



QUEENS PARK ACADEMY

Meeting	Business and Finance Committee
Date	16 January 2018 (postponed from 13 December 2017 due to illness)

Attendance and Apologies

Chair – Majid Shabir	P	
Tom Burrin	P	
Headteacher – Anna Thwaites	P	
Eric Masih	Ap	
Toqeer Masud	Ap	
Stuart Evans	P	

(key: P = present, Ap = apologies received and accepted, ApN = apologies received but not accepted, A = absent)

In attendance: Ven Bolton (Clerk)

No	Item	Action
1	The Chair welcomed governors and discussed the issue of a deputy in his absence – it was agreed that he should ask Eric Masih to take this role. MB would also ask EM and TM to be Responsible Officers for financial checks.	MB
2	<p>Terms of Reference – The Committee discussed the previous Terms of Reference and agreed a number of amendments. The Clerk will circulate the amended document for checking and final agreement.</p> <p>It was proposed that the area of work covering Estates/Community/Health and Safety and Catering would best be covered by a Responsible Officer from the Full Governing Body. The Clerk was asked to enquire if there is a model check list from Bedford Governor Services.</p> <p>The Clerk was also requested to put this request on the agenda for the FGB.</p>	VB 7 days
	<p>Due to the dates of the various committee meetings having lost continuity, a proposal on increases to staff pay at the recent Pay and Personnel Committee was approved without reference to this committee. It was agreed however to ratify these recommendations.</p> <p>The Clerk was requested to ask the Chair of Governors to ensure that all items of expenditure discussed by the other 2 committees should be referred to this committee in order to ensure that all expenditure is in budget.</p> <p>The Clerk confirmed that she had asked the Chair of Governors to include at the next FGB meeting the ratification of all 3 Terms of Reference to ensure consistency and compatibility.</p>	VB
3	Format and Content of Accounts Pack – SE outlined to the committee his method of reporting and the format of the accounts pack. He would welcome all suggestions for any improvements or amendments and is always available to governors to query any details. The committee agreed that this format was	

	<p>very acceptable.</p> <p>QUESTION: MS asked SE if he was happy with the Sage Package. ANSWER: Yes, very happy. The package offers a great many more facilities than we are currently using and SE would be exploring these in the future with TB.</p>	
4/5	<p>Review of Accounts and Business Manager's Report</p> <p>It was agreed that we should defer a decision about the Depreciation Policy till the next meeting.</p> <p>QUESTION: MS asked SE the situation regarding Catering. ANSWER: SE reported that a new Catering Manager has been appointed at an increased salary of £4,000 per annum in line with an increase in hours from 30 to 37 hours per week. The objectives for this role were to drive down cost per meal, to increase sales through increased activities and the Catering Manager would be expected to meet these targets.</p>	
6	<p>Responsible Officers Report</p> <p>MS reviewed his visit report and suggested that there should be a robust procedure to check that any recommended actions have been carried out.</p> <p>SE was asked to make a formal reply to RO Visit Reports and AT would keep both visit report and reply on file in the office.</p> <p>MS would ask EM and TM to check these points have been implemented during their Responsible Officer visits and highlight in their reports.</p>	
7	<p>Flash Results – SE reported that we are £20,000 ahead of forecast at the moment with a lower spend than budget. Early Year funding now confirmed. Catering debtors coming down. Agora system working well.</p>	
8	<p>Financial Objectives for the Year – It was agreed that the key line in the School Development Plan should drive the work of this committee:</p> <p>To ensure that the appropriate financial controls that are now in place are understood and adhered to by the school community</p> <p><i>The following areas were agreed as the focus for the coming year:</i></p> <p><i>Achieving the budget</i> <i>Ensuring best value for money with existing providers and contracts</i> <i>Ensuring robust financial reporting to the Full Governing Body</i> <i>Agree depreciation policy</i></p> <p><i>Additionally to address the potential for increasing income by:</i></p> <p><i>Building links with local business</i> <i>Exploring additional income streams</i> <i>Exploring grant opportunities for special projects</i> <i>Marketing existing skills outside the school to raise additional income</i></p> <p>Discussion ensued around additional income streams. MS had identified some potential for lettings for weddings in the Asian community, possibly the hall or a marquee in the grounds. He would make enquiries within the community to determine the level of interest.</p>	MS
9	<p>Governor Visits – The Clerk reported that the 2 other committees had made some amendments to the policy document and that she would be putting forward the final version for ratification at the next FGB meeting. The Visit Feedback template had been approved and should ideally be used by all</p>	VB Feb

	governors to ensure consistency across the Board.	
8	Code of Conduct – The Clerk reported that a Welcome to New Governors booklet had been distributed to all governors and this highlighted the code of conduct expected. The model produced by the NGA followed these lines and it was agreed that this would be produced in a format which all governors would be asked to sign at the next Full Governing Body Meeting.	VB Feb
9	Register of Interests and Pecuniary Interests – It was agreed that this is best done at the full governing body meeting. The Clerk was asked to ensure that this was included on the next agenda of the FGB.	VB Feb
10	Any Other Business – Training – The Clerk reported that Bedford Borough Governor Services had offered to put on a bespoke Finance for Governors training session at Queens Park Academy. The Committee agreed that this would be very welcome and that it should be offered to all governors. The Clerk was asked to contact Julia Newman for some possible dates.	VB Feb
11	Calendar of Meetings – For the future it was agreed that there should be 3 meetings a year – October, April, July – precise dates to be agreed to dovetail with the 2 other committees and the Full Governing Body; and to align with realistic timeframes for financial reporting throughout the year. The framework of regular topics suggested by SE was agreed. VB was asked to suggest to Chair of Governors that we hold a strategy meeting sometime this term, ideally in March.	VB

Signed

Date

vb/businessandfinanceminutes16 January 2018