

## Finance Committee Meeting Minutes

Wednesday 15<sup>th</sup> November 2023

### Present:

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

### Apologies:

### Audit recommended checks:

1	I&E Reports	Sent off, signed of KF (Chair, FGB)
2.	BACS (check for consecutive numbers) Cross referenced with bank Statements	Not completed, to be completed at next FC Meeting
3.	Budget Monitoring	Discussed, see section 4
4.	FOLS donations update	Discussed, and will now be added as a check for each Finance Committee meeting

### 1. Minutes from the last meeting

Approved

### 2. Actions from the last meeting

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	Reviewed, to be submitted to FGB Jan 2024
Procedures Manual for F&A Officer	In case of sickness, school is vulnerable if NN is off	NN	Ongoing

### 3. IT Project

IT Project:

- 1) Julie and staff to ensure that IT becomes fully integrated into the curriculum and lesson plans
- 2) Replacement Server needed which will be included within budgets for next financial year.

- 3) Nicki informed us that we received £5900.00 back through trading in the old laptops and this will cover the installation cost. FOLS agreed we could keep this and the monies over the installation costs could be used to reinvest in the school, e.g. buying pens for the ipads.

#### 4. Budget Monitoring

Governors Training Allowance will now be noted in the Budget under Staff Training cost centre so that there is transparency on the percentage of costs being spent on Governors training.

Sign off Threshold – this was reviewed and the following process and limits were agreed:  
NN to obtain 3 quotes or Kier approved suppliers for each job to be carried out

Day to day £1500 limit – NN and/or JG can approve  
£1501 - £2999 – NN and/or JG with approval of Finance Committee  
Above £3000 – approval will be required by FGB

NN identified some future expenditure that wasn't included within budgets for this year:  
Pay Rise Teachers – there will be a deficit on the budget as 3% paid for by LA, 3.5% paid for by the school. Support Staff pay increase not supported by LA at all therefore all from School Budget.  
Supply Staff – there will be a deficit, as our Insurance does not cover all of the costs.

#### 5. AOB

Agreed that when the Terms of Reference is finalised we will add the schedule to the minutes template

We reviewed the need for regular Finance Committee meetings and agreed we should schedule 1 per term, rather than monthly, and 1 week prior to FGB meetings where appropriate.

Next Finance Committee meeting agreed – Wednesday 17<sup>th</sup> January, 10am

#### Actions

Fire Doors	Check last Fire Review details, date, next inspection due	NN	Next Finance Committee meeting
Warefence	3 x quotes to be in place in preparation for Feb	NN	Ongoing
Charging Policy	Being updated	NN/HM/SR	Nov/Dec 2023 (FGB approval latest Jan 2024)
Finance Committee terms of reference review	Being updated	NN/HM/SR	Nov/Dec 2023 (FGB approval latest Jan 2024)
Audit	Last Audit details and next one due	NN	Next Finance Committee meeting

Pay Rises deficit	Details required	NN	Next Finance Committee meeting
2 <sup>nd</sup> Boiler Service	To be arranged	NN	
Supply Pool Insurance deficit	Details required	NN	Next Finance Committee meeting
Laptop trade ins	Outline exact amounts of installation costs so we can see amount over to re-invest	NN	Next Finance Committee meeting
FOLS Contribution	Phonics scheme – funding received and if FOLS will take this back or donate to school?	NN	Next Finance Committee meeting
Governors Training	Inform Nicki when Governors are booked on training and cost implication e.g. Rightchoice, NSPCC..	Catherine Hula	Ongoing
Finance Committee minutes	Add to the website (Oct 2023 minutes)	NN	Nov 2023