

Finance Audit & Risk Committee
Minutes of the Meeting held on Tuesday 29th April 2025
at 6pm at the Sherwood Hill Campus



Steve Cooper (SC)	Co-opted Governor	Present	
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
Riyaz Dayal (RD)	School Business Leader	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. All were present.</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 28th January 2025 (Part A & B)</p> <p>DECISION: Governors approved the minutes of the meetings held on 28th January 2025 (Part A and B) as a true and complete record of the meeting.</p> <p>Matters arising (<i>see action list below</i>)</p> <p><i>Governors asked about the booking form for Lets which needs updating having been picked up by the auditors?</i></p> <p>RD confirmed that the current policy is being reviewed and this will be picked up in that review. A new template has been devised and Tam wants to include some new items.</p> <p>It was noted that there are some new enquiries for lettings which is encouraging.</p> <p>RD has sent a draft of the new form to the auditors and they were happy but a few further points need to be added.</p> <p>ACTION: Lettings Policy and Form to be on the agenda for PHS on 15th May.</p> <p>It was noted that the coding of income and accounting for free school meals on the system is being investigated and is related to the debt issue. There are four or five funding streams for catering including FSM that have not been coded up correctly and probably have not been coded correctly historically. This relates to historic issues with Parent Pay and managing the debt with confusion as to who is managing what and what goes where. RD has addressed this – but items have gone through historic debt. There are some very old debts, most of which can't be chased but RD is chasing some where possible.</p> <p>RD is working on the coding with a new database for the new financial year. The Access system didn't allow us to separate the expenditure for each campus. In future the plan is to have coding for Central; the Manor, Park & Hill; this will also link with Sutton Payroll who will be separating out the payroll for the different campus.</p> <p>Some manipulation has yet to be done to get the accounts more streamlined and meaningful.</p> <p><i>Governors asked about the actions to be taken re the debt?</i></p> <p>RD requested that Governors write off the debt as per the summary circulated on Governor Hub; the larger debts have been passed to the LA who are asking questions by return.</p> <p>The approval levels for debt were noted as per the Sutton Scheme for Financing Schools (SSFS).</p>	26

Item	Action
<p>RD indicated that the proposed write-offs will have no financial implication to the accounts as they have not hit our accounts yet.</p> <p><i>Governors expressed concern that the situation was not clear and asked for assurance that the school was not being chased by companies for related sums. Also that the debt from last year will be chased to secure recovery of the sums owed.</i></p> <p>RD explained that this is the historic debt and the recovery of last year's debt is in hand.</p> <p>RD has now looked at the policy and letters and assured governors that debts will be chased up as they arise moving forwards.</p> <p><i>Governors asked about the Catering contract noting that the numbers have not yet been provided. There was concern around the school covering the gap and how that will be followed through the BMR? Will the Catering Income / Expenditure thus be in deficit?</i></p> <p>RD noted that Governors had previously stated that they would find it hard to ask parents to pay the full amount.</p> <p><i>Governors asked whether the school offers the option of packed lunches and whether other options had been considered; for instance where the school pays half of the over-spend for those not on free school meals?</i></p> <p>RD asked about the issue from the relationship perspective and how to communicate that to parents? They will want to know why costs have gone up.</p> <p>The Head said that there are still discussions to be had with the LA. There have been some initial discussions with Jack noting that the increase is because our children have special needs. In Mainstream schools the catering provide food in bulk, paid for by finger prints. Caterlink is the only company willing to service us with bespoke meals for small numbers. Jack is open to discussions as to how to help.</p> <p>As regards the debts, those over £1000 have gone to the LA for write-off and the school are waiting for a response.</p> <p>It was noted that, in future all debts should come to governors first for approval, referring on to the LA where necessary for the final approval for write-off.</p> <p>RD noted that this has not been carried through in the past as matters have been surfacing as the details have become clear. It has been challenging to unpick the past records. In future he is bringing responsibility for Parent Pay back into Finance Team. Admin do it currently and the process they have followed is not clear nor complete. In future the debt needs to be tracked weekly.</p> <p>DECISION: The Committee approved the write off of the debts below £1000 subject to FGB approval.</p> <p>ACTION: RD to produce a list of decisions required re financial matters for each meeting with a short paper for each on – what decision is required, why it is required, the options considered and the recommendation from the school with an accompanying rational.</p> <p><i>Governors asked for an update with regards to the situation regarding the wrong pathway having used for by the LA for the most recent payments – an adjustment had been expected in March.</i></p> <p>RD noted that the LA did claw this back and this is included in the statement.</p> <p>DM noted that there are also concerns about the current payment. The school have spoken with Jack and reassurance as regards the funding moving forwards. Jack has given reassurance that the funding for next year will not be less; the TUS funding will need adjusting again.</p> <p><i>Governors asked whether the outstanding Out of Borough payments that were being chased have been received?</i></p> <p>RD confirmed that they have been received.</p> <p><i>Governors asked whether any capital payments that the school have made have all been claimed?</i></p>	<p>27</p>

