

Finance Committee Report

Date: 31st January 2013

Membership: Michael Catchpool ("MC"), Caroline Louth ("CL"), Kay Blayney ("KB"), Sarah Seed ("SS"), Tim Fox ("TF"), James Carnegie ("JC")

Apologies: KB

Main points discussed	Decisions and Action	when	by whom
<p>1. Apologies for absence</p> <p>Apologies received from KB</p> <p>2. Declaration of interests</p> <p>No new declarations of interest were received.</p> <p>3. Minutes of last meeting – approval and/or matters arising</p> <p>TF indicated that he had yet to finish the work on the SFVS but that this should be completed shortly. The latest draft will then be circulated to the Finance Committee for comment.</p> <p>The minutes of the last meeting were approved.</p>	<p>Complete SFVS work</p>	<p>ASAP</p>	<p>TF</p>
<p>4. Review and approve lettings rates</p> <p>Some discussion was had about whether there is likely to be a backlash from tenants regarding further increases. TF hoped not; one tenant objected a couple of years ago but, having done some research, TF found out that they were only paying £10 per hour for other halls used in Cambridge. It was decided to keep 2 rates (commercial and community) and TF indicated that he negotiates with every prospective tenant on an individual basis to try to secure the best deal possible for the school. An increase of 50p per hour for using the hall or community room and an increase of £1.00 per hour on the combined rate was agreed by the Committee.</p> <p>5. Review and approve any ASC / DD fee increase for April</p> <p>There was a general discussion regarding what is provided by our ASC compared with others locally. SS would like to see more planned activities and it was also suggested that we should do some more benchmarking to see how we compare with other local After School Clubs. The Governors may consider further discussions around the Extended Schools agenda. TF provided a comparison of county charges which had been provided by Matt Casey and was around 3 years old. It reiterates the fact that our current charges</p>	<p>Discuss the various points raised with Matt Casey and work out a plan of action</p>	<p>ASAP</p>	<p>TF</p>

are still amongst the lowest in the county based on this out of date survey. It was also suggested that we should take a look at how the ASC/DD is publicised and to see if any improvements can be made in this area.

It was felt that we should be able to offer Parent Pay as an option for ASC parents. TF said that Matt and Ann from the office (who has been in charge of implementing the system for dinner money and trips) were due to have a discussion about the practicalities. TF indicated that we are currently only able to offer Dawn Dinners due to Matt filling the vacancy left by Rose Mullins' retirement last August; he is therefore more stretched than usual as he also works with the University play scheme. This does not mean however that we shouldn't look at how Parent Pay would work for ASC. TF will discuss further with Ann and Matt.

After some discussion, it was agreed that the prices for ASC should rise by 2% in April with a 10% discount for any siblings, regardless of number. We have been working towards this standard sibling discount for a number of years and are now able to introduce it without creating any very expensive anomalies. It was felt that the Dawn Dinners prices were too low when compared to a single session at ASC. It was agreed to increase the charges to £4.50 for a regular booking, £5.00 ad hoc and £5.50 for an unbooked arrival.

Charges for the INSET day were also increased to £15 per half day and £25 for a full day with a 10% sibling discount. TF to discuss with Matt the timings of the half day sessions (as there has previously been some cross over at lunchtime) and to find out what activities are planned for the day.

6. Review December BCR (revenue)

TF provided the Committee with a sheet of notes to accompany the BCR explaining any anomalies. Having seen this, the Committee had no further questions regarding the current finances.

7. Consider budget preparation and ensure links to School Improvement Plan priorities agreed by GB

The SIP runs for academic rather than financial years. MC mentioned that there is some discussion taking place as to whether the timing of the SIP can be changed but this will depend on the availability of relevant data. For now, TF reported that the following provide a clear link between the 12/13 SIP and budget, although we won't be able to account for what might be in the 13/14 SIP when setting the 13/14 budget in May:

- Achievement for All – the subscription has been purchased and the relevant teaching and learning measures are in place
- Year 1 phonics – there has been a large investment in more EY / KS1 phonics books over the last couple of financial years including some matched funding

<ul style="list-style-type: none"> • Reading and writing gap (KS1) – part of the Achievement for All agenda • Phase leaders – Teaching Learning Responsibility (TLR) investment providing small increment for new and existing phase leaders <p>8. Site redevelopment update</p> <p>It has just been confirmed that Morley is part of the Council’s 5 year capital plan. The County have yet to receive their latest funding allocation from the Government which may affect the amount available for projects if levels of borrowing are reduced as well. At the moment, Morley is in year 5 of the plan meaning that building would not start before April 2017; the capital plan is however reviewed every year with the potential for projects to move backwards and forwards. The detailed budget is discussed by the full Council on 19th February but changes to the capital plan are very unlikely. The Governors will discuss this further at the full GB on 4th February.</p> <p>9. Summer clean – paying enhanced rate to school cleaners (pros and cons)</p> <p>Due to, amongst other things, child care costs, we would need to pay time and a half to allow the summer deep clean to be carried out by our own cleaning staff. TF is reluctant to set this precedent even though it would save money when compared to contract cleaners. The Committee agreed that the decision as to whether or not to use contract cleaners or our own staff should be left with TF and MC</p> <p>10. AOB – Governors’ Allowances Policy</p> <p>This policy was reviewed and approved by the Committee</p> <p>11. Date of next meeting</p> <p>Budget setting meetings:</p> <p>20th March: TF and Margaret Burke (school’s LA financial advisor) meet to input data 18th April: TF, MC, CL and Margaret Burke meet to finalise the budget 7th May (TBC): Full GB meet to approve budget 10th May: Final budget submitted to CCC</p> <p>All decisions pay due regard to the school's equality policy and the Equality Act 2010</p>	<p>Send policy to Clerk</p>	<p>ASAP</p>	<p>TF</p>
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