

Minutes of the meeting of the Sandye Place Academy Finance committee held on 18th July 2018 at 7pm



Sandye Place Academy
Achievement Through Partnership

Attendance and Apologies:

Parent Governors		Staff Governors	
Mr A Fielding	P	Mr T Stonehouse	P
Mr M Riches	P	Mrs C Riberaud	P
Community Governors			
Mrs H Ranson	A	Associate Governors	
Mr M Greener (Chair)	P	Mrs S Kane	P
		Mr B Sale	P

(Key: P = present, Ap = apologies received and accepted)

Item	Action
<p>1. Welcome 1.1. Mr Greener opened the meeting at 7pm and welcomed those present.</p>	
<p>2. Apologies for Absence 2.1. Hannah Ranson was absent, which were agreed and accepted by those present.</p>	
<p>3. Declaration of Interests and Governor Code of Practice 3.1. Mrs Kane advised that her husband is manager of Mid-Beds Tigers under 9s football team who use the Academy's facilities. Ben's father in-law prints for Blue Prawn. Mrs K McCamley is Principal of the school Mr McCamley does counselling for free for Parents. There were no other declarations of interest. 3.2. Ben Sale is now the Acting Principal of the Academy and will become the Accounting Officer. SK to update in September 2018.</p>	
<p>4. Review of previous minutes 4.1. The minutes of the meeting held on 28th March 2018 were agreed and accepted by those present.</p>	
<p>5. Matters Arising 5.1. None</p>	
<p>6. Finance Report 6.1. SK presented her reports which were sent out for governor perusal the weekend before the meeting and these reports are attached to the minutes. 6.2. SK presented and explained her Finance Report confirmation of the Qtr. 3 position and to include June. It was confirmed that income was 83.63% last year with revenue expenditure at 81%. 6.3. Reforecast has been undertaken in line with the BRFO therefore no reforecast has been undertaken since May 2018. Budget Forecast outturn has been sent to the DFE and we are predicting a b/Fwd figure of £137K. The virements are shown on the attached spreadsheets which were used for the BFRO. 6.4. Governors agreed and accepted the reforecast as detailed in the BFRO. 6.5. As previous years indicate we have income that is front loaded. Particular attention was brought to line 44 other income and this is due to high levels of income from supply teacher insurance claims, currently a £10k accrual has been estimated included this figure. 6.6. Trading is predicting a gift back of circa £10k. 6.7. Higher income is predicted than that shown on the reforecast due to the level of estimation for the trading account and for staff illness claims.</p>	

- 6.8. Expenditure: We are showing a higher than normal figure in Line 61 due to the high level of supply staff taken on board both to cover absence and also to try and improve our standards of attainment in Maths and English.
- 6.9. SK showed a predicted amount of expenditure which is committed beyond this point and shows that we have a tolerance on budget of approximately £12k which indicates that we will meet the plan.
- 6.10. In year deficit stands at £174K
- 6.11. Detailed discussion took place surrounding the potential closure of the school at this point.
- 6.12. SK reported that she had met with the DFE who have assured us of our budget for this year based on our funding letter in February 2018.
- 6.13. A detailed cashflow will be produced for the DFE in September when the B/fwd cash figure will be known and verified.
- 6.14. SK will send this to Sham Choudray each month starting in September.

7. Capital and Assets

- 7.1. The carrying amount for fixed assets is £6698K which includes land and building element.
- 7.2. No impairment costs have been included in this figure and it was agreed and accepted by governors present that assets are depreciated on a straight line bases with no residual value. This is how the policy was set up and for consistency it was noted that this could not be changed.
- 7.3. Detailed discussion took place surrounding disposal of our assets given the likely closure of the school. The following was agreed and accepted by those present:
 - 7.3.1. Sale of assets with a carrying amount should be the value that the asset is sold.
 - 7.3.2. Any asset with a zero value will be required to be bid for
 - 7.3.3. Staff may buy assets at the carrying amount or for £50 per laptop/equipment.
 - 7.3.4. Any lower amounts will need the approval from the finance committee.
 - 7.3.5. For clarity tables and chairs in a lot can be accepted at £50 should they be valued at zero.
- 7.4. Vehicles will attract a higher amount and therefore market value will be obtained on disposal.