Item	Action
<p>RD confirmed that all have now been received. And the codes for capital projects will be sorted on the system moving forwards.</p> <p><i>Governors asked about the reference to the new Projects Drive for the school?</i></p> <p>RD said that this is an operational matter for the school to support the audit.</p> <p><i>Governors asked about the progress on the SLA Summary document?</i></p> <p>RD is working on it and will have further discussions next week.</p> <p>DM noted some great news for the school that the money for one mini-bus has been received as a donation.</p> <p><i>Governors were delighted by the news and asked that their thanks be passed on to the donor.</i></p> <p><i>Governors asked whether the LA may be willing to include funds for a minibus for the Carew site in the development funding?</i></p> <p>DM said that he would ask.</p> <p>ACTION: DM to enquire of the LA as to whether funding for a new mini-bus would be included within the Carew set-up funding.</p> <p>Governors thanked the school for their work noting the progress made.</p>	28
<p>3. Management Accounts and other finance reports</p> <p><u>Management Accounts / BMR Report to the end of March 2025 (M12 – year end)</u></p> <p>Reports had been shared before the meeting.</p> <p><i>Governors asked a number of questions about the BMR seeking clarification about discrepancies. For example:</i></p> <ul style="list-style-type: none"> – <i>why columns B (original budget) and D (current / latest budget) matched on income (line 28) but not on expenditure (line 70)? Should these not match at year end?</i> – <i>why the data for Sutton students and Out of Borough students in the financial report do not add to the figures in row 10 (I03) of BMR?</i> <p>RD could not answer the detailed questions but said he would check with SMS.</p> <p>ACTION: RD to check with SMS regarding discrepancies in the BMR for Year End.</p> <p><i>Governors asked what the plan was with regards to the use of SMS services moving forwards?</i></p> <p>RD responded that the school has an SLA with SMS for the use of some reporting / budgeting tools in Access. The SLA has reduced in cost significantly as the school's expertise and resources have increased but the school still buys into Access and the SMS monthly monitoring tools.</p> <p><i>Governors challenged why the school cannot access and report on the data directly from the system?</i></p> <p>RD stated that SMS don't allow the school access to all the data. The school bought the system on the recommendation of SMS and are tied into a contract that has about a year to run. This arises from the period when the school did not have the capacity to do the input and analysis in-house. Now the school has the resources it has taken time to work through all the outstanding issues with the reporting and contract management.</p> <p>The external audit also added to the workload but all agreed that proceeding with the audit at this time was the right decision.</p> <p>That said, the governors were concerned that they are still receiving incomplete financial information with no answers.</p> <p>Returning to the discrepancies between the original and final expenditure budget, RD explained that there had been virements in year which would explain the difference.</p> <p><i>Governors asked when the budget had been revised and why the Board had not been consulted?</i></p> <p>RD was not sure but agreed that virements must be approved by the Committee and the Board according to the Scheme of Delegation in future.</p>	29

