

Finance Committee Meeting Minutes

Monday 11th October 2021 10am – 11am

Present:

David Cook (Headteacher), Jane Henshall (Gov FC Chair),
Helen Moloney (Gov), Leanne Brown (Gov), Nicki Neilson (AO),

Apologies:

Audit recommended checks:

1	Check Income Folder	JH checked income folder and BACs and approved.
2	BACS (Check for consecutive numbers)	

Minutes of the last meeting

The minutes of the last committee meeting were accepted.

Action	Update	Owner
Update & amend school asset register	Work in Progress – ITS are providing a list of IT. NN to update all assets	NN
Contract Review Schedule	Create list of contracts, costs and renewal dates.	NN

FY 21/22 Budget

NN reviewed the budget summary that has a surplus of £21.6k (removing the pension contribution costs for pre-school and the proposed salary costs for catch up).

Pre school rent was charged – needs to be coded into School cost centre.

LB raised question over report, NN & LB to spend time reviewing.

Next meeting with Wiltshire Council is Thursday 21st October.

PE Budget – meeting with VN and a clear plan on how this is to be spent.

NN has created a summary for costs to Pumpkins for overheads.

Some questions over coding.

Premises

Quotes required for:

- Fire Doors
- Access System
- Nature Zone (VN)

NN to create a list of maintenance tasks with a timescale and budget

Staffing

DC suggested using Covid Catch up budget to provide a TA for Class 2 to support pupils who missed out during lockdown. Also an MDSA to support play times for those struggling after so long in lockdown. With the money from Covid Catchup it is thought this could be covered.

Class 2 teacher to go for pay review – this needs to be factored in to budget.

Pre-school

Actions from last pre-school meeting were reviewed and either cleared or carried over below.

Future Chair of Finance Committee

LB volunteered to be the FC Chair.

AOB

Actions

Action	Update	Owner
Update & amend school asset register	Work in Progress – ITS are providing a list of IT. NN to update all assets	NN
Contract Review Schedule	Create list of contracts, costs and renewal dates.	NN
Pre School rent	£1200 Term 3 rent to be coded to School cost centre	NN
Maintenance	List of maintenance requirements with timescales and costs	NN
Pre-school	Chargeable utilities to be discussed with Amanda. NN has a summary which needs to be discussed. NN has asked Amanda for a date. Needs to include longer term agreement for use of school facilities	NN/DC
Pre-school	Accounts to be closed once pension reimbursement is sorted	NN/LB
Pre-school	Pre-school website and social media to be closed.	DC
Strategic Review	Share short, medium and long term goals with FOLS	DC