



**Cherry Grove Primary School**  
 Chapel Lane, Boughton  
 Chester CH3 5EN

Tel: 01244 981120 Fax: 01244 350556

E-mail: [admin@cherrygrove.cheshire.sch.uk](mailto:admin@cherrygrove.cheshire.sch.uk)

Online: [www.cherrygrove.cheshire.sch.uk](http://www.cherrygrove.cheshire.sch.uk)

**“Nurturing rights respecting global citizens”**

Headteacher: Mr Michael Bousfield

**Finance Committee (FC) Meeting**


**Part 1 Minutes & Actions**

<b>Date of meeting</b>	Thursday 19 <sup>th</sup> September @ 6.30pm – Meeting room	
<b>Committee Members</b>	HT, BH, DT, RB, SaC	
<b>Members Present</b>	Mr M Bousfield (MB) Mr R Bowman (RB) Mrs S Connolly (SaC) Mrs B Hacking (BH) Mrs D Tomkinson (DT)	Headteacher (HT) Chair of the Finance Committee Parent Governor DHT/Co-opted Governor Co-opted Governor
<b>Apologies</b>	Mrs S Booth	Bursar
<b>Absent</b>		
<b>In attendance</b>	Mrs S Clarke, Clerk to Governing Body	
<b>Paperwork provided as pre meeting reading:</b>		
<a href="#">Finance committee 19.09.19 Agenda.doc</a> <a href="#">Finance Governor Role Description.docx</a> <a href="#">SEPTEMBER 2019 3 YEAR BUDGET PLAN V.xls</a> <a href="#">SEPTEMBER 2019 WEB REPORT FOR MID YEAR REVIEW.xlsx</a> <a href="#">SUPPLY BREAKDOWN APRIL 19 TO MARCH 20.xls</a>		
<b>Paperwork tabled at meeting:</b>		
<a href="#">F&amp;S Committee ToRs Sept 2013.pdf</a> Scheme of financial delegation 18-19		

#	<b>Meeting start time 6.41pm</b>
1	<b>Welcome and apologies</b> Apologies were received and accepted from the School Bursar, along with apologies from BH who had advised they would arrive late for the meeting.

2	<p><b>Election of Chair of Finance Committee</b></p> <p>The Clerk asked for nominations for the position of Chair of the Finance Committee. RB nominated himself. This was seconded by DT. No other nominations were received; therefore RB was elected as Chair of the Finance Committee with immediate effect.</p>
3	<p><b>Declaration of conflicts of interest for meeting</b></p> <p>There were no declarations raised.</p>
4	<p><b>To agree Terms of Reference (ToR) for the Finance Committee</b></p> <p>Referring to a past finance committee ToR and a finance governor role description, discussion took place with headlines as follows;</p> <ul style="list-style-type: none"> <li>• The delegated powers of the FC are as identified on the approved FGB annual planner for 2019/20; in addition, the committee may have additional powers delegated to them from the FGB if the need arises.</li> <li>• The FC meeting quorum was agreed as 3 governors; 2 governors plus the HT or his/her designated representative.</li> <li>• The FC is to be involved in the preparation and review of a Manual of Internal Financial Procedures, as recommended by the recent LA audit.</li> <li>• The FC will be involved, when necessary, to discuss the school staffing structure in regards to whole school cost implications and will be the focus group that will take recommendations forward to the FGB, who remain the decision makers for all staffing matters.</li> <li>• Since the formation of the FC, the Finance Governor link role is now defunct.</li> <li>• ToR will be drafted by the Clerk and provided to the FC for their comments and thereafter referred to the FGB for their approval. <b>Clerk/FC action</b></li> </ul> <p>For the purposes of record, BH arrived at the meeting at 7.09pm.</p>
5	<p><b>Three-year budget plan to include a discussion of numbers on role and consider PAN</b></p> <p>Prior to the meeting the Bursar provided the FC with; a 3-Year Budget Plan, Mid-Year Review/Out-Turn report and a Supply Breakdown. Discussion took place with headlines as follows;</p> <ul style="list-style-type: none"> <li>• The projected budget/income and the projected expenditure on the 3-Year report aligned with the out-turn report, therefore, all agreed the 3 year budget plan can be submitted to the LA by the Bursar. <b>Bursar action</b></li> <li>• Added commentary provided by the Bursar on the out-turn report highlighted areas of key spend, with the HT signposting the FC to areas of overspend so as to discuss what changes might need to be made.</li> <li>• Code 1411 Teachers Salaries - Supply, (incorporating code 8821, Agency Supply Costs) is highlighted as a projected overspend, with a budget of £31400 and a balance of £4589 remaining for the next 7/12ths of the year. HT advised that spend on vacancies for HLTA/KS1/Nursery TA and for additional SEN support requirements has impacted. Code 3511 Teaching Assistants Salaries, is affected similarly, for the same reasons.</li> <li>• <u>A governor asked if the supply budget is set based on an average percentage of past historical illness/absence.</u> HT replied no, advising that the budget is set based on LA average.</li> <li>• HT advised that if costs are not sustainable then different solutions for the provision of SEND support would need to be considered.</li> <li>• The committee discussed the possibility of providing a provision of nurture</li> </ul>