Item	Action
<p>ACTION: DM / RD to ensure that all virements are approved by FAR and FGB according to the Scheme of Delegation in future.</p> <p><i>Given the discrepancies in the BMR the Governors questioned whether the quoted surplus of around £300k is correct?</i></p> <p>The Head agreed that the figures presented did not seem correct.</p> <p>RD explained some of the changes since the budget was first set including changes to the LA budget share with some windfall money and the out-of-Borough income which had not previously been invoiced in a timely manner.</p> <p>Governors asked what the windfall money was?</p> <p>RD said that he was not sure, it was confusing. He had sent an email to the LA asking for the funding formula but they don't do one for us as a special school. RD stated that he has put in a figure given to him by the LA for 2025/26. He was not expecting a surplus of around £300k after the February report showed a surplus of £12k.</p> <p>RD is checking with SMS.</p> <p>The Head agreed that the school and board can't make decisions if we don't have reliable data. He noted that the LA now has the same list of pupils and that this is firmed up every year and this forms the majority of our budget – around 85%.</p> <p>RD noted that he has now got the class contributions and pathways detailed out and can make changes quickly.</p> <p>The Head asked if there is a risk of there being a swing the other way?</p> <p>RD thought that this was unlikely as he has had reassurance around the pupils funding with a unique code to make sure that this is tracking correctly.</p> <p>The Head also noted that the staffing data has also been cleaned up. So the income and staff expenditure should be right. He asked what the other main risks are?</p> <p>RD responded that the other main risks are with the SLA's – the catering and training budgets. But these should not give rise to a risk of a £300k swing – they are all smaller budgets.</p> <p>RD stated that he has checked and cleaned the data linked to the establishment data.</p> <p>Governors noted and appreciated the diligence.</p> <p>It was confirmed that the budgets have to be filed with the LA by 20th June and have to be approved by Governors before that.</p> <p>RD acknowledged this.</p>	<p>30</p>
<p><u>Cashflow Forecast / Monitoring the payment schedule</u></p> <p>RD noted that he has received a template from the LA which he is asked to complete on a daily basis to be sent to the LA monthly. RD started to use this yesterday and it will track income from bank statements by transaction.</p> <p>Governors asked to see a summary of the cashflow on a regular basis.</p> <p>ACTION: RD to include the cashflow report in reports to Governors – uploaded to Governor Hub, ideally on a monthly basis and certainly for all FAR and FGB Meetings.</p> <p>RD noted that he has meetings with Jack termly and Sutton devolve the income out to the school on a termly basis in so we don't have a cashflow problem. Capital is managed on a two week turnaround so, again, there should not be any impact on cashflow.</p> <p><i>Governors asked about the cashflow issues raised in the audit report?</i></p> <p>RD explained that this was due to the finance manager being off in January; They are responsible for checking cashflow; when RD knew that she was not returning he asked for access to the bank. As the funds in the bank were not enough to pay salaries the school requested money from the LA. The school were not deliberately put in this position.</p>	<p>31</p>

Item	Action
<p>The Head asked what provisions are now in place to ensure that the school is not in this position again?</p> <p>RD confirmed that both he and the Finance Manager are both involved in the discussions with Jack and his team to get the monies in. There are automated payments in.</p> <p><i>DM asked for confirmation that there was no other reason for this?</i></p> <p>RD said that it was purely around the Sutton income coming in for the spring term. The school will also now invoice the Out-of-Borough students at the start of the term where this has been done at the end of term historically.</p> <p>DM also noted that capital has previously an issue but has now been tightened up.</p> <p><u>Related Party Transactions</u></p> <p>A discussion was held clarifying what is meant by a Related Party Transaction.</p> <p>RD had already noted that there is a relationship between a member of the SLT and a company and he will add this to the RPT spreadsheet.</p> <p>During the discussion it was noted that all relationships declared on the Register of Business Interests should be noted and any transactions between the organisations declared and the school should be identified and declared. All Governors and all members of staff with budgetary responsibilities should make regular declarations and, if any matters are to be discussed in any meeting related to a declared organisation that might have an influence on any decisions to be made in the meeting then the Governor / Member of Staff should step out of the room during that discussion and not vote on the matter in hand.</p> <p>Related Party Transactions should be identified and recorded as they arise and noted by the Board.</p> <p>The importance of declaring any interests at the start of the meeting was noted where this may influence the way discussions are managed and decisions made.</p> <p>Note: Actions 5 and 22 were closed.</p> <p>ACTION: RD 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 / approve at the next FAR / FGB. Also to update the RPT report for 2024/25 for approval by the Board.</p> <p><u>Audit Report</u></p> <p><i>Governors stated that the new comments were not clearly highlighted so asked RD for an update.</i></p> <p>RD stated that this is on the agenda for his weekly meetings. The deadlines are quite ambitious to turn round in a couple of months but it is good to try for this although some actions may end up taking a little longer.</p> <p>Governors thanked RD for the report noting that it is helpful for tracking progress.</p> <p>ACTION: RD to provide an update training progress against the actions from the Audit for the next meeting. There should be an item on Audit progress on the agenda for the next meeting.</p>	<p></p> <p>32</p> <p>33</p>
<p>4. Three Year Plan and Risk Register</p> <p>Presentation of the draft three-year financial plan for 2025/26 – 27/28 (see Action Item 20)</p> <p>RD noted that the Three Year Plan needs to be sent to LA by 20th June and therefore needs approval before that.</p> <p><i>Governors thanked the school for the document but noted that there is little re the assumptions underpinning the figures.</i></p>	<p></p>

