

Finance Audit & Risk Committee
Minutes of the Meeting held on Tuesday 23rd September 2025
at 6pm via Google Meet



Steve Cooper (SC)	Co-opted Governor		Absent
Gemma Davies (GD)	Co-opted Governor	Present	
David Murden (DM)	Ex-Officio Governor / Executive Headteacher	Present	
Lindsay Sedola (LS)	Co-opted Governor (Chair)	Present	
Samata Razak-Oudirangou (SRO)	Co-opted Governor		Absent
Sarah Brooks-Watson	Financial Consultant	Present	
Rosemary Viggiani (RV)	Governance Professional	Present	

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>LS opened the meeting at 6:00pm and welcomed everyone to the meeting.</p> <p>SC and SRO were contacted and apologies were received; the meeting was not quorate as the quorum is three governors, not including the Executive Headteacher.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest in items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 3rd June 2025</p> <p>Governors could not approve the minutes of the meetings held on 3rd June 2025 as the meeting was not quorate.</p> <p>ACTION: To approve the Minutes of the meeting held on the 3rd June 2025 at the next meeting. 55</p> <p>Matters arising (see action list below)</p> <p>Governors reviewed progress against the actions, noting which could be closed.</p> <p>ACTION: The Finance Policy for 2025/26 will be reviewed when Sutton publish the Scheme of Delegation for 2025/26 and SBW to confirm whether any changes are required, re-presenting to Governors if necessary. 56</p> <p>ACTION: Progress against the Audit action plan to be on the agenda for FAR in November 57</p>	
3.	<p>Management Accounts and other finance reports:</p> <p><u>Management Accounts to end of August 2025 (Month 5)</u></p> <p><i>The BMR had been updated against the budget and had been sent to the LA on the previous Friday, copying in governors.</i></p> <p>Sarah is working to ensure that the reporting is up to date and being effectively managed to produce reliable and up to date reports. She is on contract from SMS and is currently working full time at the school to do the daily checks and balances and to develop an understanding of the staffing / agency management which accounts for nearly 90% of the budget.</p> <p>Sarah is also developing an understanding of the funding to ensure that this is correct and understood by all as appropriate.</p> <p>Governors thanked Sarah for her report as presented for this meeting. The recommendations section was especially appreciated.</p> <p>Sarah will produce the report on a regular monthly basis.</p> <p>Another key factor that Sarah is working on is the management of the capital bids to ensure everything that can be claimed is being claimed.</p>	



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	<p>Governors asked about the teaching staff expenditure which has been approved nationally and noted by Governors over the summer break. The payments will be effected this month with any back payments made as appropriate. Personal increments will be approved at the Pay Committee on 14th October and will be notified to staff according to the published deadlines and paid / backdated in the November payroll.</p> <p>Governors discussed the BMR clarifying their understanding of the columns as presented by SBW. SBW confirmed that they school are still aiming at an overall balanced budget.</p> <p>DM confirmed that they are working to improve the management of sickness and governors will see a gradual improvement.</p> <p><u>Cashflow Forecast / payment schedule</u></p> <p>These were not presented at this meeting but will be carried forward to the next meeting.</p> <p><u>Related Party Transactions</u> – for approval to date</p> <p>These were not presented at this meeting but will be a standing item on each agenda.</p> <p>Action 32 remains open to ensure the effective identification and appropriate management of related party transactions moving forwards.</p>	
4.	<p>Risk Register</p> <p><u>Consideration of the Risk Register</u></p> <p>As per Action 50, this will be presented to FAR in November.</p> <p><u>Update with regards to the Carew Manor Site</u></p> <p>It was noted that the risks are set out in Sarah’s report and the verbal report tonight. The main headline is related to the firming up of the income and tracking the expenditure – following up on the unknowns eg utilities etc.</p> <p>DM noted that there is a risk around Carew that the income in the budget may have been overstated; this is being raised with Jack; SBW is not sure at the moment but is seeking clarity around the budget figures.</p>	
5.	<p>Approval of Contracts / Planned Expenditure as required under the Scheme of Delegation</p> <p><u>Schedule of SLA’s / Contracts and synchronisation with GB Meetings - to note</u></p> <p>This has yet to be completed.</p> <p>ACTION: The schedule of SLA’s and Contracts is to be confirmed and presented to FAR in November.</p> <p><u>Teacher’s Pay Award</u></p> <p>As noted above, Governors approved this over the summer – although, as a Maintained School this has to be paid and Board approval is not strictly necessary.</p> <p><u>VOIP add on to contract:</u></p> <p>DM had asked Ian to update the school’s VOIP phone contract to include outgoing external calls from all classrooms (they were previously just internal). This is to enable teachers to phone parents after the children have gone. Teachers use the classroom to plan and make confidential calls to parents and have been finding it difficult to find an appropriate place to do this. This is standard in all schools I have worked in previously and was also set up like this at the hill already. The previous contract was going to be £2496 each year for 5 years. The new cost will be £4680 and an increase of £2184. This is nearly double the amount, but it is doing double the work.</p> <p>Governors NOTED that this has been approved by the Head as per the Scheme of Delegation as signed on 8th July 2025</p>	58

