

	QUEENS PARK ACADEMY
Meeting	BUSINESS AND FINANCE COMMITTEE
Date	TUESDAY, 27 MARCH 2018

Attendance and Apologies			
Community governors		Staff governors	
Eric Masih	P	Tom Burrin	P
Toqeer Masud	Ap		
		Headteacher	
		Anna Thwaites	P
		Associate members	
		Stuart Evans	P
Parent governors			
Majid Shabir (Chair)	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 – TM has sent apologies – he is in London.	
2	Minutes of Last Meeting – the minutes of the meeting held on 16 January 2018 were accepted as a true record and signed by MS.	
3	<p>Matters Arising – Contracts - MS asked if there are any long term supply contracts which need reviewing. SE confirmed that most have been reviewed with many cost savings, the plumbing contract will be the last to be reviewed. MS and SE agreed to liaise at that time.</p> <p>Lettings – EM asked for the current charges. SE confirmed £15 - £20 per hour for the hire of the hall but a lower rate of £10 could be charged for community or charity organisations. We could offer with or without kitchen facilities, with or without catering service. In addition to evenings and weekends during term time, facilities could be available through all school holidays. AT advised that at this point in time we do not have enough appropriate size tables or chairs and the hall needs redecorating and attention paid to the curtains. It was agreed that we will need to invest to accumulate. AT/SE will explore the cost of refurbishment. MS/VB will research the cost of tables and chairs for a maximum of 160 adults.</p> <p>Governor Roles – EM had agreed to act as Deputy Chair of this Committee.</p>	AT/SE MS/VB
4	<p>Business Manager's Report and Accounts – these had been posted on Governor Hub. SE highlighted key issues – particularly the impending pay increase for support staff which has still be to agreed nationally – this could be 1% or 2% - we have planned for 2% - a decision should be finalised by April which will enable us to project the support staff costs for the coming year. By this time we should also be able accurately to forecast the exact reserves.</p> <p>MS: what is the situation with a replacement Site Agent? SE: We have had an expression of interest from a gentleman locally who is known to the school and AT/SE would be very happy to employ him as Site Agent recognising that we would have to use external contractors for specific tasks beyond his</p>	

	<p>capabilities/remit. SE confident that he would manage the cleaning budget effectively.</p> <p>MS: How will Catering manage on the retirement of Mrs Terry? SE: The Catering Manager has plans to cover the shortfall by offering additional hours to another member of staff.</p> <p>Management Letter Issues:</p> <p>Depreciation Policy – the committee approved the decision to alter this from 25 years to 125 years with the significant impact on our accounts.</p> <p>VAT: It was agreed that we had done all we possibly could to clarify the position with the unpaid VAT and that it should now be returned to our accounts.</p> <p>Articles of Association – AT and Chair of Governors meeting with solicitors on 10 April to provide proof of identity which should then enable this document to be finalised in the very near future.</p> <p>Nursery – Outstanding legal costs related to the nursery still have to be agreed – AT/SE advised that we may have to take the hit this year but then it will be off the books.</p> <p>Catering Bad Debts – SE advised some are still outstanding but Sharon Begum will be responsible for this task in future and he is confident that they will be reduced.</p>	
5	<p>Responsible Officer Visit – MS had visited on 1 March and concentrated on payroll systems. He will be writing up his report very shortly. VB to email report template</p>	MS VB
6	<p>ESFA Submission – SE confirmed that everything that needs to be submitted has been done and all was on schedule.</p>	
7	<p>Indicative Funding Update – This is £1.8 million – SE confirmed that he has checked back against pupil numbers and is happy with this figure. This will be the basis for our budget for next year.</p>	
8	<p>Budget Priorities for Coming Year: AT stressed that all expenditure must be in line with Ofsted priorities in the School Development Plan – writing, phonics, continuous staff development, facilities for the older age groups. AT and the SMT will prepare a first draft against the break even position to be submitted to the governors for development and approval. MS asked SE to advise when this would be ready so that it can be the major item on our next meeting agenda. SE would be keen for this committee to get involved in benchmarking, challenging how specific funds are being spent to ensure best value.</p>	SE
9	<p>Staff Salaries Review: SE outlined the current breakdown of staff across the school;</p> <ul style="list-style-type: none"> 6 Senior Management Team (5 of whom also teach) 19 Teachers (3 on maternity, 1 long term absence, 1 leaving) 40 Teaching Assistants 5 Admin team 1 Site Agent 10 cleaners (2 are leaving – 1 will be replaced) 21 Mid-day Supervisors 6 Catering Staff (1 leaving but hours will be covered by existing staff member) <p>Making a total of 108 with a gross monthly salaries bill of £163,000.</p> <p>MS: How many mid-day supervisors do we really need? AT: 1 per class (18)</p> <p>SE: A meeting is to be held shortly with the cleaning staff – currently many of them are on 52 weeks a year contract which is unnecessary – any new staff will be on 39 week contracts.</p>	
10	<p>Review of Tenders: TB had circulated governors with a summary of recommendations regarding the provision of new Ipads throughout the school.</p>	

	<p>He was recommending that the contract should be awarded to Haptic Networks. Staff had had the opportunity to use the new Chromebooks and were very happy with them. Currently we pay £733 a month for 60 iPads, the new contract would cost £762.94 a month for 120 Chromebooks. This company is known to us and has provided good service and found to be supportive. The governors unanimously approved this recommendation and asked TB to go ahead with a new contract. It was agreed that we should let parents know about this exciting development through the website and newsletter – and to remind staff what we spend to support children's learning.</p>	TB TB AT/SE
11	<p>Pupil Premium Report: The Chair of Governors had requested that this item be placed on the agenda for all committees. SE confirmed that in the coming year Pupil Premium expenditure would be more clearly defined in the accounts so that we know exactly how the money is being allocated – this will enable governors to question specific expenditure. AT agreed that in the past this has been far too woolly and needs tightening up.</p>	SE
12	<p>Governor Visits: MS will liaise with Emma Bolton re Maths and Science visit, and will arrange his next Responsible Officer visit with SE at the end of May/early June.</p> <p>EM: VB had drafted a Job Description for the Parent/Community Governor visit which she passed to EM, she would email another copy to AT/MS. EM to liaise with AT for an appropriate visit date.</p> <p>TM: VB to ask TM when he could schedule a visit in his capacity as Health and Safety Governor – job description circulated. AT reported that she had appreciated TM's support in attending a parent complaint meeting recently.</p> <p>SE reported that a meeting has been arranged with Citation Company to discuss the health and safety service they can offer. This meeting has been arranged for Tuesday, 10 April at 11.15 am. SE would email TM to see if he could attend. MS would be available if TM unable – SE would liaise. MS advised that he knows of another company who offer the same service and following the meeting with Citation, we should get another quote. AT sees this as high priority – although we know the children and staff are safe, she has concerns about our paperwork.</p>	MS EM VB VB SE
13	<p>Training: AT confirmed that Chris Beedon has been contracted to do a training session on data analysis for governors (including finance) at our Full Governing Body meeting on 18 July. It was agreed that we would prefer this format of training where all governors are present rather than one off, one person training.</p>	AT
14	<p>Any Other Business: SE advised that he had been approached by a LED lighting company, who had been in school and carried out a full survey of our current lighting throughout both sites of the school. They would be willing to attend the next meeting of this Committee to put forward their proposal and costing. Governors agreed and asked SE to endeavour to work out exactly what we currently spend on lighting. SE to advise them of our meeting date.</p>	SE
19	<p>Date of Next Meeting: Tuesday, 3 July 2018 at 6.30 pm – 8.30 pm</p>	

Signed: Date

