



SHAP C of E PRIMARY SCHOOL
MINUTES OF THE FINANCE COMMITTEE MEETING

19 MARCH 2019

ITEM		ACTION
1	<u>Attendees</u> Julie Graham (JG) (Chair) Anne Maud (AM) (HT) Katie Chappell (KC)	
2	<u>Apologies received</u> Steve Gee (SG) (Vice Chair) <u>In attendance</u> Christena Pelmore (CP) (Clerk)	
3	<u>Declaration of Interests</u> None.	
4	<u>Minutes of the last meeting and Matters Arising</u> It was noted that VYB resigned from the Finance Committee on 6 February 2019. PM has resigned as Staff Governor since the last meeting of the Finance Committee and is by default no longer a member. A review of the FGB Committee Structure is an agenda item for the FGB meeting to be held on 15 May 2019 when committee membership will be addressed. <u>Future meeting dates</u> It was agreed to reschedule the next meeting of the Finance Committee to 4 June 2019 in order to allow time for the Budget Meeting with Sarah Caton and the representative from Capita Children's Services to take place first.	Action 1
5	<u>Election of the Vice Chair (Finance Committee)</u> Following VYB's resignation as Vice Chair of the Finance Committee, it was agreed to defer the appointment of a new Vice Chair until the next meeting.	
6	<u>Standing Item: Health and Safety</u> <u>Portable Appliance Testing</u> AM reported that a representative from Field View Electrics would be attending the school on 23 March 2019 to discuss PAT. There were no other Health and Safety issues raised.	

7	<p><u>Update on Finance Committee Checks Asset Register and School Single Central Record</u></p> <p>It was noted that both of these records had been checked by JG and found to be complete and in order.</p> <p>The outcome of the checks was circulated electronically to Governors on 3/2/19 and reported to the FGB on 6/2/19.</p> <p>JG stated that both these records would be checked annually by a Governor in future.</p>	
8	<p><u>Budget Position</u></p> <p>AM reported that there would be just under 8% of this year's budget remaining at the end of this financial year to be carried forward to next year. (The maximum amount allowed to be carried forward being 8%)</p> <p>AM wished to have Sarah Caton's achievement in attaining this outcome recorded in the minutes.</p>	
9	<p><u>School Buildings Account / Lonsdale Bank Account</u></p> <p>CP reported that further attempts to contact the former clerk in order to retrieve the Lonsdale Accounts' statements and cheque books had been unsuccessful.</p> <p>Attempts to amend the signatory list for the Shap School Building Account had also been unsuccessful, as Barclays Bank only accepts applications from existing signatories to the account.</p> <p><u>Shap School Building Account</u></p> <p>AM, as the sole remaining signatory, agreed to contact the Barclay's helpline to request the amendments to the Shap School Building Account, being the removal of signatories no longer connected to the school and the addition of new signatories.</p> <p>It was agreed to ask SC and JH to become signatories to this account.</p> <p><u>Lonsdale Foundation Accounts</u></p> <p>JG agreed to coordinate the application to change the registered address and signatories to the Lonsdale Foundation Accounts held by the Nat West bank.</p> <p>It was noted that in order for these amendments to be made, the bank required evidence that changes had been ratified at a meeting of the School Governors' Finance Committee.</p> <p>The following was agreed:</p> <p>"It was resolved at the Shap School Governors' Finance Committee meeting on 19 March 2019 that:</p> <ul style="list-style-type: none"> • The signing rules in the current mandate for the accounts detailed in s.2 to be replaced in accordance with s.4 and • The authorised signatories in the current mandate detailed in s.2 be changed in accordance with ss. 5 and 6 and the current mandate will continue as amended. 	<p>Action 2 Action 3</p> <p>Action 4</p>
10	Recruitment / Staffing	

	AM concluded that both she and KC would be attending the CCC Safer Recruitment training on 8 May 2019.	
11	<u>Policies for Review</u> There were no policies due for review.	
13	<u>Any Other Business</u> <u>Renovation of the Cat Bells Outdoor Play Area</u> KC provided an update on the progress of the renovations and improvements being made to the Cat Bells outdoor play area, stating that the project had been both well organised and well run. Designs and quotes from three companies had been sought, with Wicksteed being the successful bidder. Donations toward the cost of the development have been received from the village charity shop and Shap Quarries. A small amount of sports funding has been allocated to the project and the children themselves have been engaged in fund raising activities. The project has been divided into three phases: <u>Phase 1</u> : Clearing the existing flooring, laying new flooring, the climbing unit and den poles. KC noted that the school had received a donation for the old flooring. <u>Phase 2</u> : All the remaining play equipment with the exception of the glockenspiel. <u>Phase 3</u> : Additional storage facilities and possibly musical equipment. KC stated that funds were still needed in order to complete Phase 3. KC concluded that the renovation should be completed by the beginning of May. There was no further business JG closed the meeting at 5.35pm.	Action 5
	Date of next meeting: <u>Tuesday 4 June 2019 at 4pm</u>	

SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
1	Notify all Governors about the amended date for the next Finance Committee Meeting	CP.	At FGB meeting on 15/5/29 (if not before) (Completed 15/5/19)

2	AM to ask SC and JHr if they would be prepared to be signatories to the Shap School Building Account	AM	As soon as reasonably possible.
3	Required changes to signatories to the Shap School Building Account to be made with Barclays Bank.	AM (CP to provide AM with contact and account details)	As soon as reasonably possible. (Completed 19/3/19)
4	Required changes to signatories to the Lonsdale Foundation Accounts to be made with Nat West Bank.	JG	As soon as reasonably possible.
5	Details of income for and expenditure on the play area to be forwarded to Committee members	KC	As soon as reasonably possible. (Completed 20/3/19)