

	QUEENS PARK ACADEMY
Meeting	BUSINESS AND FINANCE COMMITTEE
Date	THURSDAY, 12 JULY 2018

Attendance and Apologies			
Community governors		Staff governors	
Eric Masih	P	Tom Burrin	P
		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: Michelle Allison (Clerk)

No	Item	Action												
1	The Chair welcomed governors and noted that Toqeer Masud has resigned from the Board.													
2	Minutes of Last Meeting – The minutes of the meeting held on 27 March 2018 were accepted as a true record and each page was signed by MS.													
3	<p>Matters Arising – Lettings (Income Generation) - VB looked at costs of furniture that seem competitive. Need some guidelines - Bilal to come in and describe what is needed to get a true cost. EM suggested that if we hold a one-off event chairs could be borrowed from the Community Centre so we can analyse options before committing to purchasing items. AT – currently no regular users. SE – some interest from the community;</p> <ul style="list-style-type: none"> • Holiday Soccer Schools. • IT Holiday Club 3 August • Children’s parties <p>EM - Demand for Karate classes in QPA. EM is investigating running a weekly Karate Class at QPA in September. Only need access to 2 classrooms for changing. EM has approached PCC and they will help and support. AT advised that Katie McWatt lives on site and could be approached to open/lock up. SE confirmed the hire rate would be the lower charity rate of £10 per hour initially with a review if it becomes more frequent.</p> <p>Staff Salaries – AT and SE confirmed currently 22 Teaching Staff including SLT and 19 Midday Supervisors (2 have left).</p> <table border="1" data-bbox="215 1765 1324 1962"> <thead> <tr> <th>STAFF</th> <th>Spring 2018</th> <th>Summer 2018</th> <th>Significant strengths, issues and causes for concern</th> </tr> </thead> <tbody> <tr> <td>Total Teaching</td> <td>24</td> <td>22</td> <td>2 x Y3 teachers left. SLT cover classes.</td> </tr> <tr> <td>Teaching Staff</td> <td></td> <td></td> <td>6 teachers leaving. We have employed 2 teachers for</td> </tr> </tbody> </table>	STAFF	Spring 2018	Summer 2018	Significant strengths, issues and causes for concern	Total Teaching	24	22	2 x Y3 teachers left. SLT cover classes.	Teaching Staff			6 teachers leaving. We have employed 2 teachers for	MS
STAFF	Spring 2018	Summer 2018	Significant strengths, issues and causes for concern											
Total Teaching	24	22	2 x Y3 teachers left. SLT cover classes.											
Teaching Staff			6 teachers leaving. We have employed 2 teachers for											