Item	Action
<p><i>In the light of the decision made yesterday to open the Manor Campus, Governors asked how the three-year plan should now be progressed? Does the plan now need to be one document covering all three campus?</i></p> <p>For the reports submitted to this meeting, RD had separated the current school from the Manor as this was what was required for the decision as to whether or not to open a school at the Manor. This was to show governors that the Park and Hill was sustainable separate from the Manor.</p> <p>The question was how to now progress the budget given the decision to adopt the Manor. It was noted that the Manor Budget has greater fluidity at the current time.</p> <p><i>Governors asked what the LA would be expecting?</i></p> <p>The Head stated that the LA would be expecting a three year budget including the Manor and noted that the deadline for submission to the LA is 20th June - including the Manor.</p> <p>Initially, the budgets, as presented yesterday, should be combined into one budget. There will be fine tuning but, in essence, what was presented is a viable three year budget.</p>	
<p>ACTION: Clerk to schedule a FAR and FGB Meeting to approve the 3-Year Budget which has to be submitted by 20th June.</p>	34
<p>Governors asked questions about the budgets:</p> <p>Why is there money in the "Other Covid Related Grants" line when these grants have been discontinued?</p> <p>The Head noted that this line has been used for income from the Manor for central costs; the code description will change in a combined budget.</p> <p>The Head will speak with Sutton to confirm that a combine budget is required or whether it is better to present the two budgets separately for this year.</p> <p>Governors noted that there are still discussions to be held with Sutton and Jack had clearly indicated that they would manage any shortfall.</p> <p>The Head offered to talk through the budgets on a line-by-line basis now to provide feedback for any required adjustments.</p> <p>The main assumptions are generally prudent:</p> <ul style="list-style-type: none"> – The current schools will receive the same amount of income as 2024/25 – No increase to Out of Borough is yet included – although this will increase in September – A conservative assessment has been made re Lettings <p><i>Governors asked why Pupil Premium Funding had increased by £10k?</i></p> <p>RD stated that this was because he had included the PP funding for children at the Manor in the Park / Hill budget.</p> <p>RD said that he would separate PP for Manor children out from the Park / Hill for the updated budget.</p>	
<p>ACTION: RD to separate the PP funding for the children at the Manor from the main Park / Hill budget.</p>	35
<p><i>Governors asked about the Lettings increasing each year – is this correct?</i></p> <p>The Head noted that it has increased slightly this year then up £27k next year; someone has been given responsibility follow this up and it will hopefully snowball – the lets are nowhere near capacity</p> <p><i>The Head checked on the income from catering?</i></p> <p>RD noted that he has kept as is for now as he is not clear on the outcome re finances from the contract – this is currently a fluid figure.</p> <p>It was noted that catering is currently set us as funding in / funding out in the budget.</p>	

