have the approval of the Schools Forum.</p>	<p>square metre cost for FGB reporting</p>															
6	<p>Terms of Reference (TOR) The new Terms of Reference were handed out. There were some changes to the last Terms Of Reference and the changes were discussed. RESOLVED: that the Terms of Reference be accepted. Attached to the minutes.</p>																
7	<p>Budget Review and Reconciliation The budget reports were handed out to the committee. Revised budget changes to plan were highlighted and discussed in detail to clarify why changes had taken place. It was noted that the predicted surplus for the year shows an increase from £87961 to £146416. This includes Standards Fund Monies which do not have to be allocated until the end of the academic year. The budget reports including the revised budget plan were signed by the Chair. Handed out the FGB report All reports would be attached to minutes. RESOLVED to recommend to the FGB. Policy changes on reporting School balances are changing. Next year the deadline will be November. This means that budget will need to be reconciled in October and then approved by FGB in November to be reported to County by end November. This year the School Balance Report is due by 31 December 2009. It was discussed that some of the budgeted spend may carry forward into 2010/11 and that this had been considered in preparation of the School Balance Report. Across all budget codes it is anticipated that the uncommitted surplus would total £145500. This is well within the allowed contingency of 4% of budget share which equates to £186500. The committed amounts are as follows: -</p> <table border="0"> <tr> <td>Investment in new Management Information System</td> <td>- £22000</td> </tr> <tr> <td>Further enhancements to MIS</td> <td>- £ 3000</td> </tr> <tr> <td>One to one tuition (Std Fund)</td> <td>- £10000</td> </tr> <tr> <td>Specialist Community (Std Fund)</td> <td>- £40000</td> </tr> <tr> <td>Stemnet Club (Yr2 ring fenced grant)</td> <td>- £ 8500</td> </tr> <tr> <td>Harnessing Technology grant</td> <td>- £ 8000</td> </tr> <tr> <td>ATP surface renewal (Y budget)</td> <td>- £25000</td> </tr> </table>	Investment in new Management Information System	- £22000	Further enhancements to MIS	- £ 3000	One to one tuition (Std Fund)	- £10000	Specialist Community (Std Fund)	- £40000	Stemnet Club (Yr2 ring fenced grant)	- £ 8500	Harnessing Technology grant	- £ 8000	ATP surface renewal (Y budget)	- £25000	<p>To be approved at FGB Reports to be sent to FGB Change FGB meeting to Nov in 2010 Agenda FGB Agenda FGB</p>	<p>JE</p>
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	Contribution to salaries (Y budget)	- £19000	
	TOTAL	- £135500	
	RESOLVED to sign off the School balances report and recommend to FGB.		
	Control assurance statement needs to signed off by FGB in February 2010		
8	Training		
	There was a need to train another Governor in Health and Safety in order to maintain the schools statutory requirements.	Agenda FGB	
9	A.O.B		
9.1	Devolved capital money – there was a need for a clearer idea of site development from HCC	Agenda	
9.2	Cleaning contract was up for renewal. Tender process under way and a time frame was established.	Agenda	
10	Date of Next Meeting		
	1st March 2010 at 5pm		

Meeting closed at 6.35pm

Signed: _____

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