



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

20 DECEMBER 2018

ITEM		ACTION
1 /2	<p><u>Attendees</u>            Julie Graham (JG) (Chair)            Steve Gee (SG)            Anne Maud (AM) (HT)            Vanessa Yerbes-Ballesteros (VYB) (Vice Chair)</p> <p><u>Apologies received</u>            None</p> <p><u>In attendance</u>            Christena Pelmore (CP) (Clerk)</p>	
3	<p><u>Declaration of Interests</u>            None.</p>	
4	<p><u>Minutes of the last meeting</u>            No minutes of the last meeting held in September 2018 were available.</p> <p>Membership of the Finance Committee was agreed at the FGB Meeting (Item 9) held on 5 December 2018. It was decided then that the Chair should be elected from its membership at the first meeting of the Finance Committee.</p> <p>AM proposed JG for the position of Chair of the Finance Committee; the proposal was seconded by VYB and JG was elected unanimously.</p> <p>AM proposed VYB for the position of Chair of the Finance Committee; the proposal was seconded by JG and VYB was elected unanimously.</p> <p>It was agreed that PM, as Link Governor for Health and Safety should be invited to join the Finance Committee, as many of the larger Health and Safety decisions involve financial implications.</p>	Action 1
5	<p><u>Finance Committee Terms of Reference</u>            The draft Finance Committee Terms of Reference was reviewed. The clause: "To review information provided by the contracted Bursar Service" was added before it was agreed and adopted by the committee and signed by the Chair.</p>	
6	<p><u>Policies for Review</u>  <u>Finance Policy</u>            The Finance Policy (as previously circulated electronically on 13 December 2018) was reviewed, adopted and signed by the Chair of the Finance Committee.</p>	

7	<p><u>School Financial Value Statement Governors' Skills Audit</u> The SFVS Governors' Skills Audit was completed by JG, SG and VYB.</p> <p>A fair copy will be sent to Sarah Caton to add to the SFVS, which will be ratified and signed at the meeting of the FGB on 6 February 2019 prior to being forwarded to the Local Authority by the deadline of 22 February 2019.</p>	Action 2
8	<p><u>Asset Register</u> JG and SG agreed to conduct the annual Asset Register review and report their findings to the next FGB / Finance Committee Meetings.</p>	Action 3
9	<p><u>School Single Central Record</u> JG agreed to conduct the annual School Single Central Record review and report findings to the next FGB / Finance Committee Meetings.</p>	Action 4
10	<p><u>Budget Position</u> It was agreed to defer discussion about the current budget position pending the quarterly Budget Control Report (December 2018 / 2019) which has yet to be provided by Capita Children's Services.</p> <p>AM stated that the bursar service that had been received from Capita recently had not been of the standard expected. Sarah Caton is attempting to obtain a part refund of this year's fees from Capita to compensate for the poor service.</p> <p>In addition, SC is investigating options to transfer to a different provider and has contacted North Lakes School to make enquiries. It is, however probable that the school is tied into the Capita contract at present.</p>	Action 5
11	<p><u>Recruitment Policy</u> It was agreed to defer discussion about the current Recruitment Policy until the next meeting of the Full Governing Body on 6 February 2019, when the policy or more information should be available.</p>	Action 6
12	<p><u>School Buildings Bank Account / Lonsdale Trust Bank Account</u> CP explained that both the School Buildings Bank Account (held at Barclays) and the Lonsdale Trust Bank Account (held at Nat West) are presently in the hands of the Governors.</p> <p>The School Buildings account is used to receive monies raised by the 100 Club and to pay out prizes and to pay for the 10% balance of any necessary buildings works, with the remaining 90% being found by the Diocese.</p> <p>The Lonsdale Trust account receives a nominal annual income from a Charibond investment and from the payment of a way leave amounting to less than £2 annually from the electricity board. Monies from this account are used to pay for the children's end of year prizes.</p> <p>There have been no statements for the Nat West account since the resignation of a former clerk and neither is there a cheque book available to use with this account. Last year's children's prizes were paid from the School Buildings account and these funds need to be reimbursed as soon as possible.</p> <p><u>The School Buildings Account</u></p>	

	<p>AM is one signatory to this account. SG and JG agreed to become signatories*</p> <p><u>Lonsdale Trust Account</u> Elizabeth Grose, Adele Bindloss and Jane Corrie are the only known signatories to this account. EG and AB have resigned from the Governing Body. SG and JG agreed to become signatories**</p> <p><i>* At the FGB meeting on 6 February 2019 Jane Corrie and Katie Chappell agreed to join the signatories on the School Buildings account.</i></p> <p><i>* At the FGB meeting on 6 February 2019 Pauline Harron agreed to join the signatories on the Lonsdale Trust account.</i></p> <p>In order to effect these changes and to remove former signatories from the account, mandates will need to be presented by existing signatories to the branches of the banks involved.</p> <p>In addition, CP will make a further attempt to contact the former Clerk and retrieve any Nat West Bank statements and cheque books still in her custody.</p> <p>It was agreed that following the necessary amendments to bring the signatory lists up to date, it would be appropriate to transfer the routine management of both accounts to school staff rather than to have them administered by the Governing Body.</p>	<p>Action 7</p> <p>Action 8</p> <p>Action 9</p>
13	<p><u>Dates of Next and Subsequent Meetings</u> The following dates were agreed for Finance Committee Meetings in this academic year: <u>Thursday 28 February 2019 at 4pm</u> <u>Thursday 18 April 2019 at 4pm.</u></p> <p>Both meetings to take place at the school.</p>	
14	<p><u>Any Other Business</u> <u>Potential additional provision for Maths.</u> AM stated that there were no funds available at present to provide any additional support or resources for Maths over and above what is being received at present.</p> <p>There was no further business</p> <p>JG closed the meeting at 5.45pm.</p>	
	<u>Date of next meeting: Thursday 28 February 2019 at 4pm</u>	

### SUMMARY OF ACTIONS

NO	ACTION	RESPONSIBILITY	DATE FOR COMPLETION
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1	PM, as Link Governor for Health and Safety should be invited to join the Finance Committee	JG	As soon as reasonably possible.
2	Annual Asset Register review to be completed.	JG / SG	As soon as reasonably possible.
3	Fair copy of the SFVS Governors' Skills Audit to be sent to Sarah Caton to add to the SFVS	CP	As soon as possible before 22/2/19.  <i>(Completed 31/12/18)</i>
4	Annual School Single Central Record review to be completed.	JG	As soon as reasonably possible.
5	Current budget position to be discussed at next FGB / Finance Committee Meeting following delivery of the Budget Control Report for December 2018	CP: Agenda Item  Governors	For FGB Meeting 6/2/19 and Finance Committee Meeting 28/6/19
6	Current Recruitment Policy to be discussed at next FGB Meeting	CP: Agenda Item  Governors	For FGB Meeting 6/2/19
7	Mandates to be prepared and presented in order to amend signatories on Barclays and Nat West bank accounts.	CP (prepare mandates)  New signatories (submit mandates)	As soon as reasonably possible
8	Attempt to be made to contact the former Clerk and retrieve any Nat West Bank statements and cheque books still in her custody.	CP	As soon as possible.  <i>(Letter sent 31/12/18)</i>
9	Administration of Barclays and Nat West bank accounts to be transferred to the school on completion of the necessary amendments to signatories.	CP	As soon as possible on completion of Actions 7 and 8.