



# The Brakenhale School



## Minutes of the Finance & Policy Committee Meeting Held on Monday 18<sup>th</sup> January 2010 at 5.05pm in Headteacher's Office

<b>Present:</b>	Andrew Young (V.Chair)	Jane Watkins	Andi Boulwood	Paul Salter
	Mike Beadsley	David Smith		
<b>Clerk:</b>	Stefanie Cooper			
<b>Apologies:</b>	Iain McCracken (Chair)			

ITEM Action/Decision		By Whom	Date
1	<b>Absences and Apologies</b> Iain McCracken sent his apologies.		
2	<b>Declaration of AOB</b> AMB – Cleaning contract, Catering contract & Expenses		
3	<b>Declaration of Business Interests based on the Agenda Items</b> None recorded		
4	<b>Election of Chair</b> The chair was contacted in his absence and asked to continue the role. The chair accepted and was seconded at the meeting.  Iain McCracken is duly appointed as Chairman of the Finance & Policy committee.		
5	<b>Minutes from the last meeting 06.10.09</b> The minutes were signed off as an accurate record of the meeting.		
6	<b>Matters Arising</b> None recorded.		
7	<b>Budget monitoring</b> (Appendix 1) AMB distributed the document detailing November's month end. In the curriculum budget £5,000 was moved the ICT budget for Media AS licences. £21,000 of the £23,000 overspend was National Challenge expense, the school is expecting £72,000 from the National Challenge fund. PMS stated that he would have meetings with the Heads of PSHE, PE and Post 16 as they are all over budget. This will then be reported back. The total figure does not include the £72,000 the school is expecting from the National Challenge fund, but does reflect the £21,000 over spend. PMS stated that the exam fees are higher due to the modular approach the school is taking which allows our students to achieve more. AMB stated that the costs of cover have been separated out into short term and long term to show the cost of each. PMS stated that Post 16 was under funded this year. AMB stated that this will be a tight year financially as there are no Local Authority grants. MB stated that grants are being consolidated as there is no spare money.	PMS	23.03.10
8	<b>Capital funding/Budget</b> AMB stated that she is waiting for final invoices. Next years budget is set at £96,000 and the school have not borrowed from this amount as others were encouraged to.		
9	<b>Financial Management Standard in Schools (FMSiS)</b> No actions – documents up to date.		
10	<b>Inventories</b> AMB apologised as no progression has been made but is hopeful to have the inventories completed for the next meeting.	AMB	23.03.10
11	<b>Private accounts</b> (Appendix 2) AMB distributed the document and gave a detailed overview. Page 1 of the document shows what the accounts look like after the funds have been spent. Page 2 of the		



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	<p>document shows what the accounts currently look like. The closed activities still have insurance payments to make. Money will be moved from the school account to subsidise the hardship fund.</p> <p>Due to the school having at least 10% of its pupils entitled to Free School Meals there is a deprivation budget of £100,000 which subsidises Free School Meals and ½ price school trips.</p>		
<b>12</b>	<p><b>Audit update</b> (Appendix 3) AMB distributed the document detailing the Audit Action Status. The Clerk is to check with AMB that the changes to the Terms of Reference have been completed.</p>	Clerk	ASAP
<b>13</b>	<p><b>Staffing update</b> (Appendix 4) PMS distributed the document and some discussion was held.</p>		
<b>14</b>	<p><b>Discussion of AOB</b></p> <p>Cleaning contract – AMB stated that the cleaning contract can be renewed in the summer. It was presented at the Facilities committee meeting and AMB proposed that they use the 2 year extension built into the contract.</p> <p>Catering contract – AMB stated that the catering contract can be renewed in June. Broadly speaking the school are happy with the service and propose a 1 year extension.</p> <p>Expense claim – AMB stated that Mr Awuku put in an expense claim for food for the students who came into school to study during the holidays. The total amount was £31.40, the non-receipted amount was £14.90. The expense claim was approved.</p>		
<b>15</b>	<p><b>Agenda items for next meeting</b> As this meeting excluding item 4.</p>		

Meeting closed at: 18:20

**Next Meeting: Tuesday 23<sup>rd</sup> March 2010**