



Item	Action
<p><b>ACTION:</b> 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.</p>	42
<p><b>ACTION:</b> 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.</p>	43
<u>Action 32:</u>	
<p>RD confirmed that the Related Party Transactions report due at the LA with the SFVS by 31<sup>st</sup> March had not yet been prepared.</p>	
<p>It was noted that this report is required by the LA when compiling their own reports to the DfE.</p>	
<p>RD confirmed that the report will be submitted to FGB for approval on 17<sup>th</sup> June.</p>	
<p>RD will confirm with the LA with regards to their expectations as to what items would be included. E.g. whether transactions between the school and another LA should be declared as related party transactions where a Governor has declared a relationship through being employed by that LA.</p>	
<u>Action 39:</u>	
<p>RD noted that the 2025/26 scheme for financing schools is not yet available from Sutton.</p>	
<p>DM stated that he had emailed the LA with regards to the scheme of delegation. The LA had responded today to say that there will be new guidance issued in the 2025/26 Scheme for financing schools and schools will be able to set their own delegations. In the interim it was advised that the school should continue with the current arrangements.</p>	
<p><i>Governors agreed that the current scheme should remain in force until new guidance is received.</i></p>	
<p>DM will chase for more information as it is impacting on the school's operational effectiveness.</p>	
3. <b>Management Accounts and other finance reports:</b>	
<p><u>Management Accounts to end of March 2025 (Year-end – note Action Item 16)</u></p>	
<p>A revised document had been received from SMS.</p>	
<p>Governors noted that there is still miscoding in the document.</p>	
<p><b>DECISION:</b> Governors recommended the Management Accounts to the end of March 2025 to FGB for approval subject to any coding corrections that must be clarified and reported to FGB.</p>	
<p><b>ACTION:</b> RD to supply FGB with the Management Accounts to the end of March 2025 with any coding corrections clearly reported.</p>	
<u>Management Accounts to end of April 2025 (M1)</u>	
<p>Governors thanked RD for the reports noting the difficulties in assessing them in the absence of approved budget figures. Governors noted that the budget information will be entered onto the system as soon as it is approved by FGB.</p>	
<u>Cashflow Forecast / payment schedule – see Action 31</u>	
<p>Governors thanked RD for the information noting that it is a useful start although the late delivery of the information had left little time for scrutiny prior to the meeting.</p>	
<p>RD noted that his team are now tracking income daily and the report is submitted to the LA monthly so they are aware of the school's cashflow.</p>	
<p><i>Governors asked how the report was created?</i></p>	
<p>RD confirmed that it was produced in house using a tool from the LA to track cashflow; it is using the appropriate reporting tools and is a helpful improvement.</p>	
<p>Governors asked about the source of some of the data e.g for the “Cash from Parents” and “Parent Pay” lines.</p>	
<p>RD stated that the “Cash from parents” related to dinner money but then was unclear as to whether it may include dinner money and trips.</p>	
<p><b>ACTION:</b> RD to clarify what the “Cash from Parents” and “Parent Pay” lines in the cashflow report relate to.</p>	
<p><i>Governors noted the difficulty in understanding the report without any contextual accompaniment.</i></p>	
	44
	45

