



QUEENS PARK ACADEMY
MINUTES OF THE BUSINESS AND FINANCE COMMITTEE MEETING OF THE
GOVERNING BOARD HELD ON TUESDAY 12TH MARCH 2019
IN THE MEETING ROOM AT SCHOOL. THIS MEETING WAS QUORATE.

Attendance and Apologies			
Community governors		Staff governors	
Majid Shabir – Chair (MS)	P	Tom Burrin (TB)	P
Eric Masih (EM)	P		
		Headteacher	
		Anna Thwaites (AT)	P
Parent governors		Associate members	
		Stuart Evans (SE)	P

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

In attendance: Anne Thomas (temporary clerk)

AGENDA ITEM		Action
1	<p>Welcome</p> <p>The Chair welcomed everyone to the meeting and the temporary clerk was introduced to all present.</p>	
2	<p>Minutes of Previous Meeting</p> <p>All present noted the minutes of the meeting of the committee held on 9th October 2018, copies of which had been placed on the Governor Hub and agreed that these should be signed as a correct record. As usual the signed copy of the minutes would be placed in the Governors' file in the school's main office.</p>	AT
3	<p>Matters Arising from Minutes</p> <p>a) Membership of Committee</p> <p>In connection with Minute 4 of the previous meeting the Headteacher reported that two new Governors had now joined the Governing Board and would be attending the next full Governing Board meeting. It was agreed that consideration of additional members of the committee would be left until then in case the new Governors wished to join Business and Finance.</p>	AT to refer to FGB

b) Audit Findings

In connection with Minute 6 of the previous meeting the Business Manager reported that work on the audit findings was ongoing and progressing well, the company accounts had been signed off at the last Full Governing Board meeting and were now on the hub.

In response to a question from EM it was noted that all financial deadlines had been met.

c) School Meals Debtors

In connection with Minute 7 of the previous meeting, it was noted that the new system of payments for school meals was working well, with more families paying in advance and more using the online payment system. The current year gross debt was £1,372. The new structured system also meant that there were fewer opportunities for abuse of the system e.g. children having two school dinners.

4/5 **Business Manager's Report**

All present noted the Business Manager's Report, copies of which had been placed on the hub together with the Management Accounts for February 2019. In response to questions regarding these documents the following points were made: -

a) In response to a question from MS, the Business Manager confirmed that the extra funding expected had now been received; he had not yet been informed when the historic overpayment would be taken back from Queens Park Academy but was keeping in contact with the Funding Team. In response to a question from EM, the Business Manager confirmed that QPA could finance the anticipated repayment of £116,000 but it would be very useful to know when it was going to be taken back. In response to a further question from MS, the Business Manager confirmed that he and TB were currently investigating to see whether any more historic overpayments had been made to QPA.

b) In response to a question from AT, the Business Manager said that he had not, as yet, received confirmation of all the increases in pension contributions. In response to a question from TB, the Headteacher confirmed that, as far as she was aware, staff pay increases would not be funded separately.

c) In response to a question from MS, the Business Manager confirmed that although some of the contingency funds had been used in the current financial year, it was still anticipated that there would be an outturn of approximately £37,000 at the end of the current financial year.

d) The Business Manager explained that three-year planning was very difficult in the current financial climate, but in response to a question from EM, the Headteacher explained that QPA was still able to purchase necessary curriculum items and the Senior Leadership Team had recently agreed to purchase the

	<p>'Accelerated Reading' programme. It was not anticipated that any further large purchases would be needed in the near future.</p> <p>e) In response to a question from EM regarding QPA's future income, the Headteacher confirmed that QPA was not, as yet, at full capacity but TB confirmed that the recent increase in the take up of free school meals meant that there would be increased Pupil Premium funding in the future. QPA also had fundraising events such as the Friday Tuckshop and cake sales and it was possible that a Parent/Teacher Association might be set up in the near future.</p> <p>f) In response to a question from EM, the Business Manager confirmed that QPA's reserves were in a high interest account.</p>	
6	<p>Responsible Officer Visit</p> <p>All present noted the report of the Responsible Officer, Majid Shabir following his visit to QPA on 11th December 2018, copies of which were tabled; he then took Governors through his report in detail.</p> <p>Governors were pleased to hear that MS felt on the evidence provided that QPA was keeping sufficient records and statements of purchasing transactions and had sufficient payment authority levels in place to ensure systems of internal financial control were being maintained.</p> <p>MS would arrange for a further visit to be made before the end of the current school term.</p>	MS
7	<p>Indicative Funding Update</p> <p>The Business Manager told Governors that the updated indicative funding details had now been received and, as anticipated, this was reduced due to a reduction in pupil numbers; preliminary budget planning for the coming financial year would now begin during the Easter break.</p>	SE AT
8	<p>Budget Priorities for Coming Year</p> <p>The Business Manager and Headteacher informed Governors that they would be meeting the following day with the Assistant Headteachers to review the School Development Plan and discuss priorities and costings for the coming year; it was anticipated that more members of the staff team would now be able to take responsibility for individual budget headings. Overall QPA intended to break even in the coming year though the effect of the increase in pension contributions was not yet totally clear.</p>	AT SE
9	<p>Tenders and Funding Bids</p> <p>No large scale purchases had been put out to tender since the last meeting but bids for funding for a new alarm system and the replacement of some of the roofing had been made; QPA would get a decision on these bids by the end of March 2019.</p>	

10	<p>Pupil Premium Report</p> <p>The Business Manager was currently preparing a schedule showing how the Pupil Premium finance had been spent in the current year; he would bring this to the next meeting of the committee.</p>	SE
11	<p>Governor Visits</p> <p>Governors recalled that MS had recently made a Governor visit (Minute 6 refers) and discussed the problems which Governors had in arranging to make their visits and the different ways that visits could be organised. It was agreed to refer this matter to the FGB.</p>	AT to refer to FGB
12	<p>Training</p> <p>It was agreed that this matter should not be a regular item on the Committee's agenda but should be a regular item on the FGB agenda.</p>	AT to refer to FGB
13	<p>Any Other Business</p> <p>a) Contact with Parents In response to a question from EM, the Headteacher explained that due to the diverse nature of QPA's community many communication methods were used e.g. texting, letters home, email, Dojo, home visits.</p> <p>b) Community Nursery The Headteacher updated Governors on the ongoing issues with regard to two members of staff at the Community Nursery; it was now possible that these staff members had never been formally transferred from QPA and, therefore, could perhaps be re-absorbed onto QPA's payroll. Ongoing discussions were being held with the relevant union.</p> <p>c) Conference for School Governors Governors noted the details of the conference for School Governors due to be held on 9 July 2019 and noted that they could book onto this via the school office or via the Governor Hub.</p>	AT SE All Comm.
14	<p>Date of Next Meeting</p> <p>The next meeting of the committee was due to be held on 25th June 2019 when the main item for discussion would be the first draft of the 2019/2020 budget.</p>	All Comm.