



Gusford Primary School

The *Active Learning* Trust

"Promoting Achievement and Success"

**Meeting of Finance and Property Committee
held on Wednesday 2nd November 2016, 5.30pm
(rescheduled from 16th October 2016)**

Present:	Mr Gavin Fisk (Chair)	GF
	Mr Richard Marlow (Bursar)	RM
	Miss Trudy Stannard	TS
	Mr Colin Tapscott	CT
Apologies:	Mr Daniel Bloomfield	DB
	Mrs Janet Shanks	JS
In Attendance:	Mrs Toni Cornish (Clerk)	TC

No.	Item	Explanation	Who	Time
1.	Apologies:	Given and noted above.		
2.	Membership:			
		The Terms of Reference were reviewed and no changes deemed necessary. It was noted that since Roland Fothergill's resignation, there was a vacancy on this committee.		
3.	Confirmation of Minutes and Matters Arising from the last meeting			
		The minutes of the previous meeting held on 13 th June 2016 were reviewed. The minutes were agreed as a true and accurate record of the meeting. Staffing Update Maternity Leave: CT confirmed Richard Dedicoat has been appointed to cover LU's maternity leave. He is currently appointed as 0.6 FTE which will increase to 0.8 FTE to cover other staff absence. An extract from FGB minutes dated 10 th October 2016 is below. It is no longer necessary to publish discussion on this subject under Part B confidential items. <i>Richard Dedicoate will be providing cover for Lauren Urquhart's maternity leave, Mrs Clayton and Ms Headlam's absence. RD is up to speed with monitoring and contributes positively to the school's ethos. A thorough handover has taken place and it was good that Y6 parents were made aware in advance of those parties covering. CT is aware of another potential staff absence in the future but is reassured capacity will be there to cover.</i>		
4.	Opportunity to declare an interest on any item on the agenda			
		There were no interests declared.		
5.	Policy Review			

	<p>Governors Allowances – It was noted this policy was listed for review however, Governors noted this policy was an ALT policy and no changes had been made. Governors noted the contents. The policy review schedule will be updated accordingly.</p> <p>Scheme of Delegation – Governors noted the changes necessary to Record of Financial Responsibility below.</p> <ul style="list-style-type: none"> • Item 4 – Bank account signatories. Remove L. Hook, add S. Clayton. Consider signatory whilst L. Urquhart is on maternity leave. • Item 5 - Budget holders to be amended where relevant. • Item 6 – List of certifying officers (petty cash etc) – Replace T. Mason with R. Marlow and remove L. Hook but retain L. Urquhart. <p>It was agreed once amendments have been made, this document will be presented at the Full Governing Body meeting for approval.</p>		
	<p><u>Actions Agreed</u></p> <ul style="list-style-type: none"> ▪ RM to update Scheme of Delegation as discussed and present to next FGB meeting. 	RM	05/12
6.	Finance Update		
	<p>Finance Audit – RM reported an audit had taken place on earlier in the week and Auditors had visited other schools across the Trust, including Gusford. The audit was to ensure the Trust were compliant with EFA guidelines. The Auditors attended, looked at evidence, including elements of payroll and raised a couple of other questions. The audit was completed satisfactorily.</p> <p>Financial Management Accounts – RM circulated the accounts dated 31/08/16 to Governors ahead of the meeting. RM reported the position at year end was healthy with a carry forward estimated at of £213,405.60. RM produced a separate summary on income and expenditure. Points to note were:-</p> <p>Income</p> <ul style="list-style-type: none"> ▪ GPS1056 Extra income on UFSM. When reviewing the budget last year there was uncertainty regarding the level of income. Successful attendance for lunch on census day has resulted in increased funding. <p>TS questioned what does other income GPS1090 relate to. RM confirmed this is mainly extra early year's income and there were more children in nursery than originally anticipated as a recruitment drive generated more interest. The higher income from additional children offset expenditure.</p> <p>Expenditure</p> <ul style="list-style-type: none"> ▪ GPS3210 Electricity – There have been savings on electricity, mainly due to bill not being paid in the previous year and accounting showing less expenditure. Solar panels have also contributed to a reduction in electricity. ▪ GPS4025 Photocopying – Default Black and white printing has resulted in a saving. ▪ GPS5000 Catering – The previous budget was set for Eats and with the change in contractors to Caterlink, their costs are less. Food quality has improved. GF noted initial complaints when Caterlink took over have now subsided. RM explained how there were restrictions on menu items, i.e. green beans that were not always appealing. Discussions have taken place with the aterlink Operations Manager and the menu has been tweaked. ▪ GPS5145 General Office Costs – TS questioned how these have reduced. RM explained there was nothing specific but that the office hold a large budget 		