	<p>groups for SEND children in the afternoon e.g. nurture groups led by HLTAs/TAs during the afternoon session.</p> <ul style="list-style-type: none"> <li>• <u>A governor asked what the impact for the children’s education would be if this plan was to be implemented.</u> It was stressed that this was not a proposal at this stage but something to consider. If there was to be such a provision it would be necessary to ensure that suitable learning opportunities were available to the children</li> <li>• A transfer from the school fund will be made to code 31611 Furniture, for furniture purchased to enhance the overall school environment.</li> <li>• The Bursar is querying transactions under code 36113 Computer Software, with the schools finance team as she believes they are not CGPS transactions.</li> <li>• Current pupil numbers and forecast pupil numbers were discussed, and the impact of such on future budgets. HT advised that staffing is planned around the school’s planned admission numbers of 45. Forecast pupil numbers suggest an intake of 30 for both 2019 and 2020.</li> <li>• FC Chair requested monthly web reports to be issued to the FC by the Bursar so as trends can be monitored in between meetings. HT advised he will speak to the school Bursar. <b>HT/Bursar action</b></li> </ul>
6	<p><b>Agree benchmarking</b></p> <ul style="list-style-type: none"> <li>• Outstanding action [130918-9] from the FGB minutes has been carried over to the FC and requires feedback from the Bursar. <b>Bursar action</b></li> <li>• HT suggested benchmarking be carried out on a budget code items. Following discussion, all agreed the following;</li> <li>• Code 9211 Employee Training: a worthwhile exercise to ensure a vested interest in required training for school staff.</li> <li>• Code 1111 Teachers Salary: to compare to other similar schools.</li> <li>• Code 3511 Teaching Assistants: to compare to other similar schools <b>Bursar action</b></li> </ul>
7	<p><b>Report on school visit subsidies for the previous academic year’s trips</b></p> <p>Clerk asked for this item to be deferred as Bursar had not been able to provide the report. FC Chair requested that the report be issued asap post meeting for perusal; with items discussed and minuted at next meeting. <b>Bursar action</b></p>
8	<p><b>Authorise expenditure under the scheme of delegation</b></p> <ul style="list-style-type: none"> <li>• All agreed that the current expenditure limits are fit for purpose and that the FC will recommend as such to the FGB for approval at the next FGB meeting in October. HT added that a ROV will be available at the next FGB with details from the LA finance audit, which includes a recommendation for a ‘Manual of Internal Financial Procedures (MoIFP), and that it also refers to scheme of delegation. <b>Minuted action</b></li> <li>• FC Chair suggested that this agenda item be moved to the summer term on the governor’s annual planner so as it can be ratified in the first FGB meeting of the academic year. <b>Clerk action</b></li> <li>• Expenditure will continue to be reviewed and authorised by the FC each term.</li> <li>• All agreed that the MoIFP will be detailed as a responsibility of the FC on the ToR.</li> <li>• HT advised of no expenditure over the scheme of delegation, but did advise that due to 1 pupil admission as part of the fair access protocol and 1 pupil admission with an EHCP, recruitment will be underway for another TA. The HT</li> </ul>

