

MINUTES

Finance, Facilities and Personnel Advisory Group

Friday 3rd March 2017

Held at The Samworth Church Academy, 10:30am

SAMWORTH
CHURCH
ACADEMY



Present: Nigel Spraggins (NS), Barry Found (BF), Neil Smith (NSM)

In Attendance: Ellie Heald (EH) (Clerk), David Jackson (DJ) (Site Manager)

- | | Outstanding |
|---|--|
| 1. Apologies: None. | 03/03/17 NS/ EH to review policy |
| 2. Declarations of Interest: None. | 03/03/17 DJ to review capital replacement plan
EH to amend policy |
| 3. Minute of Previous Meeting:
The advisory group agreed the minutes of the previous meeting as a true and accurate account. | 03/03/17 |
| 4. Matters Arising: There were no matters arising. | |
| 5. Financial Issues: | |
| 5.1 Responsible Officer Report. Nothing to report. | |
| 5.2 Management accounts. As per circulated document. Nothing of concern to highlight. Cash at bank variance due to pending receipts from Endowment Fund and VAT claim. | |
| 5.3 Forecast update. The current three-year and year-end forecasts were presented, showing a greater surplus than previously. The variances in the year-end forecast were due to the following reasons:
- Saving in the pay award budget of £5,000.
- Allowance in the budget of £4,000 for midday supervisors that would not be recruited at this stage.
- £6,000 reduction in the Teambuilding allowance.
Due to a number of site works totalling £17,200 that were approved during the meeting, the year-end forecast was to be restated to show an in-year surplus of £40,000. | |
| 5.4 Financial Management & Governance. EH advised clarification had been sought from the EFA surrounding the question of leasing. Advised the academy would have to seek permission from the EFA beforehand, and permission would only be granted in exceptional circumstances. | |
| 5.5 Update on financing offsite educational activities. Nothing to report. | |
| 6. Personnel Issues: | |
| 6.1 Appointments, resignations, contractual changes, sickness. BF advised of the following appointments: 2 x Physics Teachers, 2 x Chemistry Teachers, 2 x part-time Student Information Desk Assistants, 1 x MFL Teacher and 1 x Maths Teacher. Advised the following resignations had been received: 3 x Science Teachers, 1 x Teaching Assistant, 1 x Student Information Desk Assistant and 1 x Progress Learning Centre Manager. Advised there were ongoing issues with two long-term sickness absences, which were being reviewed. | |
| 6.2 Planned review policies in accordance with the terms of reference. The following policies were approved for submission to the governing body: Budgetary Control, Charging & Remission and Community Use. Code of Conduct for all Adults title to be amended to Code of Conduct for all Staff and Volunteers. Discussion took place surrounding the Policy and Procedure for Handling Redundancy. Following discussion it was agreed NS would review this with EH. | |
| 7. Premises Issues: | |
| David Jackson joined the meeting at 10.30am. | |

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7.1 Review of conditions of premises (Asset management plan). DJ gave overview of condition of premises. Highlighted the majority of work was being done in house by the site team, with external assistance where required. Gave overview of works carried out during half term including Fire & Security tests, Canopy cleaning, External Door checks and Sprinkler System servicing.

7.2 Improvement programme- short and medium term. DJ stated the 5-year plan had been updated, and highlighted the works that required approval for summer 2017. Discussion took place surrounding the reality of the plan. DJ to revisit and represent.

7.3 Review repairs and maintenance budget. DJ stated expenditure for financial year was on track, and stated the number of external paid bookings was increasing significantly.

David Jackson left the meeting.

8. Risk Management:

8.1 Review Risk Register. Nothing to report.

8.2 Business Continuity Plan. Nothing to report.

9. Any Other Business:

9.1 Reserves Policy. Discussion took place surrounding the draft policy produced, and whether the reserves held should be a percentage or specified amount. It was agreed that reserves held should include an amount for contingencies. After discussion, all agreed that the target range for reserves should be set at 3%. EH to amend policy to remove separate headings of Revenue and Capital reserves.

Nigel Spraggins stated the meeting would be Neil Smith's last, and thanked him for his work.

10. Date of Next Meeting: Wednesday 21st June 2017, 10:00am

Next meeting dates for Board of Governors:

- Thursday 9th March (Evening)