

# Horizons Learning Federation (Holywell, Somersham & St Helen's)



## Minutes of the Finance & Premises Committee Meeting held at Holywell C of E Primary School Thursday 9<sup>th</sup> March 2017 – 1900hrs

### Present:

Becky Ford (Executive Headteacher) [BF]                      Sarah Reeson [SR]  
Lucy Beadles [LB]    Matthew Sampson [MS]  
Deborah Ellmer [DE] (Chair)    Barry Smethurst [BS]  
Deborah Moss [DM]

### In Attendance:

Alison Jackson [AJ] Clerk

The meeting was quorate, 7 governors were present out of 7 in post.

### 1. Apologies for absence

There were no apologies.

### 2. Declaration of interest

No declarations of interest were declared.

### 3. Elect Chair

The clerk requested nominations for Chair.

**SR** nominated **DE** for the position of Chair and **MS** seconded.

### 4. Terms of Reference

Governors discussed the terms of reference and recommended that the terms of reference be sent to the FGB for ratification.

### 5. Minutes of the last meeting: 17<sup>th</sup> January 2017

These minutes were agreed and signed as a true record of the meeting with no amendments.

### 6. Matters arising from the minutes: 17<sup>th</sup> January 2017

- Action points raised re Critical Incident Plan and report back to DE – BF  
This is outstanding. **ACTION BF**
- Review of HW BASC Prospectus – DE/SR  
Defer to the Strategic Board.
- Lettings Policy – BE  
BE has met with Somersham Office staff and BF to discuss lettings and issues.  
BF has sent some documents to BE and BE will talk to LA for their current views.  
BE