

Finance Committee Meeting Minutes

Wednesday 4th October 2023

Present:

Helen Moloney (Finance Chair), Nicki Neilson (Admin Officer), Sara Rodwell (Committee Member)

Apologies: Julie Gingell (Head)

Audit recommended checks:

1	I&E Reports	I&E Reviewed during meeting
2.	BACS (check for consecutive numbers) Cross referenced with bank Statements	Completed on day by HM

1. Minutes from the last meeting

Approved

2. Actions from the last meeting

Oil Grant	Check if school received a grant for oil	NN	Done – Grant obtained
Fire Doors	Speak to Wiltshire Council to highlight the Fire Safety issue	NN	Ongoing
Warefence	Speak to Wiltshire Council to highlight the safeguarding issue with the fencing	NN	Wilshire advised not within current Financial Year budgets – check position Feb 2024.
Finance Governor Training	For Finance Committee	HM / SR	Attending on 23/11
Finance Committee terms of reference review	For Finance Committee	All	Next meeting
Contingency Budget Review	Next FGB	All	Done
Procedures Manual for F&A Officer	In case of sickness, school is vulnerable if NN is off	NN	Ongoing
Contract Matrix	To be reviewed at next meeting	NN	Done

3. IT Project

IT Project identified 4 stages:

- 1) New Infrastructure in terms of cabling to improve direct Internet connection to Class 1
 - This has been completed and funded from Capital Expenditure
- 2) New Devices to improve experience within classrooms

- New Laptops for staff and Class 2 children plus new Tablets for Class 1 – all in place and funded by FOLS and PE budget
 - Additional set up fees from IT Support budget will be part funded by refund of circa £3k for old IT equipment.
- 3) Julie and staff to ensure that IT becomes fully integrated into the curriculum and lesson plans
 - 4) Replacement Server needed which will be included within budgets for next financial year.

New phone system has also been installed in prep for changes to phone lines. No cost to change and ongoing costs within budget.

4. I&E Report

Ran through current I&E report with Nicki who identified any variances to budget. At this stage, budget on track with only a few minor variances. NN identified some future expenditure that wasn't included within budgets for this year:

Boiler – needs replacing but this should be covered by Wiltshire

Tree Surgeon - £800 to sort out trees within grounds

Fencing - £8k – assuming Wilts confirm in Feb that not included within budgets again.

5. AOB

NN advised that they had changed supplier for Grounds Maintenance as they weren't getting a good service from old provider. They have gone for a new local supplier and other than tree surgeon this will fall within budgets for the year.

Finance Committee meetings scheduled for 2nd Wednesday of month @ 10am in line with increased FGB meetings.

Actions

Fire Doors	Continuing to speak to Wiltshire Council ref	NN	Ongoing
Warefence	Pick up with Wiltshire in Feb regarding funding for fencing	NN	Feb
Finance Governor Training	For Finance Committee	HM / SR	Attend 23/11
Finance Committee terms of reference review	For Finance Committee	All	Next Finance Meeting for submission to FGB
Procedures Manual for F&A Officer	In case of sickness, school is vulnerable if NN is off	NN	Ongoing