

Finance Committee Meeting Minutes

Monday 10th January 2022- 9.15-10.30am

Present:

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

Apologies:

NONE

Audit recommended checks:

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

Minutes of the last meeting

The minutes of the last meeting were accepted. Action updates below:

Action	Update	Owner	Update 10/1/22
Update & amend school asset register	Work in Progress – ITS are providing a list of IT. NN to update all assets	NN	IT updated, rest of assets work in progress
Contract Review Schedule	Create list of contracts, costs and renewal dates.	NN	Work in progress.
Pre School rent	£1200 Term 3 rent to be coded to School cost centre	NN	Done
Maintenance	List of maintenance requirements with timescales and costs	NN	Work in progress
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	Invoice Pumpkins for Utilities from Sep-Dec - £1106.04 Jan-March to be included this FY.
Pre-school	Accounts to be closed once pension reimbursement is sorted	NN/LB	Remove from agenda going forward
Pre-school	Pre-school website and social media to be closed.	DC	Website closed, Facebook changed to permanently closed, photos deleted. Needs to be taken out of the Sherston Cliffhanger – CM to action
Strategic Review	Share short, medium and long term goals with FOLS	DC	Meeting with FOLS in Jan.

FY 21/22 Budget

NN reviewed the budget summary:

- £7.9k overspend – allowing rollover of £16.6k
- Income: £4k over (travel supervisor £1200 and extra covid income)
- Staffing: £5k deficit – some mis budgeting, some extra costs to support covid catch up
- Premises: £3.4k deficit – Cleaning costs more expensive than budgeted but tree work not accounted for.
- Educational Costs: £3.4k deficit - £1499 due to website not budgeted, broadband more than budget. License and subs more than budgeted – needs review.
- Admin: £400 deficit

NN to speak with FOLS about Early Years Budget and work out what can go from that.

FY 22/23 Budget

NN to draft. Input on each line how the budget was built.

To present at March Governors meeting.

Hall Hire - £180 this FY for pilates classes on a Tuesday night.

DC Interviewing Bath Spa – School receives £300 for David carrying out interviews for teachers at Bath Spa.

Premises

Quote received for 5 fire doors, 2 in entrance hall, 3 upstairs - £6,100 + VAT

Site Security – contacts spoken to, chasing prices.

Nature Zone – VN wants to delay to see what is left of PE Budget however Committee want to propose this is something Early Years Funding could support.

Staffing

Discussed groundsmen / caretaker. HM suggested speaking with playground committee. NN waiting to hear back from ID Verde with details on what they do.

Longer term plan for staffing to be discussed to reduce the number of temporary contracts. Waiting to see 22/23 application numbers.

Pre-school

To be removed from Agenda going forward.

Actions

License & Subs review	Review all the licenses and subscriptions for the school. Review with teachers as to which we keep then ask FOLS which they will cover on an annual more formal basis	NN
Early Years Funding	Propose to FOLS to support anything reception use - books, TA, Ed Consumables, site security (gates), Nature Zone	NN
22/23 Budget	Create bottom up draft for March meeting	NN
Update & amend school asset register	Work in progress. ITS completed IT. HM to support overseeing rest of assets with TA's	NN/HM
Contract Review	In Progress - to be shared in March meeting.	NN
Strategic Review	Share short, medium and long term goals with FOLS	DC
Maintenance	List of maintenance requirements with timescales and costs	NN
Committee Paper	LB to write a paper to present at the Governors meeting	LB
Financial Reserve	Is there a reserve level the school needs	NN/LB
Pre-school	Bill utilities monthly then maintenance needs direction from Wiltshire	NN