	<p>for stationery etc. Email is now used as opposed to printing and sending paper copies.</p> <ul style="list-style-type: none"> ▪ GPS6000 Course Fees – TS questioned whether the reduction was due to courses being provided in-house. RM explained CT has been in charge of budget and has been very strict by ensuring training provided links with SDP priorities. Mentoring and collective training in-house as opposed to external provides greater value at lower cost. <p>GF noted expenditure costs were mainly back office and questioned whether the educational IT equipment for pupils is this sufficient. CT confirmed there would be more expense this year and that Collette Bourne (IT) was very good with procurement, sourcing refurbished items etc. IT still requires some improvement.</p> <p>Budget Re-base Sept 16 – Aug 17 Circulated by RM ahead of the meeting. In summary, CT confirmed the budget is in a healthy position. The budget rebase has taken place for review and approval by the ALT board. The carry forward will need to be refocused. Pupil numbers have risen, resulting in an increase in income and staffing expenditure allows necessary cover for high needs during the next year. Building projects are planned to refurbish the toilets and a learning bus has been budgeted for. CT also highlighted a reduction in income from lettings of £5,000 due to a previous hirer deciding to use their own building.</p>		
7.	Health and Safety Action		
	<p>Governors noted a health and safety audit had been carried out by the Trust to ascertain whether the school required any additional support. The outcome report is awaited but overall this was positive. It was noted a risk management report will need to be carried out with regard to legionella and evidence of training carried out by Michael Carley (Premises Manager) will need to be provided.</p> <p>GF confirmed the outcome of audit will be emailed to Governors and any actions will be discussed at the next Full Governing Body meeting.</p> <p>It was noted an internal property inspection is due to be carried out. GF agreed to contact RM to arrange.</p>		
8.	Income Generation		
	TS questioned whether any income generation could be made by hiring out the school swimming pool. CT explained this had been considered in the past but was not feasible.		
9.	Premises Matters		
	<p>CT reported the school had secured a double decker bus, already converted for learning at a cost of £7,000. The bus will create valuable space for learning, small group work and will be positioned near to the adventure playground. Finances have been allocated to conversion works, to redecorate, rebrand and add heating etc. It is anticipated the bus will arrive on Friday 4th November. Planning permission is not required. Governors noted this was good value for money.</p> <p>RM reported the annual play equipment inspection had taken place with a few minor points raised. Work to the hedges had been carried out by contractors for Ipswich Borough Council. This was previously the responsibility of contractors Vertas.</p>		
10.	Any other business		
	RM circulated to Governors three quotations received for new interactive touch screen boards. RM explained how interactive whiteboards do wear out and that these touch screen boards have a brighter display but work the same as whiteboard without the need		

	<p>for a projector. It was noted the current whiteboards/projectors last over 10 years however, they do not have bulbs to replace. The touch screens do not have any ongoing costs and any spare projectors can be reused elsewhere within school. <u>GF questioned whether the screens use wi-fi/Bluetooth.</u> CT was not aware of this option but could be a feature added in the future.</p> <p>3 quotes have been obtained. AVUnit are the preferred supplier. The school have used them before and they were good with installation, local and quick to attend for any problems. Governors were happy to support this purchase– 3 screens and if funds available in future purchase a fourth. RM agreed to contract AVUnit to negotiate a lower price. Governors noted this expenditure was under the £5,000 governor limit.</p> <p>Clerking – TC reported interviews had taken place for a new Clerk and an appointment made. The newly appointed Clerk will attend the next Full Governing Body Meeting to shadow TC with a view to taking over in the new year.</p>		
<p>11.</p>	<p>Date and time of next meeting</p>		
	<p>The next meeting will held at 5.30pm on Monday 6th March 2017.</p>		

The meeting closed at 18:30pm

Minutes Agreed

Name: _____

Signature: _____

Date: _____