College Town Primary School



**Staff and Finance Committee Meeting**

**Monday 24th September 2018**

**DRAFT - Minutes**

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| **Present**  |
| Tony Whiddett (TW) | Chair of the Committee & Co-opted Governor |
| Rita Carvosso (RC) | Chair of Governors (Link & Authority) |
| Trudi Sammons (TS) | Headteacher |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Emma Batten (EB) | Staff Governor |
| Toni Barton (TB) | Parent Governor – left at 8.25pm |
| David Spence (DS) | Co-opted Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| **In attendance**  |
| Cath Wadsworth (CW) | Business Manager |
| Gemma Yates (GY) | Clerk |
| **Apologies**  |  |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |

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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**Jenny Hipkin |  |
| 2.0 | **Declaration of Pecuniary Interests and Business Interests:** As FGB meeting |  |
| 3.0 | **Minutes of the Last Meeting:**Previous minutes were approved as a true representation of the meeting held 21st May 2018. The minutes were signed by TW. |  |
| 4.0 | **Terms of Reference:**TS reported that point 13 and 14 refer to a Deputy Head. CW to remove.TW asked for any further comments. None reported.Terms of Reference adopted as new terms once amended. | CW |
| 5.0 | **Financial update:**CW provided a report prior to the meeting for all Governors to review.* Main Budget – CW reported that there had been some difficulties with working on 2 budgets separately – the PP grant had not been correctly split between CTJS and CTPS - but that any errors will be corrected this month. TW explained to new Governors about the corrections for accounting purposes.
* Extra funding has been received for CTJS for exceptional in year growth as well as funding support for TS time as Exec Head. This has been added to the Junior budget. Once the Junior budget has been closed any balance will be transferred to the Primary school budget.
* An error was made rounding up the NI on staff who have a part time contract. CW reported that it is now being monitored.
* TW explained to the new Governors the status of the budget for CTPS and the impact the additional funding for CTJS had on this. No questions were asked.
* CW asked the GB if there were any further questions regarding the budget and spends. No questions were asked.

Capital* There has been no capital expenditure and the remaining junior capital will be transferred to CTPS at some point.
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| 6.0 | **Site Report:**The Governors received a site report prior to the meeting to review. CW asked if there were any questions relating to the report. No questions were asked.TW and DS reported that they are due to have a walk around the site with site controller. This will be completed once the building work on the school is completed. The date is TBC with TS and Site Controller | TW/DS |
| 7.0 | **Policy & Procedure Updates and Approvals:**All agreed and approved at FGB meeting. |  |
| 8.0 | **Item and Documents for Approval:**The following documents were present for approval:Delegated contract authorityPayroll register of certifying officersRevenue and capital certifying officersRegister of authority for use of procurement cardEqual opps. Monitoring form for school year 2017-18CW informed the GB that the finance assistant will now raise any orders, TS or EB will sign the orders and CW will authorise payments with a limit of £2500. This is to add another level of segregation of duties and minimise potential for fraud. TS requested that the limit on the school procurement card be raised from £500 for a single transaction to £750. TB informed the GB that there have been a couple of instances over the summer where a higher limit would have provided the ability to secure better value on purchases (e.g. 3 yr warranty on equipment). CB asked who would be required to authorize the raise. TW informed all that it is the GB decision and ask if all agreed to the change. The GB agreed and CW informed the GB that she would complete an amendment form and send to BF.CW asked the GB if the Equal Opps document had been read and digested by all Governors. The GB agreed. Private school Fund Check update:TW explained to the new Governors what the private school fund is.CW explained that the check was yet to happen but will chase up the report ready to present at the next meeting in Nov. **All documents were approved by the GB and signed by TW** | CWCW |
| 9.0 | **AOB:**None |  |
| 10.0 | **Date of Next Meeting:**Monday 19 November 2018, 7pm at College Town Primary School |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 24 September 2018**

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| **Ref** | **Action** | **Date** | **Owner** | **Status**  | **Comments** |
| **Action 1** | Remove Deputy Head from the Terms of Reference, point 13 and 14. | ASAP | **CW** |  |  |
| **Action 2** | Walk around the site with site controller once the building work on the school is completed.  | Once work is signed off | **TW/DS** |  |  |
| **Action 3** | Complete an amendment form and send to BF to raise individual purchase limit from £500 to £750. | By next meeting | **CW** |  |  |
| **Action 4** | Chase the Private School Fund report.  | By next meeting | **CW** |  |  |