



The Brakenhale School



Minutes of the Finance & Policy Committee Meeting Held on Tuesday 6th October 2009 at 5.10pm in Headteacher's Office

Present:	Andrew Young (V.Chair) Mike Beadsley	Jane Watkins David Smith	Andi Boulwood	Paul Salter
Clerk:	Stefanie Cooper			
Absences:	Iain McCracken			
Invitees :				

ITEM	Action/Decision	By Whom	Date
1	Absences and Apologies Iain McCracken was absent from the meeting.		
2	Declaration of AOB AMB stated that she had an expenses claim to bring to the Governors. PMS stated that he had news regarding Post 16.		
3	Declaration of Business Interests based on the Agenda Items None recorded.		
4	Election of Chair Due to the absence of the outgoing Chairman it was decided to postpone the elections until such time as the Chairman was present.		
5	Election of Vice Chair Andrew Young was re-elected as Vice Chair of the Finance & Policy committee.		
6	Minutes from the last meeting 16.06.09 The minutes of the last meeting were signed off as an accurate record with minor changes.		
7	Matters Arising Some discussion was held regarding a policy on alcohol when in the presence of students. The policy is to be taken to the Staff & Student Welfare committee.		
8	Budget Monitoring (Appendix 1) AMB distributed the document for the August budget and gave a detailed overview. The Trampoline Centre is being used by the Trampoline Club on a hiring agreement rather than a lease. The Trampoline Club cannot afford to pay more than £20,000 and the school is to subsidise the remaining running costs. It may be possible for the Local Authority to subsidise some of the running costs. SEN funding is given as and when statements are given to students. If the level of statement goes down, the amount of money awarded goes down too. The SEN funding pays for Teaching Assistants, the Learning Support Centre and the Inclusion Centre. Examination fees are overrunning. DRS now line manages the Examinations.		
9	Capital Funding/Budget (Appendix 2) AMB distributed the document and gave a detailed overview. T01 is now a Food Technology teaching room and kitchen. The Cow Shed was a Science room last year; it is now a refurbished Music room. The new Fire doors will be installed in the October half term. AY asked AMB to draft a letter to Claude Fenton showing appreciation for the work done over the Summer Holidays. PMS stated that the lead in time for the Summer projects was impossible. The site team did a magnificent job organising, there were 16 contractors on site at one point. On the first day of the school term everything was finished and ready for use.		
10	Financial Management Standard in Schools (FMSiS) (Appendix 3) AMB distributed the Best Value Statement as it is due for review. The committee approved the policy. The policy is to go to the Full Governing Body meeting for ratification.		



11	Inventories The inventories have been postponed due to work load. The finance officer is now back from maternity leave, meaning the work load can be spread more. The Cost Centres have been returned to AMB. There is a system which the school will use but AMB needs to start it off. Once started off, the system will manage itself.		
12	Private Accounts (Appendix 4) AMB distributed the summary of the Private Accounts and gave a detailed overview. School trips should make a small profit as the insurance payment comes out once a year. The French and Spanish trips are currently running at a loss as they were paid for upfront, money is still being collected from the students. The Hardship fund has helped a huge number of people already this term but is now running at a loss. The Autumn Term non-uniform day will balance it back out again. Students entitled to Free School Meals use the Hardship fund to subsidise foreign school trips.		
13	Audit Accounts (Appendix 5) AMB distributed the document and gave a thorough overview. The Clerk is to update the Terms of Reference with regard to Finance & Policy.		
14	Staffing Update (Appendix 6) PMS distributed the staffing update and some discussion was held.		
15	Discussion of AOB AMB presented a finance claim for approval from the Vice Chair as no receipt was provided. The Vice Chair signed off the financial claim. PMS stated that the Post 16 results will be reported to the Full Governing Body. In the ALPs scoring, Brakenhale has gone from group 9 last year to group 3 this year, which is an excellent improvement.		
16	Agenda Items for next meeting As this meeting excluding item 5.		

Meeting closed at: 18:35

Next Meeting: Tuesday 5th January 2010