

Minutes

Title:	Bosworth Academy Governors Meeting – Finance Committee		
Date:	30 th October 2017	Time:	5.30pm
Chair:	Andrew Smith	Location:	The Compass, Bosworth Academy
Clerk:	Pam Radford		

DIRECTORS

Name	Present /Apologies	Name	Present / Apologies	Name	Present /Apologies
Andrew Smith	✓	Rosalind Goldson (6.40)	✓		✓
Sarah Mayes	✓	Pam Radford (Minutes)	✓		✓
Geoff Hurst	✓	Hazel Cole	Apologies		✓

In Attendance

Name	Present /Apologies	Name	Present / Apologies	Name	Present /Apologies
Pam Radford - Clerk	✓	Sarah Mayes (SMA) Company Secretary	n/a		

NOTES

#	Agenda Item	Actions (who/when)
1.	Welcome, Introductions and Apologies	
	1.1 Apologies were excepted from HC 1.2 GH proposed Andy Smith to be re-elected to the Chair, RG seconded this, Andy Smith re-elected to the Chair.	
2.	Declarations of Interest	
	2.1 No declarations of interest	
3.	Minutes and Matters Arising	
	3.1 (4.3.1) SMA was asked to discuss the new budget format with one of our budget holders to gauge a reaction to the simplicity of the new format.	SMA to discuss with a budget holder

	<p>3.2 (4.5) SMA updated the committee on the implementation of Sage 200, it has been a trial for everyone involved, Sage help desk not has helpful with problems that have occurred. It was discussed to look into a software programme to help the team with enrolments etc, this could be funded my charging Nursery/C. Ripley for admin work.</p> <p>3.3 (4.8) Work Experience – this will not be offered this year to Year 10’s, maybe offered to Year 12’s</p> <p>3.4 Apprenticeship Levy was discussed and GH pointed out that the money cannot be spent on any training, only training provided by an accredited trainer is accepted.</p> <p>3.5 (4.10) Utilities – just signed up for a 3 year deal on electric</p> <p>3.6 The actions from the minutes were confirmed and updated.</p>	
4.	Capital bids	
	<p>4.1 SMA updated the situation on the roof and windows. Windows are almost finished the roof will hopefully be completed by March 2018</p> <p>4.2 Next Projects will be windows and roof again to continue the upgrade around the academy. GH asked which roof would cause the most problems if there was a leak – Canteen would cause a big problem if a leak occurred there. SMA explained that the bids would be placed by the consultant.</p> <p>4.3 GH asked what other projects would be a priority for DfE, SMA explained anything that would close the academy i.e. heating, electrical failure, asbestos, safeguarding.</p>	
5.	Capital Plan	
	<p>5.1 AS explained last years Capital Plan, GH congratulated the Chair from bringing it in under the budget.</p> <p>5.2 Priorities for this years Capital Plan were discussed, a Governor suggested we could get the consultancy to help with bids for Cif funding.</p> <p>5.3 Classroom creation, the classroom numbers are not yet known for next year.</p> <p>5.4 The Dome roofing was discussed and it was suggested SMA investigate the conditions of the roof and find if there was anything that could extend the life of the rood and also a cost to replace it</p>	SMA – to get a quote for a new roof and find out of any products to extend the life of the roof
6.	Score + Update	
	<p>6.1 SMA explained the situation with the new boilers, these were planned to be installed during the summer holiday, unfortunately asbestos was found and needed to be removed, this delayed the start date was this is still ongoing. Hopefully they will be installed by 10th November. Slight problem at the moment one has developed a leak so this might delay completion depending on work needed to fix the leak.</p> <p>6.2 AS asked how the Energy Management System was going – thermostats installed work almost complete.</p>	
7.	Disposals	

	7.1 None at the moments. GH asked if staff were aware that assets could not be just disposed of, SMA assured him that all asset disposal go through her.	
8.	Safeguarding and Health and Safety	
	8.1 A meeting on Health and Safety had been arranged but there was very little attendance, another meeting will be arranged and the Chair will attend. It was suggested one meeting a term should be arranged.	SMA to arrange another meeting and invite the Chair
9.	Brief Budget Update	
	9.1 AS explained the budget in brief, figures will be brought to the next Finance meeting on 20 th November	
10.	Internal Audit Reponses	
	10.0 This was a compliance audit, Winstanley was a health check only. AS will work with SMA to address any points raised before the date required, responses to be brought to next meeting 5 th March 2018. A Governor asked who was the risk owner, it was advised that this was the Business Manager.	SMA to bring responses to next meeting on 5 th March 2018
11.	Risk Register	
	11.1 This was discussed, if the Dome roof leaked the loss on income from the Dome would become a risk, AS to add this to the Risk Register.	
12.	Policies	
	12.1 There were no policies to update at this time, policies would now come under the Life Mat.	
13.	Remit and Scheme of Delegation	
	13.1 Update the remit in line with the MAT, AS to meet with CHA to tidy up the remit.	
14.	AOB	
	14.1 A long discussion about whether we were a 'Going Concern'. This was due to the difference in funding, This is an ongoing issue. 14.2 SMA explained that Bosworths Web filtering contract was due for renewal, the IT manager had arranged a good deal for the MAT which would be cheaper. An operating lease needs setting up, SMA to ask the accounts to check over the lease. If in agreement SMA to email MAT directors.	SMA to email MAT directors if in agreement
15.	Impact Statement	
	15.1 Captial Plan prioritised 15.2 Risk Register discussed and Done income to be added 15.3 Agreed an action plan for Internal Audit.	
16.	Infrastructure Minutes of the meeting 26/4/2017	

	<p>16.1 Risk register for Chemical storage – confirm this is in place and bring to next meeting. It was discussed that we also needed a CoSH register for chemicals as well as the Risk Register.</p> <p>16.2 Is the Health and Safety Policy fit for purpose? AS to check the policy relating to Infrastructure. It was agreed one Policy would be fit for both schools.</p> <p>16.3 (6.6)1) from last minutes - Learning and Teaching committee to look at the support for Learning and teaching in the Nursery. The Chair to contact the Chair of the Learning and Teaching Committee to discuss.</p>	<p>AS to contract the Science department to confirm.</p> <p>Chair to contract Chair of Teaching and Learning to discuss</p>
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	<p>Meeting ended 7.25 pm. Next Meeting will be Monday 5th March 2018</p>	
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MINUTES AGREED & SIGNED

Chair:		Date:	
Signed:			