



# Black Firs Primary School

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## Finance Committee Meeting Minutes

Thursday, 16<sup>th</sup> June 2016

### Part 1

**Present:** David Whitewright (DW), Martin Casserley (MC), Daphne Wright (DW), Toby Hassall (TH), Roland Domleo (RD), Dave Lupton (DL), Damien Calnon (DC), Alex Thompson (Clerk)

**Apologies:** Andrew Brown

Agenda	Notes	Actions
1. <b>Welcome &amp; Apologies</b>	David welcomed everyone to the meeting and introductions took place. Apologies were noted and accepted.	
2. <b>Pecuniary Interest</b>	None declared.	
3. <b>Minutes of Previous Meeting &amp; Any Matters Arising</b>	<p>Minutes of the last meeting were amended slightly: to reflect that</p> <ul style="list-style-type: none"> <li>the debt reports hadn't actually been received at the last meeting although, following information shared by MC, they were discussed</li> <li>the funding application response was due in March 2016, not December 2015. With the amendments completed by MC on SharePoint during the meeting the minutes were accepted as a true and accurate record.</li> </ul> <p><b>Matters Arising:</b></p> <p><b>VAT issue</b> – DWh confirmed that the VAT over-claim figures had been checked for accuracy and they are in fact correct. The budget has now been adjusted to reflect this.</p> <p><b>Bank Account</b> – The TSB account is still open as income is still currently being paid into it. Funds cannot be moved electronically and MC informed the governors that it is his aim to transfer all the money by 31.8.16. DWh suggested keeping the account open until 31.8.17 to ensure that all payment changes have been made. Governors supported this. MC to ensure account closed by revised date of 31.8.17.</p> <p><b>Parent Pay</b> – Despite school wanting one online payment system for all parent transactions (meals, trips, OSC) currently Parent Pay does not allow for more than one actionable account. MC has enquired with Parent Pay about opening another account with them however they are concerned that this will cause problems with their software. MC agreed to investigate this further and report back to governors at the next meeting.</p>	<p><b>MC: Close TSB account by 31.8.17</b></p> <p><b>MC: Liaise with Parent Pay re additional a/cs</b></p>

	<p><b>Projects</b> – Governors enquired about the funding application for the window re-fenestration and new fire doors in the hall. MC responded that the bid was not successful. This is possibly due to the fact that a joint bid was submitted with CHS. Governors asked MC to rebid for the works in the next academic year, but to submit a single school bid next time. In the meantime, MC to obtain quotes for the works as there may be other government funding opportunities that the school can bid to.</p>	<p><b>MC:</b> Obtain quotes for the window re-fenestration &amp; fire doors</p>
<p><b>4. Budget Review &amp; Finance Update</b></p>	<p>Budget informed was shared and discussed with governors. MC explained that he had added forecasting columns to the budget for both income and expenditure. MC is currently liaising with Cmat as there are several inaccuracies in the budget ie. a budget of £1,682 in ‘other donations’, although the school is unaware of a donation of this amount. He is currently awaiting a response from Julia Lennard at Cmat. The rest of the budget was discussed in fine detail. MC explained that he has created department codes to enable the school to track where money has been spent by specific departments from next year. He also clarified that some areas of the budget are overspent due to changes in staffing and contractual hours, increased pupil numbers, maintenance and resources.</p> <p><b>Governor Challenge: Are you content that the inaccuracies are being dealt with by Cmat?</b> MC replied that all of the inaccuracies and coding errors have been challenged and are being corrected.</p> <p><b>Governor Challenge: Why is the budget showing spend in some areas where no budget has been set? Are some items being coded incorrectly?</b> MC responded that there is a detailed document for budget coding but it clearly isn’t being used in all instances, which isn’t helpful. MC included this issue when he reported the inaccuracies to Cmat.</p> <p><b>Governor Challenge: Are you fairly confident that the carry forward figure of £168k is accurate? If so, what are the plans for spending this surplus?</b> MC confirmed that the carry forward figure is accurate and that the surplus will be reinvested into projects such as the planned artificial pitch – which is what the carry forward has been earmarked for and quotes are due in next week. He also informed governors that one of the stipulations of being a member of the Cmat is a requirement to ensure there is always a surplus of at least one month’s outgoing spend (c. £80k).</p> <p>The group discussed funds currently held in the bank. MC displayed a copy of the TSB and Barclays screen-grabs taken on 15<sup>th</sup> June. The TSB is showing a credit of £59k and Barclays is showing a credit balance of £71.5k. Both balances are included in the carry forward figure this year.</p>	
<p><b>5. Budget Setting</b></p>	<p>MC confirmed that the Source of Funds Statement is located on the SharePoint in the ‘spring folder’. There are no changes to the EFA or Borough &amp; High Incident Special Needs document. The draft budget was shared by MC with governors and discussed in detail and informed the group that the uptake in PLASC is 98% for UIFSM.</p> <p><b>Governor challenge: What is the current cost of a school meal and how long has it been at this rate?</b> MC confirmed that the cost is £2.10 and has been at this rate for the past 3 years.</p>	

