

**MINUTES OF A MEETING OF THE FINANCE COMMITTEE**

**HELD ON 2nd FEBRUARY 2023 AT SCHOOL**

**Governors Present:** Julien Rye (JR) Finance Chair

Jonathan Norris (JN) Head Teacher

Paula Riordan (PR) FGB Chair

Richard Stockwell (RS)

**Also in attendance:** Kate Welsh (KW) School Business Manager

**PART ONE – NON-CONFIDENTIAL BUSINESS**

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|  | **ITEMS** | **Actions** |
|  | *Meeting commenced at 8.30 a.m. for JN, KW and KG.*  *Governors joined the meeting at 9.30 a.m.(RS from approx.. 10.15 a.m.)* |  |
|  | **APOLOGIES & ADDITIONAL AOB ITEMS**   1. There were no apologies or items of additional business to be considered. |  |
|  | **CONFLICT OF INTEREST**  Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.  There were no conflicts to declare. |  |
|  | **PART ONE MINUTES & MATTERS ARISING**  The Part One Minutes of the meeting on 23rd November 2022 were confirmed as a true and accurate record of the meeting. The minutes were retained by the school and will be signed by JR at the next physical meeting.  Governors reviewed the autumn term action log:  **ACTIONS FROM THE FINANCE MEETING ON 14th November 2022**   |  |  |  |  | | --- | --- | --- | --- | | **What?** | **Who?** | **When?** | **Complete?** | | **Action 1**: To investigate why specific child is still showing on SEN papers. | KG | Spring finance meeting | Yes – KG thinks that SEN pupil has now been processed and should not appear on summer papers. | | **Action 2** To confirm the exact amount of DFC remaining. (at the moment the DFC figures are not helpful) | KG | Spring term  (this is a standing item – not yet fully resolved) | **Ongoing (add to** **Spring Action Log)**  Waiting on info. from Liam (senior accountancy)  KG to liaise with Liam (in accountancy) to organise a more detailed breakdown of DFC spend in time or each finance meeting. | | **Action 3.** To investigate why incorrect funding had been received for 22-23 for a SEN pupil (SM) and correct. | KG | Spring 23 (rolled over from aut 22) | **Ongoing (add to Spring Action Log)** – still investigating and additional 10 hrs between 31.1.22 and 13.5.22 | | **Action 4.** Toinvestigate and correct why a SEN child had not received additional 8 hrs funding for wrap around care (NM) | KG | ASAP /Spring 23 | **Complete** – hours now correct. | | **Action 5.** To send details of journals required relating to transport for swimming sessions and hire of the water cooler. | KG | ASAP / Spring 23 | **Complete**. | | **Action 6.** To clarify what account code R9710 is used for (JR question – “. KG reported that it was a calculation of our pupil numbers with a 2.5% increase. JR reported that this account code had previously been for Maternity, Teachers Rehab and Redundancy insurances and it looked like the maternity description had been overwritten by the 2.5% comment.” | KG | Spring 23 | **Complete**.  Emailed governors after autumn meeting. | | **ACTION 1.** JR to sign minutes at next physical meeting.  **ACTION 2.**  KG to liaise with Liam in accountancy to organise a more detailed breakdown of DFC spend in time or each finance meeting.  **ACTION 3.** Investigate missing additional 10 hrs for SEN pupil between 31.1.22 and 13.5.22 |
|  | **POLICIES**  Governors reviewed and approved the following policies:   * *Charging and Remissions* * *Governor Allowances* * *Retirement Rewards Policy and Procedure* |  |
|  | **SPRING TERM FINANCE PAPERS**  Pupil Numbers  Increased from 22 to 27 (based on the latest info. from Cheshire East school admissions)  Supplementary Grants  JN asked about Supplementary Grants. KG explained that, following the 22-23 grant of £22,638, a further £26,501 had been included in the 23-24 budget. This is described as a Mainstream School Additional Grant and was intended to help with the increase in staff pay. There was no further information about future years.  Pupil Premium (PP) / Looked After Children / Free School Meals  The number of children was reviewed. JN asked if PP funding followed the child to high school or if it remained in Rainow’s budget as per the financial year. KG to clarify.  Staffing  JN explained that Y6 would now be covered by a M6 teacher all day on a Friday (previously, this has been covered between a supply teacher (0.5 days) and a Higher Level Teaching Assistant (HLTA, 0.5 days). KW to set up the new teaching position on a 1 day per week contract from wk. commencing 16.1.23. JN explained that this would provide a better consistency for the Y6s.  A HLTA’s requested to have their contract reduced by 2 hours (linked to above).  Main  Governors worked through each line of the budget making minor adjustments where necessary. Points worthy of note:   * ‘Publications’ budget line was discussed and will be used before financial year end linked to the School Development Plan (SDP). * SB’s role as a SBM consultant was discussed, and an appropriate sum factored into the supply budget to support KW’s (SBM) induction during the next half term at least. * Coding issues to be dealt with by KW and KG. * The supply budget was discussed more generally and how it will support tutoring (school led tutoring). This is linked to the SDP.   School Meals  Discussion took place around the uptake of hot lunches by KS2 children (paid). Governors requested a more detailed analysis.  Sports Funding  KG will send a more detailed breakdown of Sports Funding. (£4500 surplus, according to the spring budget papers)  Out of School  JR queried the income vs. expenditure for ASC and BSC.  3 Year Forecast  The revised carry forward for 2022-2023 was calculated as £19,220 decreasing to -£98,823 for 2023-2024, and decreasing further to -£258,463 for 24-25.  Discussion took place around the local and national picture for school funding. KG explained that most schools faced the same challenges:   * A significant increase in staff costs, which have only been partially funded by the Government. * Low SEN funding vs. the relatively high costs of providing resources to meet the children’s needs. * Increase in energy prices. * A general increase in costs across the board. | **ACTION 4.** KG to investigate how PP funding works for a Rec or Y6 child.  **ACTION 5.** KW to set up a 1 day per week contract for y6 teacher.  **ACTION 6.** KW to work with KG to correct coding errors.  **ACTION 7.** KW to provide analysis of school lunches income and expenditure.  **ACTION 8.** KG to send Sports Funding report to KW.  **ACTION 9.** KW to investigate ASC/BSC income, and provide a detailed analysis to governors. |
|  | **ANY OTHER BUSINESS**  There were no items of any other business for discussion. |  |
|  | **IMPACT STATEMENT**  Governors helped move the school forward by:   * Ensuring key policies were fit for purpose before approving them. * Overseeing the financial performance of the school to ensure school funds are managed efficiently and effectively for the benefit of the children. |  |

