

**MINUTES OF THE MEETING OF THE
MAYVILLE SCHOOL AUDIT & RESOURCES COMMITTEE
HELD ON THURSDAY 18 OCTOBER 2018 AT 5PM AT THE SCHOOL**

Present: Mrs Chindo Singh (Chair) Trustee

Trustees

Ms Lorraine Barella
Mr Walter Harding
Ms Beverley Komorowska
Mrs Ann Smart
Mr Rasheed Dauda
Sir William Atkinson

Clerk to the Governors: Ella Coulson

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
	Monthly management accounts to be submitted to the Trustees.	Trustee's	ASAP
9.4	To agree Staff Contracts include a probationary period at the Governing Body	Trustees	GB 18 October 2018
	Date of next meeting: 4 December 2018	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed all those present to the meeting.
- 1.2 Apologies were received and accepted from Mr Opoku-Boateng.
- 1.3 The Clerk confirmed that the meeting was quorate with six Trustees.

2. DECLARATIONS OF INTEREST

- 2.1 A form was circulated to members of the Committee with the request that they declare any interests they may have in the agenda items.

3. TO ELECT AN ACCOUNTING OFFICER

- 3.1 The Committee elected Ms Komorowska as the new Accounting Officer.

4. ELECTION OF CHAIR AND VICE-CHAIR

- 4.1 Nominations were taken for the election of the Chair and Vice-Chair of the Audit and Resources Committee.
Mrs Singh was elected as Chair and Mrs Smart as Vice Chair for the academic year 2018-19.

5. MINUTES

- 5.1 The Trustees received the minutes of the Audit & Resources Committee meeting held on 27 June 2018 and agreed these to be an accurate record of the meeting.

Chair's Initials:

5.2 Matters Arising

There were no matters arising.

6. TERMS OF REFERENCE

6.1 Ms Barella drew the attention of the committee members to the changes made in the Academy Financial handbook, which would need to be implemented by the Academy.

- i. Related party transactions – seeking approval from the ESFA for all expenditure exceeding £20,000. Ms Barella pointed out that the Committee tend not have related party transactions and that this therefore did not apply to the Committee.
- ii. Controlling executive pay – reporting any salaries over £150,000 or more than 1 salary of over £100,000. Including in the accounts return of any post holders with an equivalent pay of over £100,000. Ms Barella confirmed that such salaries would be reported to the ESFA.
- iii. Scrutinising the budget – preparing monthly management reports, sharing these reports six times per year and sharing monthly financial reports with the Chair of the Trust. Ms Barella stated that since September 2017, she had been preparing monthly management reports for the Chair to sign six times year.
- iv. Acting on audit findings, ensuring all findings of audit reports are shared with Trustees. Ms Barella confirmed that this was normal practice.

6.2 A Trustee queried the final paragraph of the Terms of Reference which referred to staff may be members but should not participate as members when audit matters are discussed. Clarification was given that members offer strategic leadership but not the day to day running of the academy.

7. FINANCIAL UPDATE

7.1 End-year Monitoring Budget Report

Ms Barella reported that the total income was £2,351.043, whilst the total expenditure was £2,364.030, which gave a deficit of £12,987. The School brought forward last academic year £341,330. The school is look at a carry forward figure for 2018-19 is of £328,343. Ms Barella explained that there was a previous need to reduce the reserves to 12%.

Q: The utilities are at 174%, is it significantly over budget?

A: Yes, we have a whole new building, so this is utilities. We had a problem with the billing of the school's utilities, this is now been sorted. When the school was expanded, Willmott Dixon installed metres that did not work. We have had a number of invoices to date and we expect this now to be more stable.

Q: Are we confident the billing is now correct?

A: The bills are now been submitted regularly.

Q: Have we plateaued?

A: It appears so.

Q: Given the reducing numbers of pupils, do we need the new building?

A: Due to the demographic trends presented at the time of expansion, it appeared we would need the extra space. Unfortunately, the demographic trends had proved to be incorrect so we now have the building but not enough pupils to fill it. The school received a letter from the Local Authority to guarantee funding, sadly this did not happen.

