



MINUTES

Fox Wood School

Full Governing Body Finance Meeting

Tuesday 16 October 2018 at 10.00am

Present:

Mrs P Chapman (Chair)
Miss L Duffy (Headteacher)
Mr P Dahlstrom

Mrs R Agnew
Mrs A Bye

In attendance:

Mrs A Watson (LA Finance Officer)
Mrs A Wright (Office Manager)
Miss A Wells (LA clerk)

The meeting is not quorate, however governors decided to proceed.

Part one – non confidential business

1. Welcome

The chair opened the meeting.

2. Absence/apologies

Apologies were received from Ms Fletcher, Mrs Southward, Ms Jones, Mr Brammeier, Ms Hill and Ms Ellison. There was no contact from Mr Frost.

3. Declaration of personal interests

Governors were asked to declare any interest they may have, pecuniary or otherwise, relating to this meeting. No interests were declared.

4. Budget summary update for school

The projected outturn for 2018/2019 was circulated to governors prior to the meeting. The headteacher and Mrs Wright have met with the LA finance officer to discuss the data in detail.

Mrs Watson went through the information and governors asked the following questions:

- **When do the pension changes begin?**
It is September 2019. The DfE has a grant fund for 2019/2020, but after this the payments will be part of the comprehensive spend review.
- **Is there any necessary work that needs to be carried out from the premises budget?**
Batteries in all of the lights will need to be changed and this will cost approximately £2,000. The hydro hoist may also need to be replaced.
- **What about the NHS contribution towards specialist equipment?**
This is an ongoing dispute between Health and the LA. Health has carried out a school review, but there is no indication they believe they should provide any funding.
- **Who is currently paying for specialist equipment?**
School is paying to ensure no pupil goes without anything they really need.
- **Why is there an overspend on professional services?**
The Data Protection Officer role was not included in the budget. School has also paid a three year subscription for consultancy, but this is a one off payment.
- **How does the ICT support work?**
The ICT support system works where schools purchase credits. As school is using these credits instead of spending there may be a saving in the budget.
- **Why is there an overspend on the SLAs?**
School has purchased the Attendance SLA which was not built into the budget.
- The carry forward is approximately 2.9%.

A governor asked how the budget was calculated and Mrs Watson explained school receives £10,000 per place. On top of this there is a banding system of funding for additional needs such as PMLD, SLD and ASD. **A governor enquired** who assesses the pupils and they arrive at the school following a diagnosis from the LA. **A governor enquired** if any pupils receive one to one support and it is only for those who really need it.

ACTION: Mrs Watson to send the clerk the 2018/2019 funding pack breakdown

ACTION: LA clerk to circulate the 2018/2019 funding pack breakdown to all governors

The governing body discussed the lack of funding in Warrington for SEND.

5. Budget summary update for college

Mrs Watson went through the report highlighting the following:

- Savings on staffing
- Savings on education support staff
- An additional MDA post was not built into the plan so there is an overspend

Mrs Watson explained the college is funded differently to schools. The headteacher stated that ten pupils will be going into the college next September and a further five pupils from other schools. This means college will be over numbers. **A governor enquired** about any projects and the headteacher said there many need to be a second PMLD base. Also there are ideas to have an independent living skills unit.

ACTION: Mrs Watson to inform the headteacher of any funds set aside for college projects for her to share in the next full governing body meeting

A governor asked about staff funding and this is shared between the two schools, as well as utilities and occupational therapy time.

6. Changes to teachers' pensions

This was discussed in item 4.

7. Financial skills matrix

Ms Jones, Mr Brammeier and Ms Hill are the only governors who have not returned their skills matrix. **A governor enquired** if there are training needs in finance and there are. Mrs Watson said governors can either attend LA training or have bespoke training.

ACTION: Mrs Wright to send Mrs Watson some dates in the spring term for finance training and once a date is agreed circulate it to all governors

The meeting went to Part Two confidential – Item 13 at this point

The full governing body thanked Mrs Watson and she left the meeting at 11.10am

8. Manual of Internal Financial Procedures

Mrs Bye has reviewed the manual and proposed the following:

- Throughout the document, remove all references to committees and terms of reference except the Pay Committee.
- Change Chairman to Chair and Vice Chairman to Vice Chair.
- The limits of delegated responsibility only refers to the headteacher, it should be added that the deputy headteacher will step up in the headteacher's absence.
- Change SIP to School Development Plan.

- Authorisation of Write Offs – the sentence says approval must be sought for over £200, then repeats the sentence for over £100. Remove the sentence regarding £100.

Mrs Wright has contacted Payroll regarding mandatory signatures, it is the headteacher and Ms Buchanan. **A governor asked** is there is someone to cover in Mrs Wright's absence and there is. There is also a colleague at Green Lane School who has a similar role.

ACTION **Headteacher to arrange for the draft Manual of Internal Financial Procedures, with the above amendments to be submitted to the next governing body meeting for ratification**

9. School Fund audit

The School fund documentation has been sent to the auditor and the outcome will be submitted to the next full governing body meeting.

ACTION: **Headteacher to inform the governing body of the outcome of the School Fund Audit at the next meeting**

10. Actions from school financial self assessment

The School Financial Self Assessment has been received and the headteacher, Mrs Wright and Mrs Bye have reviewed it. It refers frequently to internal financial controls. One difficulty now is monitoring utility bills. The LA decides on the supplier and as the bills are for the whole site, Mrs Wright has to calculate what Fox Wood should be paying.

A governor asked what is required of them:

- **Do governors check petty cash?**
Yes, Mrs Bye checks this on behalf of the governing body
- **Are governors aware if school has an up to date Pay Policy?**
Yes, school does have an up to date Pay Policy
- **Do governors check the Single Central Record?**
The chair has been in to school to see the SCR
- **Is the Letting & Charges policy due for reviewing?**

ACTION: **LA clerk to add Review Letting & Charges policy to the first full governing body meeting of the spring 2019 term**

11. Financial audit (6 – 7 November 2018)

The headteacher, the chair and Mrs Wright have already met to discuss the financial situation in school. Mrs Wright has drafted a Debit Card policy and she read it out. There are some small amendments to be made.

ACTION: Mrs Wright to amend the Debit Card Policy and the headteacher to submit the final document to the next full governing body meeting for ratification

12. Any other business

A governor enquired if the headteacher has informed the LA the group of the school should be moved upwards as they are above numbers. Mrs Wright has contacted the LA but has not received any response regarding this matter.

ACTION: Headteacher to contact HR to ask for the school group formula and to confirm their current grouping status and feedback to the chair

Part one of the meeting closed at 11.30am

SIGNED
Chair

DATE



WARRINGTON
Borough Council

