**MINUTES OF A MEETING OF THE FINANCE COMMITTEE OF PENSBY PRIMARY SCHOOL, HELD ON 27 FEBRUARY 2023 AT SCHOOL**

**NON-CONFIDENTIAL MINUTES**

Membership of the Committee:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Governor Type | Date Term Ends | Responsibility | In attendance |
| Kate Brown | Headteacher |  |  | Apologies |
| Barry Smalley | LA Governor | 26/5/25 |  | Y |
| Yvonne Clarke | Co-opted Governor | 1/12/25 |  | No Apologies |
| Julie Evans | Co-opted Governor | 20/1/25 | Committee Chair | Apologies |
| Sue Evans | Co-opted Governor | 27/4/24 |  | Apologies |
| Dave Spencer | LA Appointed Governor | 1/12/25 |  | Y |
| Jennie Lawrence | Parent Governor | 26/5/25 |  | Y |
| Gareth Lewis | Parent Governor | 7/4/26 |  | Apologies |
| Mitchell Mills | Parent Governor | 7/4/26 |  | No Apologies |
| In Attendance |  |  |  |  |
| Kim Yeardsley-Jones | Office Manager |  |  | Y |
| Carolyn Totty | Clerk to Governors |  |  | Apologies |
| Kirsty Wright | Deputy Headteacher |  |  | Y |
| Joanna Barker | LA Bursar |  |  | In part |

1. **APOLOGIES**

Apologies for absence were received from Mrs Brown, Mrs S Evans, Mrs J Evans and Mr G Lewis

Resolved: that the apologies were accepted

1. **DECLARATION OF PECUINARY INTEREST**

There were no declarations of interest in the agenda items.

1. **MINUTES OF LAST MEETING**

Governors reviewed the non-confidential minutes of 25 November 2022.

Resolved**:** that the minutes were agreed as an accurate record of the meeting**.**

1. **MATTERS ARISING**

|  |  |  |  |
| --- | --- | --- | --- |
| Action | By Who | By When |  |
| to add Election of Finance Committee Chair | Clerk | Autumn FGB agenda | Add to Spring FGB agenda |
| to add Election of Curriculum Committee Chair wef 1/9/23 | Clerk | Autumn FGB agenda |  |
| to add the following items   * Manual of Financial Procedures and Policies 2022/23 * Authorised Signatories * Asset Inventory 22/23 * School Charges * Cashless System contract change | Clerk | Spring term Finance Committee Agenda: | Add to Spring FGB agenda |
| to discuss the SFVS with SBM | Chair and Finance Committee Chair | Spring term Finance Agenda | Governors present to complete Financial Skills Audit |
| to add SFVS | Clerk | Spring term Finance Agenda | Completed |

**Action: Clerk to add to add the following items**

* **Manual of Financial Procedures and Policies 2022/23**
* **Authorised Signatories**
* **Asset Inventory 22/23**
* **School Charges**
* **Cashless System contract change**

**to the Spring term FGB agenda**

1. **BUDGET 2022/23**

The 2022-23 P10 Budget report was circulated to Governors at the meeting

* Year 3/4 will have their budget figure increased, however amount is still to be decided.
* M.S.A.G support grant £35,667 from April.
* Electricity is forecast to increase by 61.78% gas by 103.29%.
* Discussion on overspend on teachers (£9,000).
* TA’s. (£20,000) maybe partly due to the 3 - 1 to 1 support being provided as the school has to pick up some of this cost.
* Presently the budget is overspent by £26,858 which will prevent the school from setting a budget.
* Draft budget for 2023/24 not available for the meeting.
* 3 year forecast discussed.
* Covid -19 income, monitoring ongoing.

