

Finance Committee **PART A**
Minutes of the Meeting held on Wednesday 25th January 2023
at 6pm at the Sherwood Hill Campus and via Google Meet

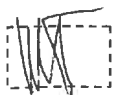


Robin Dear (RD)	Foundation Governor	Absent
Gemma Davies	Co-opted Governor	Present
Matthew Grew (MG)	Co-opted Governor	Present <i>from 6:11pm</i>
Claire Hadcocks (CH)	Co-opted Governor	Present
Brian Ikin (BI)	Co-opted Governor (Chair)	Absent
David Murden (DM)	Ex-Officio Governor / Headteacher	Present
Chris Williams (CW)	Local Authority Governor	Present
Eileen Bone	Foundation Governor	Absent
Barry Walder (BW)	Finance Consultant; Schools Management Support Ltd	Present
Rosemary Viggiani (RV)	Clerk	Absent

	Item	Action
1.	<p>Welcome; Apologies for absence and quorum (3)</p> <p>CH opened the meeting at 6pm as MG had notified that he would be a few minutes late; apologies were received and accepted from RD, BI and EB for personal reasons. It was noted that EB will be joining the Committee in the absence of CH over the next few weeks.</p> <p>The Clerk was absent but the meeting was recorded to allow for later transcription.</p> <p>The meeting was declared quorate.</p> <p>Declarations of Interest</p> <p>There were no declarations of interest regarding items on the agenda.</p>	
2.	<p>Minutes of the previous meeting held on 23rd November 2022 and 18th January 2023</p> <p>DECISION: Governors approved the minutes of the meeting held on 23rd November 2022 as a true and complete record of the meeting. The minutes of 18th January 2023 were not yet available and were deferred to the next meeting.</p> <p>Matters arising (see action list below)</p> <p>The review of the actions were deferred to the next meeting.</p>	
3.	<p>Management Accounts</p> <p>These discussions are recorded in the Part B Minutes</p> <p>ACTION: RV to check re the transfer of monies from FOSPS.</p> <p>ACTION: BW and DM to compare the spine points for TA's with staff at other special schools with a similar provision. Also to compare the ratio of teaching and support staff and its impact on costs.</p> <p>ACTION: Consider options for capping the pay scale for TA's moving forwards.</p> <p>ACTION: DM and BW to develop a document setting out assumptions and costings in support of the Commissioning agreement for discussion with the LA.</p> <p>DECISION: Governors agreed to fund Sylvia moving to five days a week until Easter.</p> <p>ACTION: DM to seek an urgent meeting with the LA for immediate help to try to avoid closing a class.</p> <p><i>BW left the meeting at 7:28pm.</i></p>	<p>36</p> <p>37</p> <p>38</p> <p>39</p> <p>40</p>

	Item	Action
4.	<p>Risk Management</p> <p><u>Update re key risks</u></p> <p>Discussions re the key risks were covered in the earlier discussion.</p> <p>ACTION: RV to circulate the Risk Register as previously emailed to RV and CH.</p> <p><u>Standing item: reporting re any GDPR Breaches</u></p> <p>There were no GDPR breaches.</p> <p><u>Update re SFVS for submission by 31st March 2023</u></p> <p>A copy of first draft was circulated before the meeting.</p> <p>ACTION: All to comment on the version circulated and return to RV by half-term with a view to approval at FGB in March.</p>	<p>41</p> <p>42</p>
5.	<p>Update re Policies</p> <p><u>Finance Policy and Procedures</u></p> <p>This policy was not yet ready for approval.</p> <p><u>Data Protection / GDPR suite of policies (requires Full Board ratification)</u></p> <p><i>Data Protection Policy</i></p> <p><i>Data Breach Policy</i></p> <p><i>Protecting biometric data for children</i></p> <p><i>Other related GDPR policies / data privacy statements</i></p> <p>These policies are not yet ready for approval.</p> <p>ACTION: RV to liaise with BW and DM to reschedule approval of the Finance and GDPR policies.</p>	<p>43</p>
6.	<p>Confidential items</p> <p>Governors agreed that the discussions in item 3 should be recorded in the Part B Minutes.</p>	
7.	<p>Any other business / Dates of future meetings</p> <p>There was no other business.</p> <p><u>Forthcoming Meetings:</u></p> <p>FGB: 29th March 2023</p> <p>Finance: 8th March 2023 (Accounts to M10: end of January 2023)</p> <p>Premises, Health & Safety: 8th February 2023</p> <p>Curriculum & Staffing: 22nd February 2023</p>	
	<p>The meeting closed at 7:40pm</p>	

