**Finance & Premises Committee Meeting**

**Wednesday 7th October 2015 - 8.30am – i52**

## Present:

Mr C Vaughan-Governor (Chair of F & P Committee)

Mrs L Hedden (Chair of Governors)

Mrs R O’Hara (Governor)

Mr A Worth-Governor

Ms C Herman-Headteacher

Mrs C Owens-Business Manager

Mrs D Matthews-Finance Manager

Mrs L Smith-scribe

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| 1. | Apologies Dave Simpson  Andy Lunn |
| 2. | **Minutes of last finance & Premises Committee meeting**  The minutes from the last meeting dated 17th June 2015 were previously circulated and agreed to be a true reflection of this meeting. |
| 3. | Matters Arising from the last finance & premises committee LH – enquired whether CO had heard anything further about using Smile Travel Company for Capetown. CO explained that she has chased R Abson-Bennett twice and awaits his response.  Solar Panels – CO informed Committee that a pre-installation meeting was being held later that day to discuss details prior to commencement of works at half term. It was noted that the School had concluded agreement on this installation days before the Government had changed policy which would have reduced the financial advantage to the School.  Estimated carry forward – to be discussed later in this meeting.  Supply and cover – CO informed the Committee that as at end September 2014 a total of £1,450 had been spent on cover. At the end of September 2015 only £120 had been spent. CV and the Committee wished to convey their thanks to K Whordley for these significant savings. |
| 4. | **Business Interests update**  LH declared that she is working with “TKAT” in as a project leader. |
| 5. | **Finance Reports**  **Year end 2014/15**  CO gave an overview of the draft year end figures, (awaiting audited accounts) that had been distributed prior to the meeting. The gross carry forward was £331,417 however, CO explained that £142,534 was ring fenced budgets that must be carried forward, therefore the net carry forward was £188,883. As the anticipated net carry forward for budget purposes was £200,000 it has been necessary to adjust the budget to allow for this shortfall, therefore the Headteacher’s School Improvement budget has been reduced by £11,117. (See virement one). Governors approved this amendment.  **Estimated Outturn**– Committee agreed that it was too soon in the term to rely on the Estimated Outturn figure to provide an accurate figure of the position at the end of the year, it was only a best estimate at this stage.  CV queried where the reduction of £11K was shown – CO identified the cost centre relating to HT’s school improvement budget where the reduction had been made.  CO informed the Committee that since the budget was agreed a couple of staff had decided to join the pension scheme which will add to the staffing costs.  CV raised a question regarding last years’ redundancy costs. CO advised that they were the same as anticipated in the summer, as nobody secured a job elsewhere by 1 September.  CV queried the £54,000 that was currently showing as miscellaneous on the ECF summary. CO explained this was shown on the cost centres as devolved formula capital and should therefore be shown under capital expenditure on the summary. CV will make the adjustment to the summary.  **Virements** – There were three virements. CO gave explanation and they were duly approved and signed.  **Cashflow** – CO had added a breakdown of the month’s reconciliation amounts to the spreadsheet. Governors agreed this was helpful. The cashflow was discussed and noted. |
| 6. | **Contracts for Renewal**  CO explained to the Committee that both the cleaning and catering contracts were now in the final year of their 3 year term. As both are currently running well and because of OJEU regulations, going out to tender again would incur excessive costs. CO recommended that the contracts were extended. Governors were content for the Pabulam contract to be extended provided the same type and level of benefits to the School could be secured in a new contract. (ie additional equipment for the kitchen) It was clear from sales that customers were happy with the service provided.  Governors were content for the cleaning contract to be renewed provided that benchmarking was undertaken ahead of the renewal of the contract, to ensure that we could demonstrate good value for money. **CO to action both of these**.  **Essex payroll and ICE**  CO requested Governors approval to continue to use Essex Payroll services. CO commented that the service was not without fault, but it was generally agreed that due to the nature of schools payroll including teachers’ pensions, it was probably still the best option. The cost is approximately £7,900 p.a. and is comparable to other providers. Governors gave approval.  ICE – (RO) – CO asked whether Governors wished to continue with this service as the checking exercise varies little from year to year and a saving of £1,300 could be made. It was however felt prudent to retain this service but in the meantime ask our auditors what their charge for this service would be. **CO to action.** |
| 7. | **Premises Report**  This report was previously posted on Weebly for Governors – all agreed that an enormous amount of work had been undertaken during the summer holidays by the site team. Governors asked that their thanks be passed to that team. AW was interested in the new sound and lighting in the hall and CO suggested that he liaise with the Music Department for further information.  CJH explained to the Committee who the Christian Workers are and what they do and how they have come to reside at SHS now. CJH also gave an explanation about the Extended Schools Service that have also been given accommodation at SHS. Governors agreed that the convenience and added benefit of having this resources on hand enhanced the School’s provision.  CO explained to the Committee that in order to have enough evidence for the next round of CIF bids it is necessary to obtain an M & E design for the remaining pipework. Discussion took place on remaining works that need doing, such as boiler house, pipeworks and remaining cladding. Governors understood that should the bid not be successful the design work commissioned could be used for a subsequent the following year, without further expense. Priorities for bids were also discussed and governors agreed the pipework together with the remainder of the cladding should be the two bids for this year. They remain the last two £500k+ major projects which were pressing. CV agreed that it is important to invest in design costs to ensure the bid was the best supported it could be and it was agreed to engage MLM Consulting Engineers Ltd at a cost of £17,210. |
| 8. | **Letting Rates**  The reasons for increases were discussed and the Committee concurred with these increases. |
| 9. | **Risk Register**  LH to amend the wording accordingly with No. 1 and present at the next meeting. It was felt that it may be possible for further changes to be made after November 1st. |
| 10. | **Terms of Reference**  LH suggests we change wording under membership to a minimum of 4 plus the Headteacher and under Quorum, 2 members not including the Headteacher.  **LS ToR to KW once completed.** |
| 11. | **A.O.B.**  DM notified the Committee that one of the NatWest Bank accounts which was no longer used had been closed. Governors approved of this action. |

**Date of next meeting – Wednesday 25th November 2015, 8.30am in i52**