

# Meeting Minutes

*for the*

## Governing Body

### Finance and Resources Committee

Date	Start Time	End Time
9 <sup>th</sup> March 2009	5.00 pm	7.00 pm

Present	Apologies for Absence	In Attendance
Tonya Goldring (Chair)	Andrew Walkling	Annette Hillier
Julian La Hive	Roy Birch	(Headteacher)
Linda Byrne	Ellie Bolton	Jackie Edmunds
Mike Allen (Items 4-11 only)	Tracy Baldwin	Don Snowsill (Clerk)
	Sue Dewhirst	

Item	Subject	Action
<b>1</b>	<b>Welcome and apologies</b>	
1.1	Apologies were noted from Andrew Walkling, Roy Birch, Ellie Bolton, Tracy Baldwin and Sue Dewhirst.	
<b>2</b>	<b>Register of Pecuniary Interests and other Conflicts of Interest</b>	
2.1	There were no declarations of Pecuniary Interests or any conflicts of interest.	
<b>3</b>	<b>Minutes of the meeting of 26<sup>th</sup> January 2009</b>	
3.1	It was noted that all references to the Parents Association required minor amendment. In other respects the minutes were agreed to be an accurate record. It was agreed that the clerk would produce a revised version of the minutes, correcting the references to the Parents Association, which would then be signed by the Chair.	<b>Clerk</b>
<b>4</b>	<b>Matters Arising</b>	
4.1	Re 6.1 – It was agreed that, with reference to the Financial Benchmarking, it would have been more appropriate to record that the results for the college were 'in line with other schools' rather than 'average'.	
4.2	Re 7.1 – The date for the Vice Chair of the GB to carry out the FMSIS check had not yet been agreed.	<b>Julian La Hive</b> <b>Jackie Edmunds</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Meeting Minutes

*for the*

## Governing Body

### Finance and Resources Committee

Item	Subject	Action
<b>5</b>	<b>Review of Budget</b>	
5.1	Jackie Edmunds tabled a budget printout correct to the end of February and highlighted and explained the more significant variances and also answered a number of questions from Governors.	
5.2	Governors noted; that expenditure on casual staff was a little over budget due to the employment of exam invigilators, but overall staffing costs were expected to be very close to the budgeted figure at year end; there was a slight overspend on general maintenance but savings against the budget for vandalism repairs; that there had been some one-off purchases of maintenance equipment; that expenditure on fuel bills was expected to be reasonably close to the budgeted figure despite the volatility in pricing that had been experienced; that an investigation regarding water costs had been put in hand due to apparent metered water consumption over the Xmas period when the buildings were not in use; that there had been an overspend against the software budget due to an advance purchase of a software licence; and that there was an overspend in respect of other office expenses due to the purchase of a new management software system. The overspend in respect of H&S equipment had been discussed at the previous meeting.	
5.3	Jackie Edmunds indicated that there were some further purchase orders to be approved by Governors relating to the purchase of ICT equipment.	
5.4	Governors noted that the surplus at the end of the year was likely to be a little higher than originally forecast. Governors noted that the budget out-turn would need to be agreed at the next meeting.	<b>Clerk</b>
<b>6</b>	<b>Review of Committee TOR</b>	
6.1	Julian La Hive suggested that, if the committee structure were to be revised at the next FGB in the way that had been discussed at the WGBT, H&S would become a responsibility for the Fin and Res	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Meeting Minutes

*for the*

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### Finance and Resources Committee

Item	Subject	Action
	committee and that the Site Group would become a working Group reporting to the Fin and Res committee. It was agreed that the Chair and the HT should attempt to put the existing TOR for the Fin and Res committee into the format suggested by Andrew Walkling before the next FGB.	<b>Chair Headteacher</b>
<b>7</b>	<b>Review of Charging Policy</b>	
7.1	Jackie Edmunds reported that she had attended an HCC meeting on charging policy at which she had realised that the college charging policy should be expanded to cover a number of additional issues. Notably there was a need for the policy to cover more aspects of school trips, for example to specify the policy on non-refundable deposits and the policy for setting the costs for a trip, especially whether or not to include in those costs the costs for supply teachers needed to cover for the teachers conducting the trips.	
7.2	It was agreed that it would take time for Jackie Edmunds to fully develop the policy and it was suggested that, since there were issues that would be affecting all schools, she should try to contact a number of other schools for ideas and advice in order to make sure the policy covered all the necessary issues. It was further suggested that it would be a good idea to contact some trust schools where such issues would already be in greater focus.	<b>Jackie Edmunds</b>
<b>8</b>	<b>FOSC</b>	
8.1	It was reported that there had been little response to the call to parents for volunteers to become involved in the running of the Parents Association.	
8.2	Governors were concerned that £6-8K of Parents Association funds were still held by a former officer of the Parents Association who was no longer a parent. It was agreed that the HT should contact HCC legal for advice on this matter but, in principle, Governors agreed that the funds should be secured by ensuring that they were paid into the school	<b>Headteacher</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

