

Finance Committee Meeting Minutes

Tuesday 12th July. 10:30-11:30

Present:

Helen Moloney (Gov FC Chair), Paul Cooke (Gov), Nicki Neilson (AO)

Apologies:

David (Teaching)

Audit recommended checks:

1	Check Income Folder	HM checked and approved Income up to June 22 and May Bacs.
2	BACS (check for consecutive numbers) cross referenced with bank statements	

1. Minutes of the last meeting

Approved

2. Actions form the last meeting

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

3. Roles & Responsibilities

HM & NN to work together to create agenda and make a plan. Overall Governors are responsible for the school finances but essential to have a joined up process.

HM & NN will meet monthly on a Tuesday's 10.30. First Tuesday of every month for a school visit to run through Bacs/Income and Budget Monitoring.

Committee meeting will be held 2 weeks prior to an FGB. One hour.

4. Premises

Fencing – we had a quote from Warefence for the gates at the back of the school. PC suggested speaking to Wiltshire Council about funding for this. Same applies to the Fire Doors.

Phones – HM will send company to discuss with but PC raised that bandwidth needs to be checked.

5. IT

NN has suggested investing in the current IT (replacing hddrives) to work out what capability we need for the new IT Curriculum Purple Mash. We have 8 Chromebooks that work which we need to encourage use of. David at ITS will come on the first Inset day for offer training for the staff.

6. AOB

none

Actions

Asset Register	HM to support TA's on an inset day for	NN
Strategic Review FOLS	Keep on agenda to engage new Head with bigger ideas for FOLS fundraising	NN
Finance Meetings	First Tuesday of every month for HM to come in. Finance Committee meetings to be held 2 weeks prior a FGB meeting.	NN
Contact Wiltshire Council	To request funding for fencing and doors	NN
Shed Roof	Speak to Casa maintenance and Parents	NN
Dry Stone Wall	Send info on waller	HM
IT expertise	Recruit parents with IT knowledge to support IT strategy – potentially create an IT think tank to support the next 5/10 year IT strategy	NN/HM