Resolved: that the 2022-23 P10 Budget be approved

The Chair thanked the Bursar for her report

The Bursar left the meeting at 14:45pm

1. **FINANCE**

* Manual of Financial Procedures and Policies 2022/23
* Authorised Signatories
* Asset Inventory 22/23
* School Charges
* Cashless System contract change

An updated authorised signatory list was circulated at the meeting

No other documents were available

Resolved: that the authorised signatory list be approved

1. **SFVS**

Resolved: that the Chair of Governors discuss the SFVS with the Headteacher and SBM

**Action: Clerk to add SFVS on to the Spring term FGB agenda**

1. **PPG GRANT**

There were no updates to expenditure

1. **SPORTS AND PE GRANT**

There were no updates to expenditure

1. **BENCHMARKING**

The 2021-22 Benchmarking document was circulated at the meeting. A Discussion took place around where the school sits in respect of similar school in the area and nationally

**Action: Clerk to add Benchmarking to the Summer term Finance Committee agenda**

1. **PREMISES AND BUILDINGS**

A premises and buildings meeting has not been held since the last meeting

1. **CONTRACTS**

The following SLA was discussed

* Move from **Techeese**??? to Hi Impact

**Was this approved??**

1. **GIFT REGISTER**

One entry has been made for a gift of £15

1. **DFC**

Decisions on how the additional income from the DfE for energy efficiencies are to be

spent have not yet been made

1. **AUDIT UPDATES – GDPR**

The school uses Arbor. Annual audit has not yet taken place

1. **BAD DEBT WRITE OFF**

**Resolved: that there are no bad debts to write off**

1. **HEALTH AND SAFETY UPDATE**

* Fire Safety Update
* Accident Reports

Resolved: that there were no updates available

1. **POLICIES**

Resolved: that there were no policies to discuss

1. **DATE AND TIME OF THE NEXT MEETING:**

19 June 2023 at 1:00pm

Signed …………………………………… Date …………………………………….

**MINUTES OF A FINANCE COMMITTEE MEETING OF THE GOVERNING BOARD OF PENSBY PRIMARY SCHOOL HELD AT THE SCHOOL ON 27 FEBRUARY 2023**

**CONFIDENTIAL MINUTES**

**Present: As for Part One/ Non-Confidential**

1. **MINUTES OF LAST MEETING**

Governors reviewed the confidential minutes of 25 November 2022 and agreed them as an accurate record.

**RESOLVED:** that the minutes were approved

1. **MATTERS ARISING**

There were no matters arising

1. **STAFFING UPDATE**

* Ms Wolland has been appointed as a full time Teacher
* A letter has been sent to Ms Hughes, TA, who has previously requested to have Friday off, with a number of options
* The present situation with lunchtime arrangements are having an impact on staff. As is the staffing of the office.

**Action: Chair of Governors to discuss the lunchtime arrangements with the Headteacher**

Catering manager backpay.

Since the recommendation is to pay back to January 2019 this would impact on the grade point allocated.

**Action: Chair of Governors to discuss the grade point allocation of the Catering Manager with the Headteacher**

There being no further business to discuss the meeting closed at 12noon

Signed …………………………………….… (DATE) ……………………………….

**Action list**

|  |  |  |
| --- | --- | --- |
| Action | By Who | By When |
| to add Election of Finance Committee Chair | Clerk | Spring FGB agenda |
| to add Election of Curriculum Committee Chair wef 1/9/23 | Clerk | Spring FGB agenda |
| to add the following items   * Manual of Financial Procedures and Policies 2022/23 * Authorised Signatories * Asset Inventory 22/23 * School Charges * Cashless System contract change | Clerk | Spring term FGB Agenda |
| to discuss the SFVS with Headteacher and SBM | Chair of Governors | Spring term FGB meeting |
| to add SFVS | Clerk | Spring term FGB Agenda |
| to add Benchmarking | Clerk | Summer term Finance Committee agenda |
| **Confidential** |  |  |
| to discuss the lunchtime arrangements with the Headteacher | Chair of Governors | Spring term FGB Agenda |
| to discuss the grade point allocation of the Catering Manager with the Headteacher | Chair of Governors | Spring term FGB Agenda |