8. Trading Company

- 8.1. Income to date is £96.27%, it should be noted that catering will have no income in August.
- 8.2. Expenditure to date is 73.69% however it is noted that wage recharges for Qtr 4 have yet to be posted.
- 8.3. Reduced trading income by £10K due to Executive Head Consultancy and wrap around care changes.
- 8.4. Due the fact that the school is closing in August 2019 and lower schools no longer require the catering the decision has been taken to close the trading company. SK will make necessary arrangements in September to begin this process. We will need to keep the company open until final accounts are filed and advice for D&T will be sought in this regard.

SK

9. Kitchen Cashflow

- 9.1. The kitchen cashflow is performing with a £11k surplus.
- 9.2. Meal numbers were presented for each school with St Swithuns showing the best performance of the lower schools.
- 9.3. Discussion took place surrounding the kitchen and its future. SK has met with the team and a Turlca letter issued for redundancy warring.
- 9.4. Due to the predicated loss for the kitchen it will no longer be a viable option to run catering in house and Dolce were considered to undertake the meals going forward. No tender process can be followed due to our falling roll and the need for catering from Oct to July 19 only. A meeting has been held with Dolce and as they are the caterers undertaking the lower school meals they can provide our school from the kitchen at Maple Tree/Potton. This was deemed the most viable option and agreed and accepted by governors present. The lunchtime staff will be retained by SPA and we will arrange pick up of meals. The cost to the school will be £2.30 for FSM and parents will pay £2.20. Parents will pay Dolce directly via an online system.
- 9.5. Helen has gathered £1000 worth of nectar points by buying food for the canteen and has asked if it could be used for her staff and pay Breaks invoices with the balance left. Money that had been accumulated at no cost. The amount agreed per staff member in the kitchen is to be £100 each. This will replace the honoraria normally given in November. This was agreed and accepted by those present.
- 9.6. It was agreed that they will be no breakfast bar in September due to staffing capacity.

SK/HB

SK

SK/MG

10. Budget 201819

- 10.1. This is likely to be the final budget for SPA and SK confirmed that the DFE have stated that our funding will be based on our February 2018 funding letter.
- 10.2. GAG income is £2012k and is based on 467 pupils. (*post meeting note MFG has not been accounted for £40k, this is deducted from the GAG income, software update from HCSS did not carry figure across as it is a minus, SK reforecast and alerted ESFA due to budget upload before reforecast*)
- 10.3. Overall income is £2227K *less MFG of £40k*
- 10.4. Using the predicted c/fwd figure of £137 the academy is confident that it can meet redundancy payments for our remaining staff, which has been greatly reduced. SK has written to the DFE showing how natural wastage has been taken advantage of and our staffing has greatly reduced.
- 10.5. We estimate PP as £92K as a lot of these children remain along with SEN pupils.
- 10.6. Pupil numbers have greatly reduced to 191 at time of writing.
- 10.7. No suppliers have been changed due to the closure of the school being likely.
- 10.8. SAS still offers best value and at time of budget the figure quoted is £11k which governors agreed to accept.
- 10.9. All areas show a reduction in spending, staffing being the area which has reduced the most. The costs and the break for leases have been included in the overall budget and figures indicate a surplus of £40k to go back to the DFE.
- 10.10. This excludes the liability for the LPGS pension fund.
- 10.11. It has been confirmed that there will be no 3 year forecast.

11. The attached Finance reports from SK and recommendations were agreed and accepted by those present.

12. Policy update

- 12.1. Finance manual and fixed asset policy were reviewed and updates for staffing will be made due to the changes occurring for next year. Also a journal review and related party element was added to the finance manual for agreement.
- 12.2. The attached policies, subject to staff amendments of V8 of the FM were **agreed and accepted by those present.**

13. Review of Risk Register

- 13.1. The school is closing and will be discussed in detail on the Governor Planning day where a committee will be allocated the responsibility of closing down the school.

14. AOB

- 14.1. Discussion took place surrounding the site agent house and it was agreed for SK to contact St Swithuns. They would like to sign the site agent house to them. They have agreed to rent the house to Marc Ford. SK will take advice on this with CBC, St Swithuns and Martin Post. Jo Stephens will contact Martin Post to see if this is a possibility. SK will investigate further in this regard once agreement from St Swithuns has been sought.
- 14.2. TIB will be setting targets for next year and performance management target.
- 14.3. Additional pay if any will be performance related.
- 14.4. The plan is to close the top of the y6 block and Dapifer.

Date of next meeting TBC at governor planning day

Meeting closed at 9.00pm