St Michael's Church of England, VA, Primary and Nursery School

Finance and GP minutes
Tuesday 10th May 2023

Attendees: David Hibberd, Olivia Corfield, Pippa Van Kuijk and John Neenan
Also attending: Fiona Tibbitt as Business Manager and Clerk
Apologies: Natalie Rees
KEY: Challenge, Support

	Item	Actions
1	Welcome DH welcomed everyone to the meeting, Apologies had been received from NR, DH declared his business interest as ICT technician.	
2	Minutes of the previous meeting – matters arising The PE sports premium report is on the website. The asset register software and inventory check has been ordered through Service for Schools but a date hasn't been arranged for this yet. OC is to sign the budget. All approved the minutes as a true record of the meeting.	*FT to chase the inventory register.* *OC to sign the budget.*
3	BCR The annotated BCR was shared prior to the meeting. Governors asked the followed questions I12 and I08B were queried, there was a discussion regarding outstanding debts from nursery and extended schools, governors agreed that any debts from parents whose children have left the school should be written off. There was a discussion about how to reduce debts occurring. A breakdown will be written showing the of debt that is to be written off. It was suggested that there is a higher rate for extended schools for pupils that are not booked in in advance, this would be written into the Charging and Remissions Policy. I06 Governors asked when the grant was expected. It was confirmed the 2 payments are coming into different subjective code lines – furniture and equipment. E12 The high expenditure in E12 was questioned, it was explained this was due to the need for new fire signs and fire extinguishers following a fire equipment safety check. A note was questioned on the cleaning salary line; the quality of current cleaning was discussed. It was confirmed there is training in place. E25 The high expenditure in the catering line was queried, it was confirmed the catering line always runs a month behind and evens out over the year. As March had 4.5 weeks of school meals it is high but the following month only had 2 weeks of school meals so it will be lower.	*Breakdown to be produced* *Charging and Remissions policy to be updated.* *Rev 1 revision*

	FT highlighted sub 43980 in E20 which had an overspend in last year's budget, she explained that the ICT technician budget line had not be increased for several years and it needs a substantial increase for this year. JN confirmed that the school gets very good value for money from the ICT support. Governors were happy with the BCR so far.	
4	Policy Review • **Finance Policy** – The finance policy was scrutinised by governors, they suggested several adjustments to bring the policy up to date; Confirming they supervise the pay roll, stating the petty cash from the School Fund account should be reconciled only if transactions have occurred (Petty cash is rarely used as staff are encouraged to request purchases from the school's purchasing card holder and via the regular ASDA deliveries) removing 'items are security marked' and updating that NCC are coming in to carry out a full inventory of assets in the school. Annual checks will then be carried out going forward. Following the earlier discussion, it was agreed that the bad debt policy should state where a service is being provided this will cease at the school's discretion if your invoice is unpaid for over a month. It was agreed that once the updates have been made to the Finance Policy it will go onto the Governorhub for approval. • **Business Continuity Plan** – Governors approved the majority of updates. The Chair of Governor's home number will be removed as no longer valid. DH offered to update the Site Information in Appendix 6 to reflex the new nursery build. FT will confirm that Revd Julie is happy with the church being a pre-designated area and a classroom name will be changed in appendix 9. • **Business Impact Analysis** – All were happy with the BIA • **Pay Policy** – there was a discussion the pay policy, governors were happy with previous choice of options made. The headteacher's group and scale will need to be changed if the Partnership Proposal goes ahead. It was confirmed the Deputy Head will stay in her current group but will move up points within the scale from September. The updated pay policy will go to the next F and GP meeting. • **Medical needs policy and accessibility plan** – FT will check with these documents need to be reviewed.	*Updates to be made to the Finance Policy and shared on Governorhub* *DH to update the site information.* *FT to speak with JB.* *FT to update the pay policy and share with governors.* *FT to check MD and A policies*
5	**Audits** • **Termly audit** – The summer audit has not been produced yet. • **Rag rating** – The rag rating is red; governors were not happy that the rag rating stated; "The original 2023-24 budget shows forecast deficits across all three years of the budget, which require immediate action to resolve" as the budget had not been submitted when this was showing and when it was submitted there was only a deficit	

	budget showing in year 3. Governors accepted that month ends were submitted late last year due to extenuating personal circumstances. Governors and finance staff will carry out more finance training. It was confirmed that the Cyber security themed audit is regularly discussed in meetings and minutes need to be emailed to NCC finance to prove this. MI sheet 11/20 was discussed that employment status should be checked for any externally contracted personnel. The thematic audit regarding staff reimbursements was discussed. It was confirmed staff are encouraged to put requests in for the regular ASDA order for cooking ingredients etc. and lessons should be planned in time for equipment and resources to ordered in. JN agreed to reaffirm this to all staff and advise that any purchases made for reimbursement from petty cash must be logged and approved in advance of the purchase. MI52/23 was discussed and it was confirmed no payments had been made to staff following the change in payroll numbers. GDPR – Cyber Security – DH confirmed he is gradually moving data from the server into the cloud using Microsoft 365 rather than the Google Drive. The server is now kept is a locked cupboard. DH will revise the Cyber Security Audit to reflect the work completed so far. The ICT refresh plan was discussed and will be shared on Governorhub. Governor approved the first part of the project purchasing 4 laptops which will cost £2148. As only 2 quotes have been obtained so far DH is obtaining a new one.	*FT to check employment tax status of externally contracted personnel.* *JN to speak to all staff re purchasing.* *Cyber Security Audit to be updated by DH.* *3rd laptop quote to be obtained and shared.*
6	Buildings update – The school are still waiting for conditions survey that has been paid for.	
7	Correspondence - None	
8	Date and time of next meeting 28th June Wednesday at 9.30am	