# Meeting Minutes

*for the*

## Governing Body

### Finance and Resources Committee

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	account for safe keeping where they could be ring-fenced until such time as the future direction of the Parents Association could be established. It was agreed that the Chair should establish the current position from Sue Dewhirst. It was further agreed that the existing Parents Association bank account should be closed, once the funds had been transferred to the school account, and a new account opened in due course.	<b>Chair</b>
8.3	It was agreed that it would be ideal if the Parents Association could be re-launched in September.	
<b>9</b>	<b>Health and Safety Report</b>	
9.1	It was reported that Mike Griffin, who had professional experience of H&S issues, had completed the H&S checklist but had yet to 'walk' the college to verify all detail. Julian La Hive drew attention to the summary in the checklist and to the fact that there remained a need to complete a large number of risk assessments which he felt should be tackled in order of priority. Mike Allen reported that a new system of managing and recording risk assessments had been put in place since the report had been completed and that training in the process of carrying out risk assessments had been completed.	
9.2	The HT indicated that she was required to comment on and sign the checklist. There were a number of issues where she felt there was a need to clarify and correct certain issues and also felt that there was a need to record that the completion of all the necessary risk assessments would be very time consuming. She also felt that it would be difficult to show evidence of consultation with staff in the checklist because of the limited number of staff association representatives within the college.	
9.3	Jackie Edmunds was concerned about the requirements for all documentation to reside in one place and the issues related to currency that might arise from the need for duplicate working copies to be kept elsewhere. However it was agreed that the critical issues were	

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Date: \_\_\_\_\_

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	to produce a final version of the checklist and a rectification action plan.	
9.4	It was agreed that the necessary course of action was to present the revised H&S policy to the next FGB on 16/3 for approval and then to produce the final checklist and rectification action plan to the next Fin and Res meeting for consideration on 27/4 and for recommendation to the following FGB for approval on 11/5.	<b>Clerk</b>
9.5	It was agreed that Mike Allen should agree a date with Mike Griffin during the Easter holiday to 'walk' the college which could then produce additional comments to be added to the checklist.	<b>Mike Allen</b>
<b>10</b>	<b>AOB</b>	
10.1	Governors discussed the requirement to audit the FMSIS processes during the following Financial Year and the options for doing so. Governors agreed that HCC Audit Services should be employed to carry out the audit.	
10.2	Jackie Edmunds presented two purchase orders requiring authorisation by Governors. One was for digital signage to be paid from the community budget and the other for flooring to be paid from the capital budget. Governors discussed and agreed the expenditure and the documentation was signed by the Chair.	
10.3	Governors asked what the position was with respect to the capital budget. It was agreed that Jackie Edmunds should produce a statement to show the position once each term, the first to be available at the next Fin and Res meeting. It was noted that the college would receive 50% of the 2010/2011 capital budget early in 2009/2010 as a result of a government initiative to stimulate the economy.	<b>Jackie Edmunds</b>
10.4	Governors discussed the options for paying for Governor training and agreed to recommend the Full Access option to FGB for approval.	<b>Clerk</b>

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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### Finance and Resources Committee

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10.5	Julian La Hive indicated that there was a requirement to review the SEN budget. It was agreed that the HT would present a brief summary to FGB and would report more fully to the next Fin and Res meeting.	<b>Headteacher</b>
10.6	The Headteacher reported that the admissions process for 2009/2010 had been completed and that 269 pupils had been offered places.	
<b>11</b>	<b>Date of next meeting</b>	
11.1	27 <sup>th</sup> April 2009.	

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