Item	Action
<p>The top slice from the Manor will adjust over time: zero in Year 1; £90k Year 2; £120k Year 3 and beyond.</p> <p>The school have had a conversation with Jack re funding for the health needs of some pupils on this campus and agreed that the needs are more in respect of education so the Local Authority will hold the risk and they are not accounted for in this budget - two TA's and this represents a potential saving.</p> <p>The additional grant line is the PE Grant but there is a possibility that the DfE may stop that grant from September – if this is the case then this income will be taken out - c£16k. However, if this money is lost then the school will also reduce the expenditure. The annual report on the use of the grant shows what this has been spent on previously.</p> <p>As regards expenditure on staff the school now have the best understanding of agency vs employed staffing – this is now much cleaner.</p> <p>Supply teaching staff is budgeted at zero as the school have analysed the sickness of staff and students and found that they generally balance and, instead of employing agency staff when one is off sick they now manage the TAs.</p> <p>Education Support Staff are the costs of the TAs.</p> <p>Premises staff shown is for manager; 1.5 people will be recruited for the Manor</p> <p>Other staff are the mid-day staff.</p> <p>The training budget is low and needs to be doubled but that will be taken from elsewhere.</p> <p><i>Governors noted that, where budgets are flat across the three years the school will need to build in inflation.</i></p> <p>The Head agreed and noted that this is the case for training; training could reduce but he agrees that it is low as set out at present.</p> <p>Building & Maintenance – the school have been close to this budget each year.</p> <p>Grounds & Maintenance is low.</p> <p>Cleaning & Caretaking is the SLA with Enviro.</p> <p>Water & sewage – needs inflation</p> <p>Energy is based on the costs this year</p> <p>RD noted that the Electric Bill for the Hill is still not clear – so he has built in prudence in Year 1 then it drops but raises with the cost of living.</p> <p><i>Governors asked what the costs were for the Hill this year?</i></p> <p>RD couldn't recall. The Head thought it was around £130k but will let governors know if different.</p> <p>Agency supply teaching staff – this has reduced as the school are working on recruitment and this line is now more about covering vacancies.</p> <p><i>Governors asked what is included in Bought in Professional Services?</i></p> <p>The Head said that this is in relation to the curriculum; the school will keep an eye on this as it is large and variable.</p> <p>The mix of E27 / E28 is for agency teaching staff – covering vacancies and sickness.</p> <p>E26 is teachers cover.</p> <p>The school have now filled the vacancies so the costs are now accounted for elsewhere and this should be decreasing each year.</p> <p>The Head noted that, what is not accounted for in here is he two assistant heads. It does include his PA but not the two Assistant Heads; the budget will be adjusted elsewhere to allow for this – probably taking this out of staffing. It may be that the school does not immediately include the Assistant Heads but works towards them.</p>	

Item	Action
<p>Governors noted that £10k is a very small surplus. But there is a surplus of £301k from this year – could we use some of this in the first year to bring in the Assistant Heads?</p> <p>The Head said that he would need to review how to make the budget balance in year for each year. The Manor top-slice could help to run all three campus but it is difficult to know until we get some experience.</p> <p>DECISION: The Committee agreed to put forward the 3 year plan with the noted adjustments where necessary for approval at FGB.</p> <p><u>Consideration of the Risk Register</u> (Note Action Item 21)</p> <p>Governors noted that this is a working document and asked the school if there was anything they wished to highlight?</p> <p>RD noted that he needs to do some more work on it with the Head and link it in to the audit report.</p> <p>It was noted that the Manor budget is on there but needs a little more information.</p> <p><i>It was questioned as to whether the Manor premises costs are unknown?</i></p> <p>RD noted that a number of lines will need adjustment. For instance, the pupil data. There are different models being worked on.</p> <p><i>Governors asked about the ICT Audit?</i></p> <p>RD noted that this has been paid and the school is waiting for the report. They have paid to cover the Manor as well.</p> <p><i>How will you flag up changes as the Manor progresses?</i></p> <p>DM and RD go through it together before the meeting</p> <p><i>Governors noted that some changes will come from the Governors Meetings.</i></p> <p>It was agreed that the Risk Register should be held as a live document in a shared file.</p> <p>ACTION: RD/RV to explore where to share the Risk Register with governors as a live file.</p> <p>Governors thanked the school for their work on the budget noting the progress made.</p> <p><u>Implications with regards to the proposal for the Carew Manor Site</u></p> <p>The budget for the Carew Manor site was considered at the FGB the previous day.</p> <p>It was noted that there had been little sharing of information about Carew and the budget prior to the meeting yesterday. One governor, not on FAR, had felt that they knew nothing about the proposal prior to the meeting. It was emphasised that there needs to be more timely visibility of changes in the proposal and associated budget in the light of the discussion and decision made. There needs to be improved communications between the school and governors on such important issues.</p> <p>More regular meetings would be welcomed.</p> <p>Increasing involvement of Governors through their Link Roles would be helpful.</p> <p>For this to happen the names and contact details of the school links would be appreciated.</p> <p>It would be helpful for the Chair of each Committee to give a summary update prior to FGB.</p> <p>The Strategy Day was discussed. The Chair wishes the emphasis to be different this year. The Ethos and Values are now well established and it would be helpful to concentrate on how we enable governors through training, link roles and the policy schedule. The Policy Schedule would be more helpful if the link names were included rather than the roles.</p>	36
<p>5. Approval of contracts / planned expenditure as required under the Scheme of Delegation</p> <p><u>Chairs action:</u></p> <p>The Sherwood Park Playground Project was approved by the Chair today in order to meet the deadlines for work to be carried out over the summer holidays.</p>	