Item	Action
<p>The purpose of the report was further discussed as was the reporting requirements for the Committee.</p> <p><i>Governors confirmed that they wanted assurance that cashflow is being tracked by the finance team to allow them to spot any problems in advance. Cashflow monitoring is particularly important when large capital projects are being managed through.</i></p> <p><i>Governors do not need the operational reports but do require a strategic overview to accompany the budget reports to show the monthly cashflow for the next 12 months with potential problems flagged.</i></p> <p><u>Related Party Transactions – approval and report for Sutton</u></p> <p><b>DECISION:</b> Governors were unable to recommend the Related Party Transactions report for 2024/25 to FGB for approval</p> <p>See update re <b>Action 32</b>. RD to present the RPT report to FGB in June for approval.</p> <p><u>Audit Report: update on actions</u></p> <p>Questions had been asked and responded to by email prior to the meeting.</p> <p>The questions and responses are appended to these Minutes.</p> <p>It was noted that the format of the report for the meeting is not easy to follow.</p> <p>The auditors have also requested an update.</p> <p>It was agreed that, in future, RD will report on the audit actions using the format requested by the auditors.</p> <p><i>Governors asked about the progress on the audit points.</i></p> <p>RD responded that the most pressing point is with regards to the DBS checks ensuring that those that are more than three years old are updated and money is being put aside for that. RD has been reporting back to the auditors on progress.</p> <p>DM requested that RD share his correspondence with the auditors re progress with him.</p> <p>Governors asked if the school were planning on signing everyone up for the DBS Update service to facilitate checking in future?</p> <p>RD stated that the school would pay for the DBS check and then encourage everyone to sign up for the Update Service but were not planning on paying for this on an ongoing basis.</p> <p>Governors thought that this was unlikely to be a successful approach but could be a point for a later discussion. However, it is important to ensure that all DBS checks are current by September.</p> <p><b>ACTION:</b> 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.</p> <p><b>ACTION:</b> RD to ensure that all DBS checks are current by September 2025</p>	<p>32</p> <p>46</p> <p>47</p>
<p>4. <b>Three Year Plan and Risk Register</b></p> <p><u>Presentation of the three-year financial plan for 2025/26 – 27/28 (Park &amp; Hill; The Manor)</u></p> <p><i>Governors asked if the PP Premium for the Manor has been separated out from the Park and Hill?</i></p> <p>RD confirmed that the per pupil funding has been separated out and is now in line with the census. The PP funding for the Manor will be confirmed in due course.</p> <p><i>Governors asked about the inflation applied to energy, waste and water?</i></p> <p>RD confirmed that small increases had been applied; he also noted that there are monies still outstanding electrics for this year and they have been included. A standard adjustment has been used for water and sewerage.</p> <p><i>Governors asked if the LA had agreed to the budget for the Manor being separated out?</i></p> <p>DM noted that it needs to be presented in the form that the LA want it on.</p> <p><i>Governors asked about the Central Services Income and additional grant for schools?</i></p> <p>RD noted that this is the agreed funding from the LA for staffing - c£40k. This covers the initial set up for the Manor and this is already in progress and is therefore being accounted for in the current Park and Hill expenditure and income as the system is not yet set up for the Manor.</p> <p>DM noted that the LA are giving the school money to set up the Manor and the school are using the Assistant Head - Meg's - time and backfilling her role to free her up to set up for the Manor.</p> <p><i>Governors asked why this is not in the Manor budget?</i></p>	

Item	Action
<p>DM confirmed that it is presenting separately as it is to support the Hill and Park with the cost of setting the Manor up. Josh is acting up as Assistant Head and this is an expense for Hill and is therefore in the whole school budget</p> <p><i>Why does this carry on in the following 2 years?</i></p> <p>DM said that the school have agreed to a doubling of the students over that period so set up costs will continue - £40k for this year with £70k for future years. We can amalgamate finances in time. Governors cautioned the school to make sure that the are not double counting income.</p> <p>DM confirmed that this was for central services and is additional.</p> <p>It was agreed that the Budget needs to come to governors at the FGB on 17<sup>th</sup> June in the format that the LA will accept. All agreed.</p> <p>DM said that they are liaising with Jack and he is recommending to see the Manor and Campus' split but the CFR needs to show a combined budget. Therefore we do need to put the Manor Income and expenditure into the three-year budget plan.</p> <p>RD asked that the governors approve the budget at the meeting so that it can be set on Access and allow the school to run off the CFR.</p> <p>Governors declined this request for approval. Whilst FAR is content with the basic information as presented, the LA require a combined CFR and that needs to be seen by Governors before it can be approved and before it goes to the LA. It needs to be approved by the FGB; it cannot be approved by FAR.</p> <p><i>Governors asked whether all rows will be amalgamated or whether the campus figures will be shown on separate rows?</i></p> <p>RD said that he did not know.</p> <p>DM said that the school were in charge of the rules in that regard. We could choose to have all teachers in one row or add additional rows for each school as per the model.</p> <p><i>Governors agreed that it would be preferable to have the campus figures separated out.</i></p> <p>RD said that he was not sure how this works?</p> <p>DM said that he wanted the budget and financial reports moving forwards to be transparent, correct and compliant.</p> <p>Governors confirmed that what they need to see and approve is the information in the format that the school will use to send it to LA with narrative as explanation. That this is needed as soon as possible to give time for scrutiny, questions and answers before FGB on the 17<sup>th</sup> June.</p> <p>The Governors wish to the separate line items in Access for the three campus and, if this cannot be done, it needs to be explained. It needs to be in a format that governors can all understand.</p> <p>It was reaffirmed that the LA want one budget for the school, including the Manor. Governors wish to see this single budget but with line items for each campus.</p> <p>If LA want it as one we have to provide that.</p> <p><b>ACTION:</b> RD to provide the budget for one school in the correct format acceptable to the LA but with different line items for the income and expenditure for each campus broken down within the overall budget. This needs to be produced for approval by FGB on 17<sup>th</sup> 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<sup>th</sup> June.</p>	48
<p><u>Consideration of the Risk Register</u></p> <p>See questions in the Q&amp;A sheet attached below.</p> <p><i>Governors asked about the Direct Debits (Q8 as attached)</i></p>	
<p><b>ACTION:</b> RD to review and rationalise the list of direct debits before the end of term and report back to FGB on 8<sup>th</sup> July.</p>	49
<p><b>ACTION:</b> RD to review and reformat the Risk Register; risks should be easy to track in terms of progress and any closed risks should be moved to the end.</p>	50
<p><b>ACTION: Q11 &amp; 13:</b> Minibuses should be reinstated on the Risk Register and RD must get written confirmation from TfL that our mini-buses are exempt from the ULEZ Charge until October 2027.</p>	51

