

Meeting Minutes

for the

Governing Body

Finance and Resources Committee

Date	Start Time	End Time
26 th January 2009	5.00 pm	7.00 pm
Present	Apologies for Absence	In Attendance
Mike Allen Lynda Byrne Tonya Goldring (Chair) Sue Dewhirst	Julian La Hive (Vice Chair) Annette Hillier (Headteacher)	Jackie Edmunds Sarrah Gravestock Andrew Walkling Simon Harrison Don Snowsill (Clerk)

Item	Subject	Action
1	Welcome and apologies	
1.1	As Chair of the Governing Body, Sarrah Gravestock assumed the chair and welcomed Governors to the meeting. It was agreed that Tonya Goldring's position as Chair of the committee had lapsed during the period between the end of her term of office as a Parent Governor and her re-appointment to the GB as an LEA Governor. It was therefore agreed that it was necessary hold an election for the position of Chair of the committee. Tonya Goldring indicated that she was willing to put herself forward as Chair of the committee. There were no other nominations. Tonya Goldring was elected unanimously as Chair of the committee and assumed the chair.	
1.2	Apologies were noted from Julian La Hive and Annette Hillier.	
2	Register of Pecuniary Interests and other Conflicts of Interest	
2.1	There were no declarations of Pecuniary Interests or any conflicts of interest.	
3	Minutes of the meeting of 24th November 2008	
3.1	The minutes of the meeting on 24 th November were agreed to be an accurate record and were signed by the Chair.	
4	Matters Arising	

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4.1	Re 4.1 – Governors asked if there had been any progress on the development of facilities to accommodate Hair and Beauty courses and were informed that there was no news.	
4.2	Re 4.4 – It was reported that HCC had agreed to part-fund minibus training. The HCC contribution would be approx £400 per person every three years and the school contribution approx £300 per person every three years. Governors asked whether a registered list of the qualified drivers existed and were informed that a list did exist.	
4.3	It was agreed that all other actions had either been completed or were covered by the agenda.	
5	Review of Budget	
5.1	Jackie Edmunds tabled a budget statement showing the spend against plan for the end of December (i.e. 75% through the year) and reviewed the more significant entries.	
5.2	Governors noted that overall pay costs were on track and noted the reasons for some apparent under-spends and over-spends against individual heads. Governors also noted that the under-spend on electricity had arisen mainly due to price volatility.	
5.3	In answer to a number of questions, Governors were informed; that the apparent over-spend in 'Alterations To Buildings' related to the major decorating work that had been carried out early in the year during the summer holidays; that there was an ongoing enquiry with HCC on the costs for 'General Refuse Collection'; that 'Security Systems' was under-spend because it was call-out based; that the annual exam fees would be incurred later in the year.	
5.4	Governors also asked about the under-spend on 'Purchase of Computer Equipment' and it was explained that purchases had been delayed because the individual responsible for specifying requirements	

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	had been absent. However it was also explained that the budget would be available until Aug 09 and Governors were reassured that the budget would be utilised.	
5.5	Governors asked about the over-spend on 'ICT- Hired and Contracted Services' and it was explained that this related to the additional expenditure enabled by the VLE grant.	
5.6	The budget statement was approved by Governors and signed by the Chair.	
6	Financial Benchmarking	
6.1	It was reported that Linda Byrne, Mike Griffin and the Chair had met with Jackie Edmunds the previous week to review the Financial Benchmarking data. They reported that the College was very close to average on all but three measures. Two of these related to staff and it had been noted that they only varied from average because of the way support and admin staff had been classified. If certain staff had been included in a different category (which would have been perfectly acceptable) then both these measures would also have been average. The remaining measure that varied from average related to CVA. Governors were very pleased with the overall results and wished to record their thanks to staff for the successful result.	
6.2	Governors discussed how the results should be disseminated and it was agreed that the Chair would produce a brief summary of the results which would also highlight their significance.	Chair
7	FMSIS Payroll checklist	
7.1	Jackie Edmunds reported that a date before the end of term would be agreed for the Vice Chair to carry out the necessary check.	
7.2	It was noted that the next FMSIS check would relate to purchasing.	

