



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

**Finance Sub-committee Meeting**

**Wednesday 25 May 2016**

**MINUTES**

**Governors Present:** Eamonn Dorling, Kevin Blencowe (Chair), Nicky Baker

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

Meeting commenced at 6.30pm.

1	<b>Welcome and Apologies</b> Kevin Blencowe welcomed Governors to the meeting, apologies were received and accepted from Laura Holland, Cathy Carlisle and Parwin Maderbocus.	<b>All to note</b>
2	<b>Minutes of the Previous Meeting</b> (27 <sup>th</sup> January 2016) Agreed as an accurate record. Proposed by Eamonn Dorling and seconded by Kevin Blencowe	<b>All to note</b>
3	<b>Agreed Actions Update</b> <ul style="list-style-type: none"><li>Deborah Sutton (DS) has received quotes from 3 companies for both wall mounted and free standing parent shelters. The costs were significantly variable due to being for different specifications. DS agreed to obtain 2 more quotes for wall mounted and free standing shelters of the same size.</li><li>DS contact 11 schools to research local childcare and babysitting rates and care arrangements for a dependent rates. Governors agreed that the Governors Expenses Policy will state that £5 per hour for each will be reimbursed.</li></ul>	<b>Action: Deborah Sutton</b>  <b>All to note</b>
4	<b>Declaration of Pecuniary Interests</b> Eamonn Dorling is an Independent Financial Advisor	<b>All to note</b>
5	<b>Budget to Date</b> The report, previously circulated to the Committee, showed the Budget to be relatively on track with side notes if not. Overall there are no concerns. DS confirmed that the majority of the budget for 2016-17 has been prepared and will be ready for the Governing Body to review at the meeting on Wednesday 13 July 2016 before being submitted to the EFA	<b>All to note</b>

	<p>on 31 July 2016.</p> <p><b>Governors expressed their appreciation of the preparation and clear presentation of the report.</b></p>	
6	<p><b>Responsible Officer Report</b></p> <p><b>Governors noted and appreciated the report which scored a positive "green" in all areas throughout.</b> DS confirmed that all of the required 3 visits will have taken place before the end of the academic year. The report is produced by a professional company that is being paid for the service. <b>It is a coherent report and provides the Governing body with extra assurance.</b></p>	<b>All to note</b>
7	<p><b>Financial Statement</b></p> <p>Jocelyn Sumner had prepared a new copy of the Financial Statement reflecting the agreed trigger for 3 x quotes and Kevin Blencowe signed the document.</p>	<b>All to note</b>
8	<p><b>Bench Marking</b></p> <p>Governors received key data, before the meeting, from the Benchmark Report: Primary Academies, produced by Rawlinsons Chartered Accountants. <b>Governors questioned what was included in the Total Incoming Resources Per Pupil chart.</b> DS explained that it would include school fund and other miscellaneous money in as well as GAG. Peterborough schools are known to receive more income per pupil than Cambridgeshire schools.</p> <p>After reviewing the bench marking data Governors felt that it was hard to bench mark due to the different variances in the included schools. Governors noted the low number of Senior Management staff in the Key Data char for Alderman Jacobs Primary (Academy Staff) compared to schools of a similar size.</p>	<b>All to note</b>
9	<p><b>Policies to Review</b></p> <ul style="list-style-type: none"> <li>• The Lone Working Policy was reviewed and accepted, proposed by Kevin Blencowe (KB) and seconded by Eamonn Dorling (ED).</li> <li>• The Visitors to School Policy was reviewed and accepted, proposed by ED and KB.</li> <li>• The Governor Expenses Policy was reviewed and accepted, proposed by ED and seconded by KB.</li> <li>• The Procurement Policy was reviewed and accepted, proposed by KB and seconded by ED.</li> <li>• The Investment Policy was reviewed and accepted, proposed by ED and seconded by KB</li> </ul>	<b>All to note</b>
10	<p><b>Governor Training</b></p> <p>Eamonn Dorling attended the following training:</p> <ol style="list-style-type: none"> <li>1. Termly Briefing for Governors ~ 19 May</li> <li>2. Awareness of Governor Role in relation to Ofsted - Delivered by Melody Lowe Director of Innovation ~ 23 May</li> <li>3. Taking the Chair ~ 25 May</li> </ol>	<b>All to note</b>



	Feedback from ED was circulated to all Governors.	
11	<p><b>Any Other Business</b></p> <p>ED reported on a meeting between Cambridgeshire County Council (CCC) and school following the Cambridgeshire Schools Energy Retro-Fit Programme: upgrade your school assets and reduce your energy bills event in March 2016. CCC are providing schools with the opportunity to undertake a 'Nil Cost To You' site survey. If taken up, the initial survey is followed by a second more detailed survey which is chargeable. The Committee agreed that DS should take up the <math>\frac{1}{2}</math> day survey in the week commencing Monday 13 June 2016 requesting that the report is available by 6 or 7 July 2016 to be reviewed by the Governing Body in advance of the Full Governing Body meeting on Wednesday 13 July 2016.</p> <p><i>Governors asked if an estimate of the annual running costs of the swimming pool are known or could be researched.</i> This is so that the Governing Body is armed with information to decide when it the pool is no longer a cost effective asset. DS agreed to research an estimated cost.</p>	<p><b>All to note</b></p> <p><b>Action: Deborah Sutton</b></p>
12	<p><b>Summary of Meeting</b></p> <ol style="list-style-type: none"> <li>1. Governors satisfied with excellent Responsible Officer Report</li> <li>2. The Committee are going to undertake the 'Nil Cost To You' survey to save on energy bills</li> <li>3. Governors have received quotes for new parents shelters</li> </ol>	<p><b>All to note</b></p>

The meeting closed at 7.40 pm

Signed as a true record: ..... Date: .....  
**Kevin Blencowe (Chair)**