	Action
<p><u>Update with regards to the Carew Manor Site</u> There was no further update.</p>	
<p>5. <b>Approval of Contracts / Planned Expenditure as required under the Scheme of Delegation</b> <u>Schedule of SLA's / Contracts and synchronisation with GB Meetings - to note</u> The schedule of SLA's / Contracts has yet to be finalised and shared with governors.</p> <p><u>Update re the Catering Contract</u> RD visited Carew and the designs are being worked on over the next fortnight. RD will seek approval from Jack As regards the Direct Tender Award, Caterlink will support us to get something in place. It was noted that sign off should be at FGB and the two dates for this term are 8<sup>th</sup> &amp; 17<sup>th</sup> July. RD is not yet able to say when the papers will be ready for approval.</p> <p><u>Update re the Cleaning Contract</u> RD reported that this had been discussed at Premises and that it was now all approved and the contract had been awarded to SSL; they will be notified at a meeting tomorrow (4<sup>th</sup> June). <i>SC noted that this had not gone to FGB for approval.</i> It had been noted at FGB on 20<sup>th</sup> May that it was not yet ready for approval and the action had been for it to be submitted to FGB for approval on 17<sup>th</sup> June following recommendation by FAR tonight. RD agreed not to confirm it with SSL after approval by FGB.</p> <p><b>ACTION:</b> RD to prepare the paperwork for sign off of the Catering Contract at FGB on June 17<sup>th</sup></p> <p><u>Other contracts / tenders for approval</u> <u>ICT audit:</u> this was undertaken in August but had not been finalised; the company are returning to complete this and will submit their final report tomorrow. Following this there will be a tender submitted to the LA.</p> <p><b>ACTION:</b> RD to prepare a tender document for ICT for approval at FGB on 17<sup>th</sup> June following receipt of the audit report – due 4<sup>th</sup> June.</p>	<p>52</p> <p>53</p>
<p>6. <b>Standing Items</b> Standing item: reporting re any GDPR Breaches: There was nothing to report.</p>	
<p>7. <b>Update re Policies (for Full Board ratification)</b> <u>Update re Finance Policy and Procedures 2025/26 – for recommendation to FGB for approval</u> RD is still awaiting the Sutton Scheme of Financial Delegation before he can update the school's financial Policy &amp; Procedures.</p> <p><b>ACTION:</b> RD to follow up with Sutton re the LA Scheme of delegation to schools.</p> <p><u>Charging &amp; Remissions Policy (to note Headteacher approval)</u> This had not yet been reviewed.</p>	<p>54</p>
<p>8. <b>Confidential items</b> <i>Riyaz left the meeting at 8pm</i> This item is recorded in the Part B Minutes</p>	
<p>9. <b>Any other business / Dates of future meetings</b> There was no other business.</p> <p><u>Forthcoming Meetings:</u> Staffing &amp; Curriculum: 10<sup>th</sup> June 2025 FGB: 17<sup>th</sup> June; 8<sup>th</sup> July 2025 Pay Committee: 17<sup>th</sup> June 2025</p> <p>Meeting closed at 8:17pm</p>	<p>7:55</p> <p>Close 8:17pm</p>

