

## Minutes of Finance and General Purposes Committee meeting Held on 27 March 2012 at 6.30pm

### Present:

Lesley Eddison (LE), Adrian Nash (AN), Dave Mitchell (DM), Lihua Sun (LS), Hilary Craik(HC) , Rob Perkins (RP), Graham Harvey (GH), Jill Munro (JM), Brian Taylor (BT)

### In attendance

Jo Hewitt (JH) (Deputy Head) (not a member of governing body)

I Greenhalgh (IG) (Clerk to the Committee)

### F&GP /01/12 Welcomes, introductions and apologies for absence

HC welcomed everyone. She said it was her first time as chair. Apologies were received from Andy Beardsley (AB), Richard Jones (RJo) and Olwen Kershaw (OK)

### F&GP /02/12 Statement of Pecuniary Interest

None were declared

### F&GP /03/12 Minutes of Last Meeting (Tuesday, 15th Nov 2011)

These were agreed for accuracy

### F&GP /04/12 Matters Arising

**F&GP /06/11** AN to speak to JM re the creation of an Environmental Policy

AN&JM to meet after Easter to put the Policy together.  
**ACTION AN/JM**

### **F&GP /07/11**

IG reported she had emailed all contacts in her School Business Manager Group for information on what they are doing with regards to cashless systems/sims dinner money system.

IG to action use of Sims Dinner Money  
**ACTION IG**

JW AND TW (office staff) are visiting a local primary school to see the operation of Sims Dinner Money (the staff there gave high praise to using this)

Looks likely that we will be starting with sims dinner money (£295 + £625 licence) which once we have set it all up, will be quicker, easier, and more professional – letters automatically generated. It runs similar to the attendance module.

This system will be a step towards the cashless system which is about £2000 should we wish to go down this route. We will continue to evaluate the situation over the next year.

### **F&GP /08/11**

**HC** to add the subject of the Mini Bus to the next agenda.

Item 10

### **F&GP /09/11**

**AN** To bring proposals to the next meeting for how we will work towards a balanced budget

Item 6

**F&GP /10/11**

**AN / HC** to initiate completion of SIC  
**RE/HC/AN** to meet and discuss SFVS

Item 9

**F&GP /05/12 Finance Report**

AN read through the projections for the end of the financial year. The carry forward was projected at £62,688. The additional carry forward of £44,022 includes £10,000 AFN money which came in late to the budget, £600 Lets Get Cooking Grant, ECar summer term funding £6800, plus savings on TA pay, unspent maintenance etc.

The projected carry forward is now	£106710
Plus	
DFC(devolved formula capital) c/f	£1462
<b>Total</b>	<b>£108172</b>

**AN** reported that although the Finance Officer (Vickie Lievesley) is bought in to ratify the budget and help with any queries, IG is autonomous in doing the work and thanked her for her hard work.

**F&GP /06/12 Budget 2012-13 F&GP /09/11**

AN went through the budget report, services to schools and the Best Value Statement (papers previously distributed )

Some discussion was held and the governors approved the proposed budget, Services to Schools buy back and the Best Value Statement

AN explained that he would like to use up to £10,000 of the expected c/f from 2011/112 to match funding offered by the rha to install canopies and develop the KS1 area as per the Outdoor Learning Meeting.

**It was Resolved to**

Approve the school budget, the best value statement, the Services to Schools buy back and the £10,000 KS1 playground developments.

Proceed with the development of the KS1 area and sun canopies in conjunction with the rha, matching the funding up to £10,000 from rha.

**ACTION AN**

**F&GP /07/12 Maintenance and Estates**

AN gave a verbal update on the Health and Safety Audit. He explained that the Local Authority check every 2 years that we are compliant all aspects of H&S. There were a few issues which have been put into an action plan so these can be addressed. BT represented the Governors at the feedback meeting with the audit team. A re-inspection will take place in the summer after which AN will report on progress of the action plan to Gov.

**ACTION AN** to report on action plan at next F&GP

A verbal report was given on the developments to the Outdoor Environment.(as explained in F&GP /06/12)

**F&GP /08/12      Governors' Walk Round**

HC offered to participate in the termly H&S walk rounds with AN and Site Manager

Date to be arranged  
**ACTION AN**

**F&GP /09/12      Schools Financial Value Standard (SFVS) and SIC  
(Statement of Internal Control) (verbal) F&GP /10/11**

IG explained that when she goes to her School Business Manager meeting on Thursday 29 March she would get a summary of actions to be done with regard to the new SFVS and then meet with HC / AN to proceed on this. (Has to be completed by March 2013)

IG to get summary notes and meet with HC/AN  
**ACTION IG**

SIC – HC/AN to meet

AN to meet with HC  
**ACTION AN**

**F&GP /10/12      Mini Bus F&GP /08/11**

AN reported on the pros and cons of the mini bus use. Mini bus purchase cost £12,830 in 2008/9.

Running costs to school for 1 year (£1516.31 – including tax, mot, insurance, RAC etc.)  
Driving test fee = £30 – short of drivers (age restriction + staff leavers)

AN to investigate the possibility of White Hills Federation or The Pearson Centre taking over the mini bus and our school using it as required and report back to the next meeting  
**ACTION AN**

Since September 2011 School have used the mini bus 13 times (netball etc.) and the Pearson Centre 12 times (including 6 weekends)

Breakdown of mini bus – at least 6 occasions we have had to call out the RAC breakdown service and we have used jump leads two or three times (not always reliable)

Time taken by office staff (JW) to administrate the paperwork etc for the mini bus

A discussion was held and it was agreed to investigate the possibility of White Hills Federation or The Pearson Centre taking over the mini bus and our school using it as required.

**F&GP /11/12      Date of next meeting 5.00pm Tue 10th July 2012**

**F&GP /12/12      Confidentiality**

None

**Round Hill Primary School  
F&GP Actions  
Spring Term – 27th March 2012**

The table below contains the actions from the above meeting:

	<b>Actions</b>	<b>Deadline Date</b>	<b>Progress Update</b>
<b>F&amp;GP /04/12 F&amp;GP /07/12</b>	AN&JM to meet after Easter to put the Environmental Policy together. <b>ACTION AN/JM</b> IG to action use of Sims Dinner Money <b>ACTION IG</b>	<b>3rd July 2012</b>	
<b>F&amp;GP /06/12</b>	Proceed with the development of the KS1 area and sun canopies in conjunction with the rha, using matched funding up to £10,000 from rha. <b>ACTION AN</b>	<b>3rd July 2012</b>	
<b>F&amp;GP /08/12</b>	Date to be arranged for governor h&s walk round <b>ACTION AN</b>	<b>3rd July 2012</b>	
<b>F&amp;GP /09/12 F&amp;GP /09/12</b>	IG to get summary notes and meet with HC/AN regarding SFVS <b>ACTION IG</b> AN to meet with HC regarding SIC <b>ACTION AN</b>	<b>3rd July 2012</b>	
<b>F&amp;GP /10/12</b>	AN to investigate the possibility of White Hills Federation or The Pearson Centre taking over the mini bus and our school using it as required and report back to the next meeting <b>ACTION AN</b>	<b>3<sup>rd</sup> July 2012</b>	