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8	FOSC	
8.1	Sue Dewhirst reported that she had drafted the letter to parents to invite new individuals to volunteer to take over responsibility for the Parents Association. The draft had been passed to the Chair of the GB and the HT and it was expected that the letter would be sent to parents in the near future.	
8.2	It was reported that the issue relating to the accounts of FOSC discussed at the previous meeting was thought to be that Gift Aid of £2000 had been claimed in respect of Lottery income. The Chair suggested that this might have been claimed in error and might have to be repaid but advised that, in her professional capacity, she could determine the precise position if she could inspect the accounts.	
8.3	Governors discussed the pressing need to identify parents willing to take over the running of the Parents Association and to take possession of the accounts from the past chairman. Governors discussed whether Governors could take responsibility for the accounts in the interim but agreed that they should not do this.	
8.4	Governors discussed whether the responsibility for links with the Parents Association should be passed to the Community Committee. However it was agreed that the Community Committee was expressly a Management Committee for the Community facilities. It was therefore agreed that responsibility should remain with the Finance and Resources Committee.	
8.5	Governors further discussed and agreed that it would be useful if any parents identified as having an interest in the running of the Parents Association were to form a Steering Group for a limited period to oversee the transition from the old Parents Association management to new management. It was also agreed that it would be very useful as part of this process to establish a clear rationale for the need for the Parents Association, i.e. to set out the expected benefits for the College,	

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	pupils, parents and Governors.	
9	Annual Control Assurance Statement	
9.1	Jackie Edmunds informed Governors that this should now correctly be called the Statement of Internal Control and offered the statement, featuring the required model wording, to Governors for signature.	
9.2	Governors reviewed the questions contained in that statement and concluded that, to the best of their knowledge, they were confident that the various requirements had been met by the best, conscientious efforts of the administration staff. The statement was signed by the Chair and Governors agreed to recommend it to FGB for approval.	Clerk
10	Surplus Balance Return	
10.1	Jackie Edmunds reported that the Surplus Balance Return had been completed, signed by the HT and the Vice Chair of the Committee and submitted to HCC by the agreed deadline as agreed at the previous meeting. It remained for Governor to approve the submission retrospectively.	
10.2	Jackie Edmunds tabled a copy of the Surplus Balance Return and reported that the predicted surplus funds would be £261,700. Of this amount £128,300 would not be committed which would be within the permissible limit of 4% of total budget for uncommitted funds (4% of £4,515,885 = £180,635) The remainder would be committed as follows; Funds held for curriculum changes Sept 2009 – 2009/10 £25,500 Cost of new Deputy Headteacher post – 2009/10 £68,000 Administrative Staffing – 2009/10 £19,900 ATP surface renewal – 2011/12 £20,000	
10.3	Governors reviewed the return and agreed to recommend it to FGB for retrospective approval.	Clerk
11	Review of Committee TOR	

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11.1	It was agreed to carry this item forward to the next meeting. It was also agreed that all members should review the current TOR for the committee and forward any proposals to the Chair	Clerk All
11.2	In wider discussion it was agreed that the Sarra Gravestock should raise the issue of delegated powers for committees at FGB for wider discussion.	Sarra Gravestock
12	Financial Policies	
12.1	It was reported that Jackie Edmunds was in the process of updating the Charging Policy which would be available at the following meeting for review.	Clerk
13	Sports Hall Floor Repairs	
13.1	Jackie Edmunds reported that the Vice Chair had authorised the order for the repairs to the floor of the sports hall at a cost of £9,980. Unfortunately there had only been one contractor capable of undertaking the task.	
14	AOB	
14.1	Jackie Edmunds presented a further order awaiting authorisation for essential repairs to the kitchen floor at a cost of £6,072. The repairs were required to meet H&S requirements to address a slip/trip hazard and to meet hygiene requirements. Appliances would have to be removed for the work to be carried out as a result of which it would be necessary to upgrade the gas connections which had added significantly to the cost. Governors approved the expenditure and the order was authorised by the Chair.	
14.2	Governors had learned that funds would be available from 2009 to assist disadvantaged pupils in attending after school activities. The funds available would provide up to £300 per pupil. It would be necessary for the College to make the necessary applications where appropriate. It was agreed that the College would be formally notified of the	

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	arrangements by HCC in due course.	
15	Date of next meeting	
15.1	9 th March 2009	

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