Signed: L Seibel Print Name: Lindsay Sedola  
Chair Date: 25/11/25

## Questions for FAR: 3<sup>rd</sup> June 2025

#	Question	Response				
<b>3-year budget</b>						
1	As per action item from April FAR: RD to separate the PP funding for the children at the Manor from the main Park / Hill. Has this been done?	The funding for Manor income will be separated out for income and should appear in an i03 line at some point when we build up the manor budgets on the ACCESS system				
2	As per April FAR: Has an inflation assumption been built into the 3 year plan expenditures where relevant (energy, water/waste/ etc)?	Yes - and for salaries this has been placed at 2.8% and the DFE have announced that the pay award will be funded by 3% - This leaves a buffer of 0.2%				
3	Have the LA confirmed they are happy for the Manor budget to be presented separately?	It would not make sense to amalgamate the Manor accounting with the Park and Hill at this stage due to too many unknown variables. The Friday strategy meetings are used as the driver to identify as many requirements				
4	Please clarify below line items? Is it correct to include these in the Park/Hill budget? <table border="1" data-bbox="703 1626 788 2040"> <tr> <td>I18c</td> <td>Central Service income</td> </tr> <tr> <td>I18d</td> <td>Additional Grant for Schools</td> </tr> </table>	I18c	Central Service income	I18d	Additional Grant for Schools	<b>The cost of set up and services are being absorbed by the main school budget for now and these will be reimbursed once manor funding comes through.</b>
I18c	Central Service income					
I18d	Additional Grant for Schools					
5	Please clarify 'wider leader' in the manor 3yr budget?	Wider leader is a teacher with a Teaching and Learning additional payment (TLR) who typically manages a group of four classes in our current 2 campuses.				
6	Does the 3yr budget staffing expenses take into account potential pay rises (e.g. in line with inflation or performance)?	Roles were budgeted at the top of the scale in year 1 to allow for such expenses.				
<b>Risk Register</b>						
7	Are the yellow highlighted texts in the Risk Register the only outstanding items?	Yes -we will still run over older closed items at each of the weekly meetings				
8	What's the current status on the review of the outstanding direct debits?	Once the budgets are approved the school will look at DD and plan. <b>(Action 49)</b>				
9	Is there an update on the LA writing off the £7k student schools meals debt? And what actions are being implemented to ensure debt doesn't accumulate going forward?	No yet several reminders have been sent to the LA - No risk to the cash flow. Moving forwards this will be monitored using parent pay to follow up and nudge through the finance department. RD will write off the existing £7k debts following approval previously requested from the LA.				
10	Can closed items be moved to bottom of register?	Yes <b>(Action 50)</b>				

#	Question	Response
11	Are Minibuses missing?	Yes- ( I have added this to the RA ) BUT please note : Due to a latest notification from TFL the buses are exempt until October 2027 so now this is a low risk. Note: This needs to be kept on the Risk Register and confirmation of the October 2027 date requested in writing from Tfl <b>(Action 51)</b>
12	I think worth time going through the Risk Register in some detail, as we didn't have time in the last FAR and it's a new format.	In progress
13	Can we find a way to track changes? So, including previous rankings and which have gone up/down since last snapshot/review period? We should be able to quickly assess rising/increasing risks.	In progress <b>(Action 50)</b>
14	Update on SLA register?	Details are still being collated and once budgets are loaded – more work will take place – The main Cleaning, Photocopiers, Phones, are secure – with the Catering contract in progress for completion by end of July 2025
<b>Audit Update</b>		
15	Thank you for the update however my constructive feedback is that the document is still very difficult to read and track changes. Please can formatting be fixed so it's clear what is from the original audit document, and what is an update/edit from Riyaz & team? Can the document include time stamped updates and follow ups please	Please note that Audit comments reside in the first two columns and text will not change - I would only update my responses and updates in the last column. I have updated this column – all 'in progress' are highlighted in yellow. I can work on the next submission to input a timeline if this helps in future <b>(see Action 46)</b>
16	'JD evaluated by action HR' - please clarify?	This means that the Job Description has been through our external HR operator (Action HR) to make sure that it is robust.
17	Limited access presently to Bank as of March 25 – But - The Executive Head will grant full access to Bank ASAP to SBL - How is this being progressed?	In progress

School will be claiming £2.1 M from LA in next few weeks to secure the Summer 25 income - This will secure funding to end of August

OOB: School will be following up OOB income: £200k for summer term

All capital projects claims are being processed in advance so will not impact on main school budget cash flows.