Q: Are we covering the costs?

A: Yes. In order to bring in extra revenue, the school now take children full time from the age of two, this brings in extra income.

Q: How are you managing this?

A: The school reduced its PAN from 90 to 60 pupils. This has enabled the school to reduce its teaching costs.

Q: How did you do this?

A: A full business case was submitted to the LA, parents, and all the schools in the Borough.

The school has a lot of extra spaces, this will be utilised by having a nurture room and a dedicated space for the PTA.

The staffing costs are exactly where the school expect them to be at 73% which is in line with financial recommendation.

7.2 Impact on Governing Body Decision on Spending

Due to the pressure been placed on the school budget, the school have looked at ways to save money at short term. The school have limited the amount of consultants coming in; therefore, the school would only have consultants that are essential to raising standards and offering staff training. The school will be looking to carry out as much work as possible internally.

7.3 Benchmarking

With reference to the benchmarking report, the school's expenditure on consultants was excessive.

Pupil teacher ratio is in line with other schools with similar backgrounds. The school has a healthy in year balance.

The full audited accounts will be approved at the governing body meeting in December. The School's Auditors will present the budget and be at the meeting to answer any question.

8. PREMISES UPDATE

8.1 Premises Audit

Repairs – works were carried out during the Summer break. NPS had completed a site survey and all suggested works were carried out during the holidays.

Residential Site Service Officer moved out of the School House on 1 July 2018. Work has been carried out in the School House, as it was in need of refurbishment following a long-term tenancy. Two members of teaching staff have now moved into the School House, generating extra revenue.

Q: How many staff are living in the School House?

A: We now have four members of staff with Service Occupancy Agreements.

The projectors in all the classrooms are overheating and becoming dangerous. The school has started the tendering process and have now received three quotes which are all approximately £20,000. The school needs 12 screens with projectors.

Q: How many do we have in total?

A: 20. The school is looking to go for the cheapest one as they are all the same equipment. The school are looking to put in six to start with and then a further six at a later date due to the financial constraints.

Q: Is this an essential cost or a desirable cost?

A: This is needed as part of teaching.

Q: Does that mean we will be using unsafe equipment?

A: No, PAT testing is being carried out.

Q: Can we ensure that we only use safe equipments?

A: Yes, governors agreed.

9. PERSONNEL UPDATE

9.1 Performance Reviews

Performance reviews were supposed to start. However, this was rescheduled due to a visit from OFSTED. Staff are presently completing pupils' assessments. These assessments will be used in their targets for their appraisals. Due to the resignation of the Assessment Coordinator, this will take longer to complete.

Q: What is the value for the appraisals now, as there is a lot of bedding in that needs to go on with confidence building?

A: Yes okay. For subject leaders it helps focus on their action plans. Other teachers with NQT's are working with their mentors in their training.

Q: Are you able to performance review them based on six weeks?

A: The headteacher has given detailed feedback on the observations. The teachers are working closely with Gerard in terms of their development; he is the teaching and learning independent consultant who has enabled the teachers to progress from good to outstanding.

9.2 Staffing Update

The school have several new teachers and who are settling in well. *(Please refer to confidential minutes)*

9.3 Student Attendance and Behaviour

Overall attendance is 95.9% which LA average attendance 95.1% and the National average is 96%. The target is 96%.

Pupil behaviour is good.

9.4 Staff Contracts

With reference to our previous discussion on using Browne Jacobson contract template, please refer to point 5 of the 'Statement of main terms and conditions of employment' that was presented on 21 March 2018, outlining the first six months of employment being a probationary period. During the probationary period, employment may be terminated at any time giving one week notice by either party.

Action: To agree Staff Contracts include a probationary period at the Governing Body.

10. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

10.1 Date of next meeting

4 December 2018 at 5PM

11. ANY OTHER BUSINESS

There was no other business.

The meeting closed at 7:34PM.

Chair: (print)

..... (sign)

Date:

Chair's Initials:
