



PART ONE MINUTES OF THE BUSINESS COMMITTEE MEETING

Date:	Wednesday 8 th June 2016 at 2 - 3:30pm	
Venue:	Meeting room	
Present:	Dan Thomas (DT) Julian Goodier-Page (JGP) Mark Jones (MJ) Melvin Latham (ML) Steve Lee (SL)	Executive Headteacher Co-opted governor Parent governor Co-opted governor Parent governor (Chair)
Apologies:	Jane Critchley (JC) Rachael Nicholls (RN)	Co-opted governor Head of School
Absent:	None.	
In attendance:	Laura Nicholson (LN) Rebecca Wollaston (RW) Clare Weremiuk	Clerk School Business Manager Observer

The meeting met its quorum

AGENDA ITEM 1	WELCOME & APOLOGIES FOR ABSENCE	
Discussion:	Governors were welcomed to the meeting. The apologies of Rachael Nicholls and Jane Critchley were received. Mark Jones and Steve Lee were introduced as new parent governors. The Clerk chaired the first three items.	
Decision:	RESOLVED: that the apologies of the above named governors be accepted.	

AGENDA ITEM 2	DECLARATION OF PECUNIARY INTEREST	
Discussion:	There were no declarations of pecuniary interest on the agenda.	

AGENDA ITEM 3	DECLARATION OF AOB	
Discussion:	<p>Dan Thomas explained that Rachel Nicholls has been appointed Head of School at Shavington as of this week. She will represent the School in local governing body meetings. DT will be present at Business committee meetings.</p> <p>The Clerk advised that a Chair would now need to be appointed for this committee. JGP explained that the Chair's role is to liaise with the School Business Manager and Executive Principal and confirm the agenda for this meeting. Steve Lee volunteered to Chair the Business committee. There were no objections and all agreed.</p>	
Decision:	RESOLVED: that Steve Lee be formally appointed as Chair of Business committee.	

AGENDA ITEM 4	MINUTES OF THE LAST MEETING (23rd February 2016)	
Discussion:	Governors reviewed the minutes which were circulated prior to the meeting.	
Decision:	RESOLVED: that the minutes be accepted as a true and accurate record. The Chair signed the minutes.	

AGENDA ITEM 5	MATTERS ARISING	
Discussion:	Item 8: LN to itemise 'To consider the purchase of CCTV for the School site' on next agenda. RW reported that the insurance company have undertaken a health check of the	



school site. An issue had been highlighted around the sensors on the alarm which needed updating. There was also an issue around the location of the iPads. Both points have been addressed. There were no other concerns. The installation of CCTV was not felt to be a priority for the school at a cost of several thousand pounds as the School does not experience issues of vandalism, although there is some trespassing. **The Committee agreed not to install CCTV at this point.**

**AGENDA
ITEM 6**

FINANCE UPDATE to include

Discussion:

Budget update:

a) 3-year plan including indicative c/f for 2015-16

Governors were advised to monitor income/expenditure, any changes which may impact upon the School and ensure that the School is securing value for money.

- RW reported that the accountants undertook the accounts submission to the EFA in March without issue. RW explained that this was just for Shavington (not the Trust) as it opened as an Academy prior to 31st December.
- There had been a deficit of £13k due to the payment of upfront costs. RW explained that the EFA will decide whether the School needs to repay this to the LA and if so, how. The LA will instruct the School. This is accounted for in the Trust funds.
- The full year's accounts are due at the end of the year (August 2016), at which time governors will have sight of full audited accounts.
- DT explained that a meeting is to be held this week about future budget planning which will include a 3-year plan. DT explained that until now the LA's financial management package (without budgeting tool) was not fit for purpose. Now the school is an academy it is in a position to look at expenditure on a monthly basis and has more control over expenditure. BW has now met with the accountants to look at a budgeting tool. It is much cheaper than the previous system.
- The cumulative surplus is at £314k. This is inclusive of £244k for the roof repairs. £72k is in the bank ie actual surplus. The Trust surplus forecast is approximately £100k. DT explained that the School runs a 30-day surplus.

The Committee noted that the financial situation in the School is pleasing.

b) Cost centre summary

Governors were advised to look at cost centres and consider any that appear over or underspent and what is being done to address this.

- The cost centre summary was not available for today's meeting but once the budget has been set for September, there will be more financial information available. DT explained that set class budgets are in place now.

Q: How is long-term staff absence managed as an academy?

A: The School purchased insurance via Schools Absence Service and moved away from LA absence cover which pays at day 15 of absence. The cost is slightly higher, but pays on day 3. Cover can be in-house or external depending on the scenario. DT advised that it is about looking at value for money, rather than the overarching costs.

The School has over-insured for buildings, contents and business continuity. Through the government's Standard Funding Education scheme the school is covered for 12 months in case of emergency.

JGP provided governors with an overview of how the relationship between the Trust and LGBs will operate:

From the new financial year in September, the School/LGB will be setting its own



delegated budget (final approval by the Trust).

- DT's role as Executive Head will be top sliced into the Trust along with others (HR, accountancy, finance support and clerking). The LGB will decide how the money will be spent for the School.
- The Directors will agree the finalised top slice for both schools (between 5-10%) at their next meeting. The Trust will benchmark services between all schools in the Trust.
- Rachael Nicholls is Head of School as of 6th July and accountable with Dan Thomas to Ofsted etc.
- Dan Thomas is executive Head of Wheelock at present.
- The Trust is likely to grow up to at least 10 schools or more.

JGP tabled the think tank information and explained that the governance structure is important in order to grow securely. The MAT won't be allowed to grow beyond it means. Hence, the importance of getting the top slice right in order to obtain the services it needs. Schools joining will have to accept the terms and conditions the Trust sets out.

Q: Can other staff work across the Trust?

A: DT explained that they could. The Trust doesn't employ anyone yet. Directors of this Trust aren't paid, although according to the Articles, up to one third of Directors can be paid. Longer term, the Trust could deploy a member of staff across all schools in Trust using funds from each school.

c) Cashflow forecast

This is managed at Trust level. DT explained that the cashflow won't be available until both Schools are in sync. There is £314k in bank.

d) Any other matters for governors' consideration/approval in relation to the budget.

There were no other matters for discussion.

AGENDA ITEM 7	BUDGET FORECAST RETURN 2016-17
Discussion:	<p>Academy Trusts must monitor and manage their own budgets to ensure effective financial oversight of public funds. The EFA reviews academy trusts' budget projections and actual results to assess financial health.</p> <p>All Academy Trusts open as at 31 March 2016 must submit a completed online Budget Forecast Return to the EFA by 31 July 2016. For Academies that opened on or after 1 April 2016, the deadline is either 6 weeks after receipt of their final funding letter or 31 July 2016, whichever is the later.</p> <p>Multi-Academy Trusts (MATs) must submit a consolidated return aggregating the budgetary information of each of their academies. Therefore, MATs will need to add up the forecast values of each of their individual academies against each line of the workbook. If a new academy joins the MAT on or after the submission deadline of 31 July 2016 then a separate return for that new academy will be required.</p> <p>The Governing Body should ratify the Finance Committee's review and approval, and the minutes must reflect this. Budget Forecasts guidance can be accessed via the following link; https://www.gov.uk/government/publications/academies-budget-forecast-form</p> <p>This was addressed under item 6.</p>

AGENDA ITEM 8	SCHOOL DEVELOPMENT PLAN UPDATE
Discussion:	<i>Governors were advised to check that the budget is on track to sustain the costs of the</i>



school improvement priorities.

DT advised that Rachael Nicholls will be involved in writing the SDP. As the new budget for September isn't available yet, the SDP can't be costed.

DT explained that the SDP will include objectives about pupil welfare, staffing and whole school focus on writing. The School may need to purchase resources for this but a budget can't be agreed until the main school budget is approved.

AGENDA ITEM 9	PUPIL PREMIUM & 2 YEAR SPORTS FUNDING UPDATE
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Discussion:	<p>a) Pupil Premium (PP) DT reported that the School invests all PP into specific eligible children. 10 children are eligible in school at present; this includes those on FSM or on FSM in the last 6 years. Some money is invested into LINKS provision, and to cover 50% school trips/residential and resources. Approximately, PP income for this school is £18k for the year (£1,300 per child). DT advised that it is important not to assume that every child on FSM is low attaining – this not the case. If children are high attaining, PP will pay for music lessons etc. PP is to enhance achievement and narrow the gap between PP and non-PP children, therefore the School generally doesn't pay for uniform etc unless a child needed it.</p> <p>b) Sports Premium Premier Sports provision is funded through the Sports Premium. The grant is guaranteed until 2020 at £9k plus a fixed amount per child. The School also pays for a sport coach for 3.5 days per week. ML noted that the sports coach offers high quality provision in the school. DT added that this has changed the standard of sports in the school. The Sports Coach and the dance teacher will also be working at Wheelock.</p>
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AGENDA ITEM 10	BUILDINGS – HEALTH & SAFETY – SECURITY
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Discussion:	<ul style="list-style-type: none"> • To consider the purchase of CCTV for the School site (requested at last meeting) This was addressed under matters arising. • Risk register – especially identification of high risks RW reported that the insurance health check was completed and no risks were identified. The iPads have been relocated and secured. The sensors for security have been updated. • Outstanding invoices This relates to bad debts. The bad debt policy is in place. There are no issues at present and no issues with contributions to trips. • Asset register and any items to dispose of; The log up to date and the accountants have this. There is one item (office printer) to dispose of. Anything over the value of £50 goes on the asset register. Governors discussed possibility of having an electronic asset log due to the volume of items to be registered.
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AGENDA ITEM 11	FEEDBACK FROM GOVERNOR RoVs SINCE LAST MEETING
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Discussion:	<ol style="list-style-type: none"> 1. ML reported that as Iain stepped down as H&S Lead, he had spoken to the caretaker and school council and will speak to the teachers about health and safety. A bi-monthly check with children and CT will be undertaken. This will start from July. 2. ML attended a Sports Science visit, and met with Y4 and R. It was a fascinating visit.
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A/10/16



3. JGP explained the process of governor of the month whereby governors monitor an aspect of school. JGP tabled the current list. This will be agreed at the FGB meeting.

**AGENDA
ITEM 12**

POLICY/PROCEDURE REVIEW/APPROVAL

Discussion

- **Scheme of financial delegation (to be approved at Trust level also)**
JGP tabled the document to explain who is responsible for what at LGB or Trust level. p.7.

Finance	Delegated authority ?	CEO	CFO	Local GB	Principal
<i>Location >>></i>				<i>Academy</i>	<i>Academy</i>
STATUTORY REPORTING					
Completion and approval of annual accounts and reports to funding and regulatory bodies	No	Review	Recommendation to CEO and Board		
Completion and submission of other accounting returns	Yes		Authorised		
Completing annual & periodic financial reports to Board (including income/expenditure, cash flow, projections etc).	Yes		Authorised		
Authorised to complete PAYE returns	Yes		Authorised		
Authorised to complete VAT returns.	Yes		Authorised		
SYSTEMS OF INTERNAL FINANCIAL CONTROL					
Assurance over adequacy of systems of internal financial control	No	Provides assurance to EFA as AO	Provides assurance to CEO and Board		
Approval of financial regulations	No		Recommendation to Board		
Appointment of internal auditors	No		Management of appointment process		
BUDGET & MANAGEMENT REPORTING					
Approval of annual budget	No	Endorsement as Accounting Officer	Oversight of preparation, review of budget plans, recommendation to Board	Review of detailed academy financial plans	Preparation of detailed academy financial plans
Receipt and review of management accounts	No		Review of academy management accounts and preparation of summary report to Board	Periodic review of academy financial position	Accountable for local academy financial position
Approval of LFLP budget and academy contributions	No	Recommendation to Board	Recommendation to Board		
Authority to make budget virements	Yes		Authorised to make budget virements and report to Board / Audit committee		
PURCHASING & PROCUREMENT					
Placing orders for goods and services, entering into contracts	Yes where value is less than £50k	Authorised £50K			Authorised Up to £5K within agreed budget
Ensuring compliance with tendering processes	Yes		Yes, reported to Board		



