

**Finance Committee Meeting
MINUTES
Thursday, 25th February 2016
Blenheim Centre @ 05.30 pm**

Committee: Mr G Alvy, Mr S Bismillah, Mr AN Megahy (Committee Chair), Mrs S Roe, Miss S Vickers (Head Teacher), Mr H Aswat, and Ms C Geisler.

Guests: Mrs Jayne Shaw (School Finance Manager)

Minutes: Mr W Schonenberg

Agenda Items		Actions
The meeting began with a spontaneous round of applause from governors for Samantha Vickers, as SLT representative, for the excellent work that staff have been involved in, and which was recently recognised as such by Ofsted. This being the first formal meeting that governors have had since the inspection.		Governors asked that this please be passed on to all staff.
40 <u>Apologies for absence</u> All members were present.	ANM	
41. <u>Disclosure of Interest</u> No disclosures were made.	ANM	
42. <u>Minutes of the 24 November 2015</u> These were reviewed, page by page, accepted, and subsequently signed by the Chair as being a true copy of events.	ALL	
43. <u>Matters Arising</u> There were no matters outstanding from these minutes. The Chair reminded members that it had been a rigorous meeting which had tackled some difficult issues. SV informed that the February 1 st restructure alluded to in these minutes is complete and that some savings are flowing through.	ANM	

44. Financial Report to Governors including Budget Monitoring

JS had provided a number of reports for governors capturing different aspects of the school's budget and financial situation. She explained that she was currently in the process of closing down the books for the 2015-16 budget in April.

Since her appointment she has been looking at income (constantly changing), expenditure (authorised or not), and in particular commitments (not always correctly recorded and budgeted for) in order to get at a true financial position. In this process she has worked closely with Kirklees Finance to get at the full extent of UBHS's commitments. JS believes that she now has this and SV concurs with this assessment.

Budget Monitoring to period 10 (Appendix B)

Governors received a comprehensive print out from the central ledger showing, cost codes, budget allocated for the year, amount committed to date, actual budget, balance, any accruals if applicable, and the estimated year end outturn. The totals showed a legacy deficit b/f of some £242k together with a current overspend of £345k. A number of individual cost codes, leasing photocopiers, catering, nexus placements, ICT were queried and explained.

JS explained that a number of cost codes are in the process of being closed for the financial year end. Where the school is able to spending has been halted, and the totals in expenditure have been slowed down. Departments are now responsible for their own ICT spend as well as, printing spend. This has had the desired mind change effect. Staff now consider whether items need to be ordered or not and all requests come to JS before being passed to SV for approval. Returning to the copiers, class printers were removed, new ones were centralised, which are more cost effective but some legacy leases still exist and are being paid until they expire. Some codes like catering did not have the correct budget allocated, so they show up as overspent, when in reality they were never set up correctly. This has all been corrected for the new budget.

Q. Do we still run out of popular food items?

A. Much less so now as we produce more food.

Within catering school was incurring costs for disposables, (cutlery etc). This is not very environmentally sustainable. In addition school wants the boys to practise good table manners and so have switched to plates and cutlery. This creates a better dining experience.

JS

Q. What is Nexus?

A. These were out of school work experience placements, but they did not lead to any qualification so they have been stopped now.

ANM explained that in contrast to the last Finance meeting where the full financial position was discussed in some detail, that it was good to see the “light at the end of the tunnel”.

JS went on to highlight Appendix C, (Income from Kirklees), and Appendix D the cash flow position at the end of period 10. This was very tight.

Q. Why are we showing purchase orders of some £159.6K when the budget (Appendix B) shows commitments of £161.7K?

A. This is purely a timing situation. The budget position comes and changes 12 times a year. The cash position can be pulled of any working day.

SV went on to explain that Jane has been outstanding to date in working through all of the school’s financial commitments in order to ascertain the true financial position. SV was impressed with the support and quality of the answers that she received to any question posed. This had truly been an excellent appointment.

SV went on to explain that at the last meeting members had discussed a £39k year-end deficit. Regrettably the school is still running with an overspend for the current year (2015-16). The exact amount of the overspend is impossible to establish as Kirklees alters the numbers of prospective pupils coming. School had a spreadsheet indicating some 208 pupils coming. The first numbers indicated always turn out too high. But school have a good feel for potential number and started the budget process (for 2016-17) based on 120 starters; now had been informed that it will be only 113. Realistically school are now having to plan for just 100 actually arriving as they always receive fewer students in September than are allocated now. On a positive note the number of first choices is up this year to 61.

Q. Where have the missing children all gone?

A. We need to investigate this as we don’t have an answer to this.

Because of this school have looked again at staffing and subjects. To bridge the overspend school will need to “lose” a further 3 teachers. SV had been in discussion with staff regarding this.

Q. Have we been actively marketing ourselves since the good Ofsted results?

A. Yes we have been into schools, mosques, spoken to parents, we have new posters, everyone has been very complementary.

<p><u>Month End checks Appendix E</u></p> <p>Governors were shown a new check list that JS had compiled in order to make sure that all financial matters were addressed each month.</p>		
<p>46. <u>Premises</u></p> <p>There was little to report under this heading. The decorators will be in over the summer touching up paintwork along the corridors.</p> <p>The for sale sign has gone up on the former caretaker's bungalow. Kirklees will sell the site, probably for redevelopment.</p>		
<p>47. <u>AOB</u></p> <p><u>SFVS</u></p> <p>JS had gone through all records kept and worked through the presented draft report. A short discussion arose regarding question 16, balances, and question 25 recovery plan.</p> <p>JS informed that she works with the Academies Network (more general resource matters) and Kirklees Network (specific financial procedures).</p> <p>Q. Will the recovery plan be presented to all governors? A. Yes it will come to a FGB meeting.</p> <p>It was agreed to recommend the SFVS to FGB for ratification.</p>	<p>SJ</p>	<p>Action: Bring SFVS to GB</p>
<p>48. <u>Date of Next meeting</u></p> <p>The next meeting would be held on Thursday, 26 May 2016.</p>	<p>ANM/SV</p>	
<p>49. <u>School Copy</u></p> <p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School.</p> <p>The meeting ended at 18.40.</p>	<p>ANM</p>	