Main school budget share from LA is expected June/July /August as part of the LA income disbursement. ( Part of first point + Sutton pathways balances )

A detailed day by day cash flow summary is in progress and will be sent to LA as part of the monthly submissions

## Action list

#	Action point	Who	By when	Update
Actions arising from the meeting of 27 <sup>th</sup> February 2024				
78	DM to nudge Beth Brookes re the transfer from the School Fund bank account.	DM	Easter 25	Action closed and replaced by Actions 40 and 41
Actions arising from the meeting of 10 <sup>th</sup> December 2024				
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	DM to present to FGB; Action closed
Actions arising from the meeting of 28 <sup>th</sup> 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 forward from the 2023/24 financial year (£1,400,854) away from the school and back to the LA.	RD	Feb 25 FAR	Action completed and closed
Actions arising from the meeting of 29 <sup>th</sup> April 2025				
26	Lettings Policy and Form to be on the agenda for PHS on 15 <sup>th</sup> May.	Clerk / RD	May PHS	To submit the pricing arrangements to FGB before the end of term. Charging for the Manor deferred until the arrangements are clearer. Action remains open.
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 rational.	RD	All GB meetings	Now in hand; 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 to ensure that any funding bid for an electric vehicle includes the costs for charging points. Action remains open
29	RD to check with SMS regarding discrepancies in the BMR for Year End.	RD	FGB May 20th	On the agenda; action closed
30	DM / RD to ensure that all virements are approved by FAR and FGB according to the Scheme of Delegation.	RD / DM	Ongoing	Action closed
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	Now a standing item; action closed.

#	Action point	Who	By when	Update
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	FGB June 17 <sup>th</sup>	RD to confirm with the LA with regards to their expectations as to what items would be included. E.g. whether transactions between the school and another LA should be declared as related party transactions where a Governor has declared a relationship through being employed by that LA. RD to present the RPT report to FGB in June for approval. Action remains open
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 24 <sup>th</sup>	Action completed and closed.
34	Clerk to schedule a FAR and FGB Meeting to approve the 3-Year Budget which has to be submitted by 20 <sup>th</sup> June.	Clerk	31 <sup>st</sup> May	Arranged for 3 <sup>rd</sup> & 17 <sup>th</sup> June; action closed
35	RD to separate the PP funding for the children at the Manor from the main Park / Hill budget.	RD	June FAR	Action closed
36	RD/RV to explore where to share the Risk Register with governors as a live file.	RD / RV	FAR June 24	Folder set up on Governor Hub – action closed
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	Approved; action closed
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 <sup>th</sup> .	RD	May '25	Approved; action closed
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	DM will chase for more information with regards to the guidance for 2025/26 as it is impacting on the school's operational effectiveness. Action remains open
Actions arising from the meeting of 3 <sup>rd</sup> 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 <sup>th</sup>	
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 point	Who	By when	Update
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 <sup>th</sup>	
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 <sup>th</sup>	
44	RD to supply FGB with the Management Accounts to the end of March 2025 with any coding corrections clearly reported.	RD	FGB June 17 <sup>th</sup>	
45	RD to clarify what the "Cash from Parents" and "Parent Pay" lines in the cashflow report relate to.	RD	FGB June 17 <sup>th</sup>	
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	
47	RD to ensure that all DBS checks are current by September 2025	RD	Sept 25	
48	RD to provide the budget in the correct, all campus combined, format for approval by FGB on 17 <sup>th</sup> 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 <sup>th</sup> June.	RD	June 9 <sup>th</sup>	
49	RD to review and rationalise the list of direct debits before the end of term (July 2025) with a report back to FGB on 8 <sup>th</sup> July	RD	FGB 8 <sup>th</sup> July	
50	RD to review and reformat the Risk Register; closed risks should be moved to the end.	RD	FGB 8 <sup>th</sup> July	
51	Minibuses should be reinstated on the Risk Register and RD must get confirmation from TfL in writing that our mini-buses are exempt from the ULEZ Charge until Oct '27.	RD	FGB 8 <sup>th</sup> July	
52	RD to prepare the paperwork for sign off of the Catering Contract at FGB on June 17 <sup>th</sup>	RD	FGB 17 <sup>th</sup> June	
53	RD to prepare a tender document for ICT for approval at FGB on 17 <sup>th</sup> June following receipt of the audit report (due 4 <sup>th</sup> June) and prior to submission to the LA.	RD	FGB 17 <sup>th</sup> June	
54	RD to follow up with Sutton re the LA Scheme of delegation to schools.	RD	FGB 8 <sup>th</sup> July	