SHAVINGTON PRIMARY SCHOOL

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BANKING AUTHORITY & CASH MANAGEMENT					
Approval to borrow money - this is not allowed within the funding agreement and thus must always be a board decision	No		Recommend approval by Board		
Cashflow Management, Treasury & Investment	Yes		Authorised to Review and approve. Investment details to be informed to Audit committee		
Open a bank account and approve signatories	No	Can be approved signatory	Can be approved signatory		Can be approved signatory
TRANSACTION PROCESSING					
Payroll - Starters, leavers and amendments	Yes	Authorises changes	Oversees systems of internal control; authorises changes		Authorises changes
Payroll - Administration	Yes		Authorised - Utilisation of Payroll Bureau		
Purchasing - Authorised to create vendors on accounting system	Yes		Authorised		
Income	Yes		Authorised		
Authorisation of expense claims (cannot authorise ones own expenses)	Yes	Authorised	Authorised		Authorised
Control account reconciliation	Yes		Authorised		
Write-off bad debts	No				
FIXED ASSETS					
Management of capital projects	No	Ensures management of project	Ensures management and governance arrangements are appropriate and reports to Board		
Asset Register	Yes		Authorised to Review and approve	Authorised to Review and approve	Authorised to Review and approve
Security Of Assets	Yes		Oversight and must report to Board by exception	Oversight and must report to Board by exception	
Disposal of Assets	Yes - up to £20k		Authorised to Review and approve up to £20k	Authorised to Review and approve up to £20k	Authorised to Review and approve up to £20k
Loan of Assets	Yes		Authorised to Review and approve	Authorised to Review and approve	
INSURANCES					
Annual Risk Review & Premium Renewal	Yes		Authorised to Review and approve	Authorised to Review and approve	Authorised to Review and approve

a) The completion of the annual accounts is signed off by the Board. The Chief Finance Officer and Director is BW and signs off the submission and VAT returns.

Handwritten signature and date: 8/10/16



- b) Budget Virements – governors have a locally delegated budget but they can change where the money sits within the budget and what it is spent on.
- c) Where there is a purchase under £50k, the LGB decide on purchases. The expectation is to use a three-quote system. Anything above this goes to the Trust.
- d) The Head of School can spend up to £2k.
- e) The Principal can spend up to £5k (not applicable at present)
- f) The appointment of staff is made locally and LGBs have their own budget. It was noted that DT and RN will continue to discuss this and be involved in the processes.
- g) Head of Schools and Principals are appointed by the Trust, not the LGB.

Q: Who makes up the panel for posts below the role of Head of School?

A: the Local Governing Body and Executive Head. Job descriptions for Principals/Heads of School will be based on a standard but this can be decided by the LGB. The LGB can also undertake job evaluations. COO or CEO, Principals and Heads of Schools are appointed at Director level with influence of LGB.

- h) The Pay policy is managed by the Trust as the employer so it is consistent across the MAT.
- i) There is a 7 year funding agreement with the EFA for the finances. L4L is the landlord of the School. The State owns the freehold.
- j) Health & Safety: the H&S policy is a Trust policy by administered locally. The Site Manager is being trained in H&S at Wheelock. He has an IOSH qualification which means he can sign off the policy. If there are H&S issues in the school, Directors are responsible. The day to day oversight of H&S is delegated to the LGB.
- k) All key MAT documents are ready to be published to the website.

AGENDA ITEM 13	ANY OTHER BUSINESS & ITEMS FOR NEXT MEETING
Discussion:	<p>School numbers:</p> <ul style="list-style-type: none"> • DT reported that the School is under pressure to take in more pupils due to the new build housing in the locality. The LA had already asked the School to increase the intake to 45, but has accepted 48. For practical reasons, the intake will have to be stopped at 50. The growth fund can be used to accommodate growth. £47k pays for full time teacher and on-costs. • Requests for places are being received. In Y5 there have been 2 more, in Y4 another 1, in Y2 another 3 (losing 1). Every KS2 class will house 32 places. The School will get funding for children but consideration must be given in view of potential appeals for places. The School must pay for each admission appeal (£300 per appeal). • Overall pupil numbers are 300 including nursery. This is manageable but any more and there will be a bulge and pressure placed upon space and staff. The School has looked at increasing the PAN to 60, but must be cautious. As an academy, the School can apply to the EFA for money for an extension but the application must be submitted by December. The Trust will need to decide whether to expand or not and would need to go to consultation to increase the PAN.

AGENDA ITEM 14	DATE OF NEXT MEETING
Discussion:	<p>Committee dates tbc. Date of next LGB meeting: 23rd June at 6pm</p>

There being no further business the meeting closed at 3:30pm

