



**QUEENS PARK ACADEMY**  
**MINUTES OF THE BUSINESS AND FINANCE COMMITTEE MEETING**  
**TUESDAY 9 OCTOBER 2018**  
**TIME: 5.00 – 6.30 PM      VENUE: MEETING ROOM**

<b>Attendance and Apologies</b>			
<b>Community governors</b>		<b>Staff governors</b>	
Majid Shabir (Chair)	P	Tom Burrin	P
Eric Masih	A		
		<b>Headteacher</b>	
		Anna Thwaites	P
<b>Parent governors</b>		<b>Associate members</b>	
		Stuart Evans	P

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

**In attendance:** Michelle Allison (clerk)

	<b>AGENDA ITEM</b>	<b>Action</b>
1	<b>Welcome</b> The Chair welcomed everyone to the meeting. No apologies received from EM.	
2	<b>Election of Chair</b> Majid Shabir was re-elected as Chairperson.	
3	<b>Minutes of Meeting</b> of 12 <sup>th</sup> July 2018 were agreed, and signed by the Chair as a true record. MA to place them in the Governors File in the main office and on Governor Hub. Matters arising; <ul style="list-style-type: none"> <li>• Lettings – Bilal is now looking for a bigger space so QPA is not appropriate. SE suggested concentrating on hiring the hall out to local groups, clubs and charities.</li> <li>• New Staff – we are now fully staffed. Debbie Moule is joining as Finance Assistant and Esther Arguelles Alvarez will complete the kitchen team.</li> <li>• Lighting – the company wanted to come to the FGB however, SE has deferred until next summer, as the Strategy Day is not the appropriate forum.</li> <li>• H&amp;S – SE has requested a document from Citation about workplace requirements e.g. height of chairs.</li> <li>• Budget priorities will be discussed at the Strategy Day.</li> </ul>	MA
4	<b>Agree Terms of Reference 2018/19</b> The Terms of Reference were agreed. SE and MS suggested inviting Ven Bolton and Anthony Walsh to join the Business and Finance Committee.	
5	<b>Review of year end accounts</b>	

Signed ..... Date .....

	SE confirmed that the year-end audit had been completed and the results agreed as follows: reserves of £267,000 including £43,000 reserves brought forward. The balance would have been higher but we have written off Nursery debtors as agreed by MS, RR and AT. Net current assets of £309,000. Michael Durst and a colleague from Landau Baker are coming in on Thursday to sign off the accounts. SE invited governors to attend however, MS has work commitments so SE will feedback to him. Note – Please see SE’s message on Governor Hub dated 30 <sup>th</sup> October with the finalised figures from Landau Baker.	
6	<p><b>Audit findings</b></p> <p>The audit findings highlighted 4 issues, which are all historical – nursery debtors, catering debtors (Debbie Moule will help with this in her new finance role), TUPE of staff at Families First and the need for a fifth Member. SE confirmed that as no new items were identified, we had met our target from a control point of view. The accounts will be officially signed off on 24 November at the FGB meeting. SE commented that Landau Baker provide an excellent all round service at a competitive price and sees no need to re-tender. The committee agreed with this.</p>	SE
7	<p><b>Business Manager's Report (verbal)</b></p> <ul style="list-style-type: none"> <li>• The budget for the year is set to break even. It includes contingencies for salaries and building work etc. This year more budgets will be delegated to staff e.g. Tom – IT, Kellie – Training. Curriculum costs will be split in to various headings and managed by the Senior Leadership Team.</li> <li>• Work completed over the summer included moving boards, an upgrade to the plumbing and heating, and painting, which was observed by MS during his RO visit.</li> <li>• SE has contacted the Funding Agency regarding the sale of the Marlborough Road site and is waiting for the DfE to make contact.</li> <li>• Debbie Moule will pick up the day-to-day running of finance to release Stuart to look at projects and systems.</li> <li>• Developing partnerships – Tesco Fair Share are very keen to get involved with the school. SE has been strongly encouraged to enter the Bags for Life Project and will be asking for funding for bike sheds and scooter storage. Tesco confirmed that the minimum payout would be £1000.</li> <li>• This year is going to be QPA’s professional year and in general, morale is up. Paid meals were 489 last week when they used to be 330 maximum under the previous kitchen team. The success of Staff development is evidenced in that Sarah has moved on to manage her own kitchen. We have a new Spanish catering assistant joining after half term so we will have a multi-cultural kitchen team offering different foods. Ileana’s husband is supporting the school until half term. He is a head chef from a top local restaurant. Jo Midgley contacted a local online newspaper who are going to write an article about this arrangement.</li> </ul>	
8	<b>Policies update</b>	

Signed ..... Date .....

	Statutory policies will be discussed during the next RO visit. SE to check with Michael Durst at Landau Baker to see which policies are statutory and report to governors.	SE
9	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>SE gave an update on the situation with the Community Nursery. The involvement of Stone King has not been particularly fruitful as neither the Borough or Families First have responded to their letters. Our costs so far are £5,500 with an estimated maximum of £8,000. This has not been budgeted but can be covered from contingencies. We now have only 2 members of staff at the Community Nursery. Families First cannot carry their pension deficit and Landau Baker confirmed we could not continue to, as they are not our staff. SE suggested the costs should be split three ways between QPA, the Borough and Families First. Next steps are for MS to talk to Cllr Yasin Mohammed. If no reply in 2 weeks, we will escalate it to ESFA. Stone King is drafting a letter for the Borough. This is a point raised on our Audit so needs discussion with Landau Baker.</li> <li>AT mentioned that Biddenham School are trying to raise money for a Sixth Form centre.</li> <li>SE stated that we report Health and Safety at each Leadership meeting. It should probably sit as a reporting item within this committee.</li> <li>SE confirmed that the local Finance Sub Group has its next meeting in November.</li> </ul>	MS
10	<p>Date of next meetings;</p> <ul style="list-style-type: none"> <li>Full Governing Board – Saturday 24<sup>th</sup> November</li> <li>B&amp;F meeting - 19<sup>th</sup> February 2019.</li> </ul>	

Signed ..... Date .....