	explained that the school is responsible for the first £6k of costs. This figure is above the spending authorisation of £5k that governors have previously agreed. It was noted and accepted that the school is legally obliged to make this payment
9	<p><b>Termly signing of asset register (inc annual ICT check)</b></p> <ul style="list-style-type: none"> <li>Outstanding action [180719-15] from the FGB minutes has been carried over to the FC. <b>HT action</b></li> <li>HT requested that this item be deferred until the next FC meeting.</li> </ul>
	<p>For the purposes of record, the following items had been inadvertently missed off the FC agenda and therefore they will be added to the FGB October agenda;</p> <ul style="list-style-type: none"> <li>Approve SEN &amp; PP spending &amp; impact report</li> <li>Review attendance – staff</li> <li>Review staffing including trainees</li> <li>Review local living wage</li> <li>Review SFVS questions</li> </ul>
10	<p><b>Confirm School Group (HT Pay Range)</b></p> <p>The HT suggested that the school remains a group 2 school. The committee agreed and will make a recommendation to the FGB for approval. <b>Minuted action</b></p>
	<b>Meeting finish time:</b> 8.20pm
	<b>Date &amp; time of next Finance Committee meeting:</b> Thursday 19 <sup>th</sup> March 2020
	<p><b>Signed by Chair of Finance Committee:</b> pp </p>
	<b>Date:</b> 23 <sup>rd</sup> October 2019

## RATIFIED DECISIONS

Agenda #	Decision
2	Richard Bowman was elected as Chair of the Finance Committee
6	Financial benchmarking will be on codes 9211 Employee Training, 1111 Teachers Salary and 3511 TAs
8	Recommendation will be made to the FGB that the current levels on the scheme of financial delegation are fit for purpose
8	FC noted and accepted that the school is legally obliged to make £6k payment towards recruitment of TA and therefore, it is an exception to the normal scheme of delegation.
10	Recommendation will be made to the FGB that the school remain a group 2 school.

## NEW ACTIONS

Ref No	Action	Who	Due Date	Status	Notes / Outcome
190919-4	Finance Committee Terms of Reference (ToR) to be drafted by the Clerk.	Clerk	ASAP		
190919-5	HT to request that the Bursar sends monthly web reports to the FC.	HT Bursar	ASAP		
190919-5a	Bursar to submit 3 year budget plan to the LA.	Bursar	ASAP		
190919-6	Bursar to provide benchmarking reports based on budget code 9211 Employee Training, 1111 Teachers Salary & 3511 TAs.	Bursar	March meeting		
190919-7	Report on school visit subsidies for the previous academic year's trips	Bursar	ASAP		
190919-8	FGB to consider the FC recommendation that the current scheme of delegation is fit for purpose.	FGB	October meeting		
190919-8a	Clerk to update governors annual planner to move 'Authorise expenditure under the scheme of delegation' to the summer term	Clerk	ASAP		
190919-10	FGB to consider the FC recommendation for the school to remain a group 2 school.	FGB	October meeting		
190919AOB	Clerk to add below items to October FGB meeting, with full supporting info provided in advance by the Bursar; Approve SEN & PP spending & impact report Review attendance – staff Review staffing including trainees	Clerk Bursar	ASAP		

	Review local living wage Review SFVS questions				
--	---	--	--	--	--

### OUTSTANDING ACTIONS

Ref No	Action	Who	Due Date	Status	Notes / Outcome
<b>130918-9</b> <i>Carried over from FGB o/s actions</i>	Benchmarking: How much income does the school gets from grants/fees/bursaries.	Bursar	When possible		All agreed benchmarking data provided was more of a probing exercise than factual. RB asked for more info on community grants. Bursar action
<b>180719-15</b> <i>Carried over from FGB o/s actions</i>	HT to provide revised asset register for Finance Committee perusal.	HT	March meeting		

### FUTURE ACTIONS

Ref No	Action	Who	Due Date	Status	Notes / Outcome

### COMPLETED ACTIONS

Ref No	Action	Who	Due Date		Notes/outcome