	<p>The Chair proposed that from September 2016 the cost of a school meal increases to £2.20. All governors supported this proposal and asked for it to be ratified at the LGB meeting on 30<sup>th</sup> June.</p> <p>ICT Equipment - MC shared that he has submitted a quote to Crown as part of a large procurement bid with Cheshire East. The quote was submitted on 5<sup>th</sup> May and is for 80% of the full cost. He hopes to have a response by the end of September and agreed to update governors at the autumn meeting.</p> <p><b>Governor Challenge: How much income is generated via the PTA?</b> Governors were informed that the PTA fundraise approximately £12k per year. MC expressed his thanks to the PTA for recently purchasing the outdoor furniture located at the front of the school.</p> <p>MC posed a question to governors regarding staff sickness and absence insurance. Currently the school pay £6,650 per year (equivalent of 45 days' pay) for this policy, however a claim has not been made for over 3 years. MC clarified that a claim can only be made after the first 10 days of absence and asked if governors would like to continue with this insurance premium or if they have an alternative suggestion. He also confirmed that a teacher is paid £180 per day sickness absence for the first 6 months, although after approximately 2 months the health issue would be discussed with the relevant member of staff and fed back to the governing body as appropriate.</p> <p>All governors supported the decision not to renew the premium but to ringfence the amount or put the money into a separate bank account. DWh agreed that at the LGB meeting on 30<sup>th</sup> June he will inform all governors of the decision made.</p> <p>Pre-School – MC shared with governors that the cost of sessions has not increased in 10 years and yet the annual income is £90k, of which just over £38k is profit. A discussion ensued as to whether it would be appropriate to increase the cost of the sessions. Some governors felt uncomfortable increasing the cost if the only reason was to increase the profit margin. They commented that social and moral factors should be included in any decision made as well as consideration given to those parents who do not work due to childcare costs. MC confirmed that the current cost is £8.50 per session and propose a small increase to £10.00 per session. Governors asked MC to prepare a business case for the increase which will be presented at the LGB meeting. MC agreed to do this.</p>	<p><b>All:</b> Ratify increase in school meal cost</p> <p><b>DWh:</b> Share decision at LGB re staff sickness &amp; absence insurance</p> <p><b>MC:</b> Share business case at LGB</p>
<p><b>6. Debt Reports</b></p>	<p>Debt reports were shared with the group and discussed. The following debts were confirmed:</p> <p>OSC - £13,563.63 Pre-school - £5,523.36</p> <p>MC informed governors that the debts were currently being followed up by Becky Ayre and some parents have agreed a monthly repayment system with the school. One governor asked that consideration is given to families owing money when discussing any proposal for increasing prices.</p>	<p><b>All:</b> For information</p>

<b>7. Capital Projects</b>	All weather pitch project – MC has had appointments with two different companies and will also make arrangements to contact schools that have used the companies for the artificial grass to ask if they will provide references. The delivery time will be approximately 5-6 weeks and the contract would include penalty clauses for any delay in this. Quotes are due in on Monday and MC agreed to share these with governors at the LGB meeting.	<b>MC:</b> Share quotes for all weather pitch at LGB
<b>Any Other Business</b>	None identified.	
<b>Date of Next Meeting</b>	3 <sup>rd</sup> November at 4.30pm.	<b>All:</b> Please note