

THORNDOWN PRIMARY SCHOOL
Minutes of the Finance Committee Meeting
Wednesday, 18 June 2014 at 7.45 p.m.

Membership of the Finance Committee :	
Vicci Godbold	Head
Paul Bullough	PB
Frank Newton	FN
Steve Mitchell	SMIT
Sophie Dale	SD
Rob Jagger	RJ
Helen Cooper (Non-governor for this committee)	HC

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Paul Bullough, Rob Jagger, Frank Newton and Steve Mitchell were present.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk)		
1.3	The meeting was quorate with 5 governors present.		
1.4	Apologies for absence: Sophie Dale.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger reminded the committee that his wife was an employee of the school.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to consider under Any Other Business.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes of previous meeting held on 7 May 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the seven Action Points from the meeting were cleared (points 2, 3, 6 and 7), although the school is waiting for confirmation from the LA regarding Action Points 6 and 7.	Aut 14	HC
3.3	Action Point 1 is ongoing in the Autumn term 2014.	Aut 14	Chairs of L/D & Finance / Head
3.4	Action Points 3 and 4 were discussed together, and need to be re-visited at the next committee meeting in September 2014 (see agenda item 6.3 below).		

4.	Headteacher's report		
4.1	The Headteacher and HC (School Business Manager) referred to the BCR report, and the notes, circulated to the committee prior to the meeting.		
4.2	<p>Key points included:</p> <ul style="list-style-type: none"> • An underspend on Teachers Pay so far this year but new staff are being appointed for September 2014; • High costs for Supply and Agency staff due to staff absence; • Building Maintenance underspend. It was noted that this budget will be used for costs incurred with electric and gas meter removal; • Water and Sewerage – a substantial increase in monthly charges was received last month. This is being discussed with Kier as the increase is due to Kier usage of the water from the tap outside the kitchen to the building site; • Electricity - a substantial rebate has been received due to incorrect meter readings; and • Gas - a significant underspend. The mains gas has been turned off to the Classroom mobile and the Thorndown Centre in preparation for the move. 		
4.3	Pupil Premium Funding (PPF) is allocated by academic year not financial year. Payment for staff interventions and for the SENCO will start in September 2014.		
4.4	A payment of approximately £30,000 will be made from the Devolved Formula capital (DFC) budget, to the County as our contribution to FF & E in the new build.		
4.5	A Capital payment of £9,260 will be made to the school to cover expenditure for the introduction of FSM in Key Stage 1, and has already been earmarked for new seating for the dining hall.		
4.6	The kitchen equipment in the new build has been provided for the school by the County. The committee agreed it would review the use of CCS in 2014/15 as part of its overall review of maintenance, cleaning and catering services.	Aut 14	Head/HC
4.7	Governors asked questions regarding the introduction of the Sports Premium Funding. A statement regarding how this money is on the school website, as well as the statement re PPF.		
5.	Chair's Action		
5.1	There was no action to report.		
6.	Review of revised Policy Schedule & Work Schedule		
6.1	The revised Policy Schedule and Work Schedule required the committee to consider progress or		

6.2	<p>monitoring of work in a number of areas, including:</p> <p>Financial Scheme of Delegation HC provided the committee with the statement of the Roles and Responsibilities of the committee and the Scheme of Delegation. HC agreed to check for additional guidance notes for this document.</p>	Aut 14	HC
6.3	<p>Terms of Reference The Financial Scheme of Delegation includes the Terms of Reference for both Finance and Premises. The Premises Committee have already suggested revised Terms of Reference for the joint committee. The Clerk to check these documents and to add this item to the agenda for the next committee meeting in September 2014</p>	Sept 14	Clerk
7. Any Other Business			
7.1	The Finance Committee will be joining up with the Premises Committee in the new academic year, and meetings will be held on Thursdays at 7.30 pm. It was agreed that issues around Health & Safety would need to be addressed by a sub-committee of this group.		
7.2	There being no other business the meeting closed at 8.28 pm.		

Summary of Finance Committee Action Points – 18 June 2014

AP No. Fin.	Action Point	By Whom	Outcome
1.13/14	3.2 The School Fund to be included in the School Budget Plan for the financial year 2014/2015.	HC	
2. 13/14	3.2 Investigate changing current working practice to include making all payments by BACS.	HC	
3. 13/14	3.3 Meeting in October 2014 to discuss attainment priorities for the academic year and to look at cost implications.	Chairs of L/D & Finance / Head	
4. 13/14	4.6 review the use of CCS in 2014/15 as part of its overall review of maintenance, cleaning and catering services.	Head/HC	
5. 13/14	6.2 HC agreed to check for additional guidance notes for the Scheme of Delegation.	HC	
6. 13/14	6.3 The Clerk to check the Financial Scheme of Delegation and the Terms of Reference against the revised Terms of Reference for the joint committee. The Clerk to add this item to the agenda for the next committee meeting in September 2014	Clerk	