	leaving	2	5	September and advertising for more. Internal Staff teacher training in September.	
	Total long-term supply Staff	0	2		
	Total Support Staff	93	79	Includes Community Nursery	
	<p>MS asked for staff to be reported as a % spend of income for;</p> <ul style="list-style-type: none"> • Teaching staff • Curriculum Staff (breakdown TA, SEN etc.) • Support Staff • Percentage of GAG spend for maintenance, equipment etc. <p>AT - Still advertising for HLTA and TA's. Reduced Y4 to 2 classes as children move to Westfield and Great Denham. Workload is turning teachers away as the type of accountability to the Government is changing. AT confirmed we are advertising for an Artist in Residence to work alongside teachers to give teachers experience/training too.</p> <p>New Chromebooks – TB confirmed very successful and enjoyed by the children. Most of our IT is now on the Chromebooks reducing the need for the ICT suite. Chromebooks are very robust but there is an issue with charging them. Small set of 10-12 iPads still in use - Teachers and 1:1's have iPads. Invoice for returning iPads was £240 delivery fee plus £10 cleaning fee.</p> <p>Health & Safety Consultancy - Citation selected as more school focused. Full H&S assessment over the summer. Fire Risk assessment completed.</p> <p>Lighting – SE advised that he postponed the lighting presentation in order to carry out more research. Add to next agenda.</p>				AT/SE
4	<p>Business Manager's Report and Accounts – SE confirmed figures to the end of June: surplus of £279,000 including additional GAG, leaves potential £87,500. Write off debts of £20,000. Increase reserves to £70,000 so £50,000 balance available to spend.</p> <p>Savings on salaries due to Staff changes (discussed above). Generally saved across the board. ACTION – SE to send out updated accounts.</p> <p>Strong balance sheet with £220,000 net current assets. £148,000 capital funding for CIF including, hopefully, £10,000 contingency.</p> <p>Chasing Nursery debtors - approximately £20,000 (provision allowed for at the end of year).</p> <p>In summary, healthy end of year accounts. MS thanked SE for all his efforts and recognised the vast improvement in finance.</p>				MA
5	<p>Issues arising from Business Manager's Report</p> <p>Nursery - Invoicing for salaries was reaching the £85,000 VAT threshold. Requested Michael at Families First (FF) to make a 'donation' (VAT free). Does not impact cash flow but need to invoice FF. The advice from Landau Barker is to invoice them and don't VAT register as we can argue it is for a limited time and serves no purpose. AT confirmed that we have had to employ Stone King Solicitors to help regarding the transfer of business.</p> <p>Catering - Great feedback with new Kitchen Manager in place. Kitchen prepared a selection of food for tasting at the ILD and they actively engage with the children. 3 parent lunches held and very well received. Record number of paid meals of 615 last week. Brenda has retired and we have recruited Katie (parent of a pupil). Great team spirit and the Kitchen Manager has also volunteered to clean and fix the curtains in the Hall. The next target is for all dinner monies to be paid on Agora from September.</p> <p>Site Manager – Doing a great job, which is very noticeable around the school. In</p>				

	previous years there had been 3 people working together to do this role so also a reduction in staff numbers.	
6	Findings of Responsible Officer Visit – MS visited the school on 1 March. Date to be set to review Income and Accounting Systems.	MS/SE
7	Update on ESFA Submission – SE confirmed submitted on time and receipt acknowledged. The next return is due at the end of July including proposed budget for 2018-19.	SE
8	Indicative Funding Update – Waiting for confirmation of Pupil Premium. Ever 6 has been introduced so unless you have been in receipt of free school meals for 6 years you lose those benefits. AT advised that some of our pupils are too young to qualify so we need to wait to see impact.	
9	Budget Priorities for Coming Year/SDP - The SLT are going to King’s House to discuss the SDP. Rob Robson will join them at the end to review the headlines and priorities for teaching and learning. The Governor’s Strategy Day will be scheduled in the Autumn term. Full GB meet next week to set dates. SE - Target of breaking even looks achievable. No major redevelopments currently envisaged. Over the summer classrooms will be moved around to optimise space. Denmark class will be used to store PE equipment and the old PE huts will be removed. From September some budgets will be delegated to teachers. Sports funding will be used for swimming lessons. The governors requested an update on sports funding as a sub report in SE reports. Action – SE circulate July submission and review with MS, EM and TB at end of August. MS – split Governors Day into 2 half days instead of a full day. Raise at Full GB. Note – Year end audit starts on 5 th September.	SE SE MS
10	Review of Tenders: No further update.	
11	Pupil Premium Report - Jenny visited the school and her report is expected. We need to put a PP statement on the website.	JY AT
12	Governors visits – MS had agreed to meet with EB to review Maths KS results. MS to email EB A new teacher will be responsible for Science next year so this will need to be reviewed in the Autumn.	MS
13	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. GDPR training to be completed by all Governors on Citation.	All
14	Resignation of Toqeer Masud – Health and Safety Governor Role: MS to raise at Full Governor’s Meeting. We need to attract more Governor’s across the Board. AT advised that Rob Robson knows 3 people who may be interested. MS and EM to spread the word.	AT
15	Any Other Business – Clerking Arrangements – MA will be Clerk from September and VB will be a Governor. Strategic Planning Day – Schedule in the Autumn term.	MS/EM
16	Date of Next Meeting: Full Governing Board, Wednesday 18 July 2018 at 6pm – 9pm	