Action list

#	Action point	Who	By when	Update
Actions arising from the meeting of 29 th April 2025				
26	Lettings Policy and Form to be on the agenda for PHS on 15 th May.	Clerk / RD	May PHS	Lettings Policy submitted to this meeting and on the agenda for PHS. Action closed.
28	DM to enquire of the LA as to whether funding for a new mini-bus would be included within the Carew set-up funding.	DM	FGB May 20th	DM has spoken with Jack and the school will put in a bid but it is not guaranteed. Any funding bid for an electric vehicle includes the costs for charging points. Action closed
32	SBW to manage the combined Register of Business Interests for Governors and School Budget Holders and ensure that the Finance Department are aware of related parties and record any related party transactions as they occur bringing them to the attention of the Board to note at the next FAR / FGB. Also to update the RPT report for 2024/25 for approval by the Board.	SBW	FGB June 17 th	Update: Action closed at FGB; process to be put in place to identify and monitor throughout 2025/26. Action remains open
39	RD to put a revised Finance Policy for 2025/26 to Governors as soon as Sutton Publish the Scheme of Delegation for 2025/26.	RD	asap	Policy on table for FAR tonight - we will update as and when Sutton's Scheme of Delegation for 2025/26 is issued. Action closed.
Actions arising from the meeting of 3 rd June 2025				
40	At FGB appoint DM as the new Signatory for the School Fund bank account to facilitate the withdrawal of funds and closure of the account in the event of not being able to contact two of the existing signatories. RD to supply the bank account name and number to facilitate this.	FGB	FGB June 17 th	DM completed the mandate forms. SB is sending with a cover note. Action closed.
41	DM to reach out to ex members of staff who were potential signatories of the School Fund bank account for them to sign the bank mandate form to change the signatories for the account.	DM	asap	Action closed (this action was not helpful - see Action 40 above)
42	RD to confirm what was sent to the LA and, if the documents to be approved at FGB for the year end accounts and budget moving forwards are different to those provided to the LA then the LA will need to be informed and provided with the correct papers.	RD	FGB June 17 th	At FGB it was confirmed that the papers had been sent prior to approval. Action closed
43	The Head and Chair to sign a paper copy of the finally approved accounts and budget papers to ensure clarity with regards to the correct figures.	DM / GD	FGB June 17 th	These were approved and signed by Governor hub approval. Action closed

#	Action point	Who	By when	Update
44	RD to supply FGB with the Management Accounts to the end of March 2025 with any coding corrections clearly reported.	RD	FGB June 17th	The end of year accounts were provided to FGB on 17 th June and approved; action closed
45	RD to clarify what the "Cash from Parents" and "Parent Pay" lines in the cashflow report relate to.	RD	FGB June 17 th	Finance confirmed that these were school trips (Cash from Parents) and lunches (Parent Pay); action closed
46	RD to share his correspondence with the auditors with DM and use the report format as requested by the auditors for reporting back to the Board in future.	RD	asap	DM and SBW have reached out to auditor - action list in hand. Action closed
47	RD to ensure that all DBS checks are current by September 2025	RD	Sept 25	The school has not moved to an update service and therefore this is not applicable now. We are compliant with DBS checks but need to ensure that the SCR is managed effectively. Will be on the Risk Register. Action closed
48	RD to provide the budget in the correct, all campus combined, format for approval by FGB on 17 th June. This will need to be presented to the Board well in advance of the meeting to allow any questions to be raised and responded to well before 17 th June.	RD	June 9 th	The budget was provided to FGB on 17 th June and approved; action closed
49	SBW to review and rationalise the list of direct debits before the end of term with a report back to FAR in Nov 2025	SBW	FAR Nov 25	This item arose as a result of Governors wanting reassurance around cashflow. This is being managed operationally. A report will be presented in November around the management of cashflow and the monitoring of direct debits. Action remains open.
50	SBW to review and reformat the Risk Register; closed risks should be moved to the end.	SBW	FAR Nov 25	Not completed. Sarah and David have discussed this and will come back to governors in November with it updated. Action remains open
51	Minibuses should be reinstated on the Risk Register and SBW must get confirmation from TfL in writing that our mini-buses are exempt from the ULEZ Charge until Oct '27.	SBW	FAR Nov 25	Action remains open
52	RD to prepare the paperwork for sign off of the Catering Contract at FGB on June 17 th	RD	FGB 17 th June	The catering contract was approved at FGB on 8 th July; action closed.
53	RD to prepare a tender document for ICT for approval at FGB on 17 th June following receipt of the audit report (due 4 th June) and prior to submission to the LA.	RD	FGB 17 th June	The ICT recommendations were approved at FGB on 8 th July. Action closed
54	RD to follow up with Sutton re the LA Scheme of delegation to schools.	RD	FGB 8 th July	Sutton will inform us when they have updated theirs. My understanding is that it is for each school to set this out. Action closed

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Actions arising from the meeting of 23 rd September 2025				
55	To approve the Minutes of the meeting held on the 3 rd June 2025 at the next meeting.	RV	FAR Nov 25	
56	The Finance Policy for 2025/26 will be reviewed when Sutton publish the Scheme of Delegation for 2025/26 and SBW to confirm whether any changes are required, re-presenting to Governors if necessary.	SBW	when possible	
57	Progress against the Audit action plan to be on the agenda for FAR in November	SBW	FAR Nov 25	
58	The schedule of SLA's and Contracts is to be confirmed and presented to FAR in November.	SBW	FAR Nov 25	
59	The Finance Policy as recently amended to be presented to FGB in October 2025.	SBW	FGB Oct 25	
60	Lettings Policy to go to PHS for review; the schedule of charges to be put to FGB in October for approval.	RV	PHS / FGB	