



**Alderman Jacobs Primary School (Academy Trust)**

**Finance Sub-committee Meeting**

**Wednesday 27 January 2016**

**MINUTES**

**Governors Present:** Cathy Carlisle, Eamonn Dorling, Kevin Blencowe (Chair),  
Parwin Maderbocus

**In attendance:** Deborah Sutton (School Business Manager), Jocelyn Sumner (Clerk)

Meeting commenced at 6.30pm.

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| 1 | <b>Welcome and Apologies</b><br>Kevin Blencowe welcomed Governors to the meeting, apologies were received and accepted from Laura Holland and Nicky Baker.   | <b>All to note</b> |
| 2 | <b>Minutes of the Previous Meeting</b> (14 <sup>th</sup> October 2015)<br>Agreed as an accurate record. Proposed by Eamonn Dorling and seconded by Parwin Maderbocus   | <b>All to note</b> |
| 3 | <b>Matters Arising</b> <ul style="list-style-type: none"><li>• The Terms of Reference have been updated as previously agreed.</li><li>• Kevin Blencowe has emailed the Responsible Officer and is in the process of arranging a date to meet.</li><li>• The working group (Kevin Blencowe, Eamonn Dorling and Parwin Maderbocus) are planning to meet in February 2016.</li><li>• £75,000 has been deposited at Hampshire Trust and £75,000 will also be deposited at the Julian Hodge Bank once personal ID for the Headteacher, School Business Manager and Chair of the Finance Sub-committee has been approved and provided.</li></ul> | <b>All to note</b> |
| 4 | <b>Declaration of Pecuniary Interests</b><br>Eamonn Dorling is an Independent Financial Advisor<br>Deborah Sutton's daughter - Alexa Loy Photography - will be taking photos in school   | <b>All to note</b> |
| 5 | <b>Budget to Date</b><br>Governors sought confirmation that the unspent grant money awarded for the roof project is recorded separately so as to remain visible and not get caught up in any other part of the budget. The £90,000 is recorded in a separate line.   | <b>Action:</b>     |





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|           | <p>playgrounds, including the option of shelter roof coming off the swimming pool wall.</p> <ul style="list-style-type: none"> <li>• <b>Courtyard</b> ~ discussion postponed until greater understanding of proposal obtained from Laura Holland.</li> <li>• <b>The rest of this item is a confidential minute</b></li> </ul>   | <b>Sutton</b>      |
| <b>9</b>  | <p><b>Governor Training</b><br/>Eamonn Dorling attended training for Pension Funding and Administration which he reported as providing him with the ability to now be able to answer questions or know who to contact for answers.</p>  | <b>All to note</b> |
| <b>10</b> | <p><b>Any Other Business</b><br/>Proposals for budget transfers for Staff Development and a Behaviour Monitoring Package were provided before the meeting for consideration.</p> <p>Governors agreed the proposal for Option 3, reallocating £8,000 to provide staff with opportunities to further develop subject knowledge and opportunities to retain and develop good quality members of staff during a time of recruitment crisis. Proposed by Cathy Carlisle and seconded by Eamonn Dorling.</p> <p>Governors agreed the proposal for budget transfers for a Behaviour Monitoring Package so the school can investigate and implement the best system to ensure effective, time efficient means of tracking and analysing trends so that swift action can be taken ~ Proposed by Cathy Carlisle and seconded by Kevin Blencowe.</p> | <b>All to note</b> |

The meeting closed at 7.25 pm

Signed as a true record: ..... Date: .....

**Kevin Blencowe (Chair)**