

Finance Committee Meeting Minutes

Wednesday 15th March

Present:

Helen Moloney (Finance Chair), Julie Gingell (Head), Nicki Neilson (Admin Officer)

Apologies:

Audit recommended checks:

1	Check Income Folder	
2	BACS (check for consecutive numbers) cross referenced with bank statements	

1. Minutes of the last meeting

Approved

2. Actions from the last meeting

IT Committee	Coopt Tim Coles onto Governing Body for IT project	Done
Fire Doors	Speak to Wiltshire Council to highlight the Fire Safety Issue	Chase again
Warefence	Speak to Wiltshire Council to highlight the safeguarding issue with the fencing	Chase again
Pay Award	Teachers Pay Award – ask Grant if this is interim, PC not seen pay policy.	ongoing
Asset register	3 rd Jan inset to get this done.	Done

3. Premises

1 quote received for replacement of lights to LED using the capitol expenditure grant for energy. “ more quotes required. Also need to look into motion sensors for lights in toilets, staff room, kitchen, hallways.

4. Budget

Reviewed budget monitoring. Highlighted areas we need to focus on next year; Ed computer maintenance, Capita IT services, Oil, Refuse, Electric, Licenses and Subs.

Need to review contingency at next FGB.

EYFS – JG would like to use £600 from EYFS fund held with FOLS for school Phonics training.

Budget to be presented to FGB at 24th April meeting after a review at the Finance committee on 19th April.

5. Benchmarking Dashboard

Dashboard was reviewed. Highlights premises costs are higher. When this was raised with WC they believe this is due to being an old property.

6. SFVS

Finance Committee reviewed the SFVS, inputs have been reviewed and changes made. This is ready for approval by FGB Chair.

Actions to add:

Financial training for Governors

Speak to WC about a Financial Audit

Finalise Contingency Plans

Update Terms of Reference for Finance Committee

Contingency budget to be reviewed at the next FGB

Procedures Manual for F&A role in case of long term sick.

7. AOB

Actions

Oil Grant	Check if school received a grant for oil	NN
Fire Doors	Speak to Wiltshire Council to highlight the Fire Safety Issue	NN
Warefence	Speak to Wiltshire Council to highlight the safeguarding issue with the fencing	NN
Finance Governor Training	For Finance Committee	HM / SR
Finance Committee terms of reference	For Finance Committee	HM / NN
Contingency Budget Review	Next FGB	NN
Procedures Manual for F&A Officer	In case of sickness, school is vulnerable if NN is off.	NN
Contract Matrix	To be reviewed at the next meeting	NN