

MEETING MINUTES FOR THE FINANCE COMMITTEE

SWANMORE COLLEGE OF TECHNOLOGY 2009 - 2010

Date	Start Time	End Time
12 th October 2009	5.00 pm	6.35pm
Present	Apologies for Absence	In Attendance
Mrs Tracy Baldwin Mrs Tonya Goldring (Committee Chair) Mrs Annette Hillier(Headteacher) Mr Patrick Horwood Mr Chris Loveday	Mr Mike Allen Mrs Linda Byrne	Ms Elizabeth Billingham(Clerk) Mrs Jackie Edmunds

Item	Subject	Action
1	Welcome and apologies Apologies were received from Mrs Linda Byrne and Mr Mike Allen	
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 and Matter Arising	
3.1	Changes were agreed and minutes signed	
3.2	Matters arising: Item 4.1 HCC had been asked for confirmation to have the £10 tolerance previously agreed. This had been denied. Now every month each line is checked for any discrepancy and annotated. The discrepancy had occurred in rounding figures for NI contributions associated with additional ad hoc payments to staff for lunch time supervision. Audit was confirmed for Feb 25 th . It was agreed that Tonya Goldring would be	Feb 25th attend audit
		TG

Signed: _____

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	the Governor present at the audit.	
	Item 4.2 Charging policy – A draft policy had been written but needed to be cross checked against county and national guidelines.	Clarification with county and national guidelines
	Governors' questions: <ul style="list-style-type: none"> • When could charges be made? There is a distinction between curriculum related activities – which would not normally incur a charge - and those activities that are “embellishments” to the curriculum. • Would deposits be refundable? Deposits may be refundable if the place paid for could be offered to another pupil but this would be under discretion and as a goodwill gesture as it was not a legal requirement. • What would be guidelines for remissions? There needed further advice sought from HCC. It was proposed that at present the college would not use the discretion of remissions. 	To seek further guidance on remissions criteria.
	RESOLVED to accept the Charging Policy without remissions and with the right to review and amend after receiving further guidance.	To recommend to the FGB to accept.
	Item 5.7 Patrick Horwood to meet with Tonya Goldring and Jackie Edmunds to review the budget statements in detail.	Review budget statements.
	Item 8.4 Audit of Governor skills and competences – Ian Troup had details of the past Skills Audit. These results would be obtained and taken to Steering Group.	To chase from IT
		JE
		JE
		FGB agenda
		TG,PH,JE
		TB/Steering Group

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	Item 9.2 It had been confirmed that HCC/College did own the land outside the college fence – Footpath 502.		TB
	Item 10.1 Items on the audit report had been dealt with but a walk through by the Governors was needed to sign these changes off.		
4	Election of Vice Chair of Committee Mr Patrick Horwood was nominated, all Governors agreed RESOLVED: Mr Patrick Horwood was elected to the role of Vice Chair of the Finance Committee	Steering comm. to resolve/set date	
5	Terms Of Reference These would be reviewed and agreed at the November meeting. Some amendments were proposed including a site working group and Health and Safety considerations	Template would be discussed with the Steering Group and changes would be emailed to the Clerk	Steering Group/TG/JM
6	Budget Update The report was handed out and JE went through each line explaining shortfall/over run. A summary would be emailed to the FGB. The college is half way through the financial year and balances reflect this position appropriately.	JE to email to EB and send with FGB agenda	JE/EB
7	Delegated Financial Authority Limits RESOLVED: To recommend to the FGB that the limit of financial authority be moved to £1,000 for Head of Finance and £10,000 for the Head Teacher. All Governors agreed.	FGB agenda	FGB

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Item	Subject		Action
8	Site Expenditures Against Budget		
8.1	The report was handed out and explained. A strategic plan was needed for the site i.e.: PC developments, fixtures and fittings, tennis courts etc.	Agenda item in March	F&R
8.2	All financial reports were agreed and signed.		
9	FMIS monitoring (Procurement and Processes)		
	This internal audit was carried out by a member of staff who took five items and scrutinised the process. Of the five items, one had been seen to be outside the requirements of tender but when reviewed , the invoice for £5551 (just over the £5000 limit) was for continuation work to original work which had been approved. Another contractor was not a feasible option. Governors asked how often such checks are carried out. Every term with a rota of different processes each term, of which banking was the item for consideration this term.		
10	Financial section of SEF and governor involvement.	Agenda after January FGB To be signed off Jan 2010	FGB TB
	It was necessary that the whole Governing body be involved in the SEF. The pupil and staff numbers needed to be checked and confirmed for financial year. This needed to be signed off by the end of January. RESOLVED: TB to be the Governor that signed off the SEF.		
11	Training		
	It was required that all members of the Finance committee be fully trained in Finance for Governors. This was two part training. PH, TB and MG needed to take part in the training.	To book training	LB/TB
12	Date of Next Meeting		
	November 16th at 5pm		

Signed: _____

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Meeting closed at 6.35pm

Signed: _____

Date: _____