Item	Action
<p><u>Schedule of SLA's / Contracts and synchronisation with GB Meetings - to note</u></p> <p>RD is currently working on the schedule of SLA's ; this is not yet ready for presentation to Governors.</p> <p>Governors requested that it be RAG-rated with key dates and documents included.</p> <p>It was noted that the Sherwood Park Campus Front Gate Project is not yet ready for approval. Jack has now approved it and Tam is now in a position to ask for approval to get a slot for installation in the Summer holidays.</p> <p>ACTION: RD to check with Tam as to whether the Strategy Day is too late to sign off the Sherwood Park Campus Front Gate Project.</p> <p><u>Nomination of Governor(s) to be present at Tender Opening (Sutton Scheme – Annex E, para 11)</u></p> <p>DECISION: Steve Cooper was approved as a nominee to be present at Tender opening.</p> <p>It was noted that a tender process should be used for any contract over 12 months; the scope should be put out and tenders invited. The tenders received then need to be opened together in a meeting.</p> <p><u>Update re the Catering Contract</u></p> <p>RD noted that this can go to tender once the lunch time is known. This is in progress and nothing is required from governors at this point.</p> <p><u>Update re the Cleaning Contract – For May Deadline</u></p> <p>It was noted that Steve was present at the opening of the tender documents today and it was quite a task with the receipt of large packs with a large amount of information to be analysed by RD and the Premises Manager.</p> <p>Three tenders had been received.</p> <p><u>Other contracts / tenders for approval</u></p> <p>There were no others for consideration at the current time.</p>	37
<p>6. Update re Policies</p> <p><u>Policies Schedule: to approve (Note Action Item 15)</u></p> <p>This was not yet ready for approval and will come straight to the Strategy Day.</p> <p><u>Finance Policy and Procedures 2024-25 – for recommendation to FGB for approval</u></p> <p>The policy was shared before the meeting. The proposal is that this will be used until the policy for 2025/26 is drafted. This is awaiting the new Sutton Scheme for Financing Schools.</p> <p><i>Governors asked re Page 19 where it states that three written quotes are required and then underneath it says two.</i></p> <p>It was noted that three is preferred; but two is the minimum that should be received back.</p> <p>DECISION: The Committee recommended the Finance Policy & Procedures 2024-25 to the FGB for approval noting the agreement re two minimum for written quotes received.</p> <p>ACTION: RD to update the Finance Policy for 2024/25 to include the required minimum of two written quotes; the policy is to be approved by FGB on May 20th.</p> <p>ACTION: RD to put a revised Finance Policy for 2025/26 to Governors as soon as Sutton Publish the Scheme of Delegation for 2025/26.</p> <p><u>Dinner Money Debt Policy – for approval and addition to the GB list of policies</u></p> <p>DECISION: The Committee approved the Dinner Money Debt Policy and is addition to the list</p>	38 39