Meeting closed at 11.45 a.m.

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**ACTIONS FROM THE SPRING TERM FINANCE MEETING ON 2nd February 2023**

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| **What?** | **Who?** | **When?** | **Complete? Comments?** |
| **ACTION 1.** To sign autumn 22 minutes | JR | Next physical meeting |  |
| **ACTION 2.** Liaise with Liam (accountancy) to organise a more detailed breakdown of DFC spend in time for each finance meeting. | KG | Next meeting |  |
| **Action 3.** To investigate why incorrect funding had been received for 22-23 for a SEN pupil. | KG | ASAP 23 (rolled over from aut 22) | **Ongoing** – still investigating and additional 10 hrs between 31.1.22 and 13.5.22 |
| **ACTION 4.** To investigate how PP funding works for a Rec or Y6 child. | KG | ASAP |  |
| **ACTION 5.** To set up a 1 day per week contract for y6 teacher. | KW | ASAP and back dated to wk. commencing 16.1.23 |  |
| **ACTION 6.** Correct coding errors. | KW and KG | ASAP | KW to refer to her notes on this. |
| **ACTION 7.** To provide an analysis of school lunches income and expenditure. | KW and KG | ASAP |  |
| **ACTION 8.** Send Sports Funding report to KW. | KG | ASAP |  |
| **ACTION 9.** investigate ASC/BSC income, and provide a detailed analysis to governors. | KW | Summer Finance meeting |  |