Signed: 	Print Name: <u>M. J. Grew</u>
Chair	Date: <u>8 March 2023</u>



Action list

Item	Action point	Who	By when	Update
Actions arising from the meeting of 12 th July 2022				
21	Action transferred from FGB to explore how the school can have ownership of the land returned to it. DM to approach Browne Jacobson for advice.	DM		Ongoing
Actions arising from the meeting of 28 th September 2022				
22	CH/DM to liaise with support from BW/RV to ensure that all monies are transferred from FOSPS to the school for agreed purposes; to arrange an AGM to make any required returns, close FOSPS and agree next steps for a new Friends organization following the Coffee mornings on each campus.	CH/DM		On the agenda; Action ongoing
23	DM to start the process of developing a Risk Management Policy / Risk Register with support from Carshalton Boys to ensure compliance as regards safeguarding, health & safety etc. To provide an update in the Spring Term.	DM	Spring 2023	Action ongoing
24	BW/DM to develop and implement a service level agreement (SLA) with Carshalton Boys to eliminate the current backlog of work in the finance department and support the school to develop a pragmatic risk register and related action plan moving forwards. To report back to the next FGB and update the Finance Committee with regards to recommended next steps moving forwards.	BW/DM	FGB/ Finance Autumn Term 2022	An agreement has been reached. Next steps yet to be confirmed. Action ongoing
26	BW, RD, BI and CH to meet as a working group in December to develop the 2023 SFVS.	BW, RD, BI, CH	Dec 2022	RV to get dates. Action ongoing
27	BW and DM to finalise the Finance Policy for presentation to a meeting in the Autumn Term and to schedule the review of the GDPR / Data Protection Policies.	BW, DM	Dec 2022	Ongoing
Actions arising from the meeting of 23 rd November 2022				
30	BW to circulate the October accounts to BI after speaking with DM; BW, DM, BI to meet shortly after that.	BW / DM	Dec FGB	
31	DM to confirm the final impact of the pay increments on the budget; RV to convene a short Pay Committee meeting immediately prior to FGB to formally note this in the Minutes of the Pay Committee.	DM / RV	Dec FGB	Short Pay meeting held prior to FGB; recommend action closed

Item	Action point	Who	By when	Update
32	DM to liaise with RD to report back in the Spring Term with a Risk Management Strategy and an updated risk register to include the strategic risks, rag-rated and given in context to other local schools where possible.	DM / RD	Spring 22	On the agenda
33	DM to liaise with SL to take advice about the need for and appropriate process re consultation re the Pay and Appraisal Policies.	DM / SL	Dec FGB	DM reported back that the changes are not materially different meaning that no formal consultation is required; recommend action closed.
34	DM to check with Judicium with regards to the need for a Biometric Policy.	DM	Dec FGB	On the agenda
Actions arising from the meeting of 18 th January 2023				
35	BW to produce an updated plan including a summary of the key points for discussion with the LA that shows what the budget looks like rolling forwards.	BW	24 Jan 23	
Actions arising from the meeting of 25 th January 2023				
36	RV to check re the transfer of monies from FOSPS.	RV	Jan 23	
37	BW and DM to compare the spine points for TA's with staff at other special schools with a similar provision. Also to compare the ratio of teaching and support staff and its impact on costs.	BW / DM	Mar 23	
38	Consider options for capping the pay scale for TA's moving forwards.	DM	Mar 23	
39	DM and BW to develop a document setting out assumptions and costings in support of the Commissioning agreement for discussion with the LA.	DM/BW	Mar 23	
40	DM to seek an urgent meeting with the LA for immediate help to try to avoid closing a class.	DM	Feb 23	
41	RV to circulate the Risk Register as previously emailed to RV and CH.	RV	Feb 23	Sent to the Board on 11 th February 2023; recommend action closed.
42	All to comment on the version of the SFVS circulated and return to RV by half-term with a view to approval at FGB in March.	All	Feb 23	Sent to the Board on 11 th February 2023.
43	RV to liaise with BW and DM to reschedule approval of the Finance and GDPR policies.	RV	Mar 23	