Item	Action																		
<p><u>Charging & Remissions Policy</u> (to note Headteacher approval)</p> <p>This was not available for scrutiny and will come to a later meeting.</p> <p><u>Governor Allowances & Expenditure Policy</u> (to note Headteacher approval)</p> <p>Governors NOTED the Governor Allowances & Expenditure Policy as previously approved and had no further recommendations for change when reviewed by the Headteacher</p> <p><u>GDPR Policies</u> (to note Headteacher approval)</p> <ul style="list-style-type: none"> o Data Breach (to note Headteacher approval) o Data Retention (to note Headteacher approval) o FOI Publication Scheme (to note Headteacher approval) o Data Privacy Notices (for recommendation to the Full Board for approval) (Note Action Item 90) <p><u>Privacy Notices</u> (for recommendation to FGB for approval) (got Staff Workforce dated June 2023 on the website but no others)</p> <p>DECISION: Governors noted the GDPR Policies approved by the Head and recommended the Data Privacy Notices to FGB for approval.</p> <p>RD noted that since putting forward the Privacy Notices for approval it has since come to his attention that Anna had separately produced a Privacy notice in the Admissions document for parents and pupils and he felt that this reads better than the one submitted here.</p> <p>ACTION: RD to circulate the Privacy Notice for parents and pupils as included in the Admissions Policy for consideration in place of the one presented to this meeting. To be considered at the next S&C / FGB meetings.</p> <p><u>Cyber Security Policy</u></p> <p>This was circulated prior to the meeting although it was not on the agenda.</p> <p>DECISION: Governors approved the Cyber Security Policy.</p>																			
<p>8. Confidential items</p> <p>There were no confidential items identified for the Part B Minutes.</p>																			
<p>9. Any other business / Dates of future meetings</p> <p>There was no other business.</p> <table border="0" data-bbox="183 1451 1257 1675"> <tr> <td><u>Forthcoming Meetings:</u></td> <td>Staffing & Curriculum:</td> <td>10th June 2025</td> </tr> <tr> <td></td> <td>FGB:</td> <td>20th May (Strategy Day), 8th July 2025</td> </tr> <tr> <td></td> <td>Finance, Audit & Risk:</td> <td>24th June 2025</td> </tr> <tr> <td></td> <td>Premises Health & Safety:</td> <td>15th May 2025</td> </tr> <tr> <td></td> <td>Strategy Day & FGB:</td> <td>20th May 2025</td> </tr> <tr> <td></td> <td>Pay Committee:</td> <td>17th June 2025</td> </tr> </table> <p>The meeting closed at 8:52pm</p>	<u>Forthcoming Meetings:</u>	Staffing & Curriculum:	10 th June 2025		FGB:	20 th May (Strategy Day), 8 th July 2025		Finance, Audit & Risk:	24 th June 2025		Premises Health & Safety:	15 th May 2025		Strategy Day & FGB:	20 th May 2025		Pay Committee:	17 th June 2025	
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Signed: 	Print Name: <u>Lindsay Sedora</u>
Chair	Date: <u>7/10/25</u>



Action list

#	Action point	Who	By when	Update
Actions arising from the meeting of 8 th March 2023				
48	DM to follow up regarding the outstanding parent debt for school dinners and report back to Governors at the next Finance Committee. Management to ensure that the school follows its published process for managing payment/non-payment for school meals. Also to explore support for families to claim free school meals and to signpost to support to enable them to access wider benefits as appropriate.	DM	March 2025	It was noted that this issue had also been raised through the audit with some guidance provided by the external auditors. Action closed <i>On agenda, Item 2</i>
Actions arising from the meeting of 27 th February 2024				
78	DM to nudge Beth Brookes re the transfer from the School Fund bank account.	DM	Easter 25	Action remains open. <i>On agenda, Item 2</i> DM to follow up
Actions arising from the meeting of 30 th April 2024				
90	RD to follow up Data Privacy Statements ensuring their availability for FGB in Jan 2025.	RD	FAR Feb 25	Data Privacy Statements approved. (<i>on agenda, Item 7</i>) Action closed
Actions arising from the meeting of 25 th July 2024				
103	DM to present a proposal for a new catering contract to the Board. (For Agenda items on PHS, FAR and the FGB in the Spring Term 2025)	DM	2024/25	At FGB on 25 th March it was agreed that Kathy Crosthwaite would support the school in recommending a way forward. Action Closed
Actions arising from the meeting of 10 th December 2024				
5	RD to work with LS to review the SFVS and prepare an updated SFVS for FAR on 25 th February 2025 and final approval at FGB on 25 th March 2025.	RD / LS	FAR Feb 2025	Approved at FGB on 25 th March; see also Item 22; action closed.
14	DM / RD to undertake a more in-depth review of the Finance Policy for presentation to FAR and approval by FGB in the Spring Term	DM / RD	Feb 25 FAR	An updated Policy for 2024/25 was approved at the meeting on 29 th April; a new action will be raised for 2025/25. Action closed
15	RV and DM to meet to review the Policies Schedule to ensure that the most important policies are updated as soon as possible.	RV / DM	Jan 25	Being progressed; for presentation at the Strategy Day. <i>On agenda, Item 2</i>

#	Action point	Who	By when	Update
Actions arising from the meeting of 28 th January 2025				
16	RD to liaise with the LA to agree the Journal adjustments required to both the school and LA accounts to transfer the deficit brought forwards from the 2023/24 financial year (£1,400,854) away from the school and back to the LA.	RD	Feb 25 FAR	The accounts are being further amended and this will need to be included in the final accounts. Action remains open.
17	RD to report back to governors on the apparent anomaly in the reporting of Capital income and expenditure as reported in the December BMIR.	RD	Feb 25 FAR	On the agenda (Item 3) action closed
18	Clerk to forward points for correction to Meg and Luka for action and to replace the Pupil Premium report on the website.	Clerk	Feb 25 FAR	Action completed; action closed.
19	Chair to approve the extension to the Cleaning Contract using Chair's action and for this to be on the agenda for FGB to note in March.	Chair	Feb 25 FAR	Chair approved the contract; Cleaning contract to be included in the list of SLAs / contracts; on the agenda, Item 5; action closed.
20	DM to ask Emma to Model the budgets to show what it would look like to the best of our current knowledge – the model should be able to flex as we gain more information.	DM	Feb 25 FAR	Draft 3-year plan on the agenda, Item 4; action closed
21	To provide an updated Risk Register to the February FAR Meeting.	RD	Feb 25 FAR	On the agenda, Item 4; action closed
22	RD to review and update the SFVS template for 2025 prior to discussing this with LS; the aim is to bring a jointly developed and agreed draft of the 2025 SFVS to FAR in February.	RD	Feb 25 FAR	SFVS approved and submitted; Related Party Transactions Spreadsheet still to be provided; new action raised; this action closed
23	Remove the reference to the Capability out of the poor performance section of the Pay Policy.	RD	Feb 25 FAR	Action completed; action closed.
24	RD to share the updated Finance policy for review at the FAR in February.	RD	Feb 25 FAR	On the agenda, Item 7. Action Closed
25	Invite the LA Commissioner to the FGB on 25 th March to speak with Governors to talk round ideas from the Carew consultation and finances.	DM	March 25 FGB	DM invited them to the FGB at Carew, 28/4/25; action closed.
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	
27	RD to produce a list of decisions required re financial matters for each meeting with a short paper for each on – what decision is required, why it is required, the options considered and the recommendation from the school with an accompanying rationale.	RD	All GB meetings	

#	Action point	Who	By when	Update
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	
29	RD to check with SMS regarding discrepancies in the BMR for Year End.	RD	FGB May 20th	
30	DM / RD to ensure that all virements are approved by FAR and FGB according to the Scheme of Delegation in future.	RD / DM	Ongoing	
31	RD to include cashflow in with other financial reports to Governors ~ uploaded to Governor Hub, ideally on a monthly basis and certainly for all FAR and FGB Meetings.	RD	Ongoing	
32	RD 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.	RD	Ongoing	
33	RD to provide an update training progress against the actions from the Audit for the next meeting. There should be an item on Audit progress on the agenda for the next meeting.	RD	FAR June 24th	
34	Clerk to schedule a FAR and FGB Meeting to approve the 3-Year Budget which has to be submitted by 20 th June.	Clerk	31 st May	
35	RD to separate the PP funding for the children at the Manor from the main Park / Hill budget.	RD	June FAR	
36	RD/RV to explore where to share the Risk Register with governors as a live file.	RD / RV	FAR June 24	
37	RD to check with Tam as to whether the Strategy Day is too late to sign off the Sherwood Park Campus Front Gate Project.	RD	May '25	
38	RD to update the Finance Policy for 2024/25 to include the required minimum of two written quotes; the policy is to be approved by FGB on May 20 th .	RD	May '25	
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	

