

**Minutes of the meeting of Finance Committee
Sandye Place Academy held on
5st October 2016
at 7pm**



Sandye Place Academy
Achievement Through Partnership

Present

Mr M Sale (Chair of Finance Committee), Mrs K McCamley, Mrs S Kane, K James, Mr Ted Rowland, Mr A Fielding

Meeting opened at 7.00pm and Mr Sale welcomed those present. `

Item	Action
<p>1. Apologies for Absence Mr S Fox</p> <p>2. Election of Chair 2.1. Mr T Rowland nominated Mr M Sale and seconded Mr A Fielding for the position of chair. Mike Sale was duly elected chair of the Finance Committee</p> <p>3. Agree Minutes of last Meeting 3.1. The minutes of the meeting held on 16th July 2016, copies of which had been previously distributed, were confirmed as an accurate record of the meeting 3.2. The minutes, were agreed and accepted by those present.</p> <p>4. Matters Arising 4.1. SK informed the committee that a reforecast of the budget will be undertaken due to a higher than predicated c/fwd. and staffing changes that were unknown at the time of budget preparation. This will be presented at the next GB.</p> <p>5. Finance Review 5.1. SK presented and explained her Finance Report Confirmation of the Year End Position. The final figures have yet to be confirmed by the Auditor and they will be carrying out the final audit 17th to 20th October. It was confirmed that income was 99.5% with income from trading to be put into the accounts and this will need to be confirmed by D&T once they finalise both accounts. The revenue expenditure was 94.8% ensuring that the KPI indicators have been met. The b/fwd figure including capital is circa £397k less any adjustments to be made in respect of Salix loan, adjustments and trading company additions. The accruals advised by Duncan and Toplis will be posted and the year finalised, with the b/fwd confirmed at the December/January meeting. 5.2. SK confirmed that capital income has been accrued in total with income at £417K including devolved formula capital money and that expenditure is £373K, which includes the carry forward figure of last year. A spreadsheet was provided to explain the capital balances of each project and how revenue supported the projects. Discussion took place surrounding the reports and income of pupil premium and the report is available on the website explaining the spend of the PP grant. This was also reported in the Principal Report presented in the full GB of September 2016. The income, received in Oct 16 will relate to Jul, Aug and Sept, of which an accrual has been made. It was noted that we have spent less on teaching this year. Discussion took place surround the fact that our attainment at yr. 6 was much lower than national and was this resulting factor. It is not felt that this was the cause and had no effect, what is noted however is the recruitment problems faced in education. Kim stated that we are going to have to “grow our own” maths teachers and importantly that we keep the relationship with the pilgrim partnership going. We have had teachers leave for retirement who were top of the scale and replaced in some cases with NQT’s who are invariably paid less. 5.3. AF asked the % spend on staffing and confirmed as at 85%. The operating figure has used £38k of our surplus, before the total trading income has been gifted back. .</p>	<p style="text-align: center;">SK</p> <p style="text-align: center;">SK</p>

Item

SK explained to the new governors on the committee, as most of income is given in GAG, we know that this is confirmed income. The rest of our income is predicted. Therefore, our operating figure to break even is our total income line, however it is not as clear cut as this as we only expend on a budgeted amount and we set a balanced budget with contingencies built in, including our c/fwd. To operate within budget to break even would be only to expend our income and not exceed this. However, we do build tolerance within Figure. It should be noted that there are absolute necessities such as staffing and the running costs that we must have, and any additional is in line with our budget and school priorities.

- 5.4. The building works will be capitalised on advice from Duncan and Toplis. It has been further confirmed that the lease agreement is now with the DFE. SK will contact our solicitor for an update with.
- 5.5. Discussion was undertaken in regards the capital project which SK had previously sent for permission on the letter of intent issued to SDB by Ridge. MS agreed this to start the project and the committee confirmed that they were satisfied with the quotes obtained by Ridge and the rationale behind appointing SDC as primary contractor. The agreed amount is 7.5% for SDC.
- 5.6. Building assets are £2839K NET and £38k NET for fixed assets with additions to be made once accounts are finalised. The attached reports were **agreed and accepted** by those present.

6. Kitchen

- 6.1. SK presented a report of the confirmation of kitchen cashflow. The Kitchen has performed very well this year with increase uptake across the schools as outlined in the attached report. Meal price will remain at £2.00 and £1.90 in the lower schools for 1st September 2016 and this has been received well. The Surplus for the kitchen, including the income supported by GAG is £37k, up by £10K on last year with provision costs up by £7K on last year. The increases are as a result of the UIFSM and additional meal uptake. All schools have made a surplus, Maple Tree turned over higher amounts but have the highest cost due to the cooking of the meal. **The attached reports were agreed and accepted by those present.**

7. School Fund

- 7.1. SK took governors through the School Fund reports. All the trips made a surplus with the exclusion of Matilda and the Science trip, to keep costs down the fund subsidised these trips in order that they could go ahead as they offered educational benefit. There is a balance in the accounts of £26K with a working capital of £5k to be kept. Some monies relate to the French Trip and are committed income.
- 7.2. The attached reports show the income and expenditure against each trip.
- 7.3. SK confirmed that Duncan and Toplis will carry out an independent review in October.
- 7.4. The school council will be asked if they have a wish list that they would like to look at and benefit from this money. **The reports and the associated discussions were agreed and accepted by those present.**

SK

School
Council

8. Trading Account

8.1. SPA services Ltd has performed better than predicated with a surplus of circa £55K. This will be confirmed by Duncan and Toplis and the amount, subject to tax rules may be gifted back to the Academy. The Summer Camp performed well along with lettings and catering. **The attached reports were agreed and accepted by those present.**

8.2. SLA's for catering will require renewal in Sept 17.

9. Policies for Review

9.1. TOR Pupil Premium and the Uniform policy were all agreed and accepted by those present.

10. Dates for Future Meetings:

10.1. AGM is 7th December 2016 where accounts will be presented.

10.2. *Dates for next meeting to start at 6.00pm to 7.30pm are: 14th December 2016 Qtr 1, 15th March 2017, Qtr 2, 19th July 2017 Qtr 3 and Budget meeting and 4th October 2017 Qtr 4.*

10.3. M Sale expressed his thanks to SK and her team for all the work put into year end and the very favourable interim audit report.

11. AOB

11.1. Key Performance Indicators

During the year the Academy set the 8 key performance indicators, relating to Expenditure linked to Budget and the Reforecast, the target was to fall below 2% delta. Non GAG Income for trading linked Budget and the Reforecast, the target was to fall below 2% delta. Aged Debtors and Aged Creditors indicators were set along with payroll payments by 27th of each month. Pupil numbers are a key performance indicator for the Academy with 2015.16 showing 499 pupils in total. The target is to intake 120 pupils plus per year. Since the year end the Governors have approved the key performance indicators for the Academy to review in the next financial year.

The KPI's will follow the same format for 16.17 as per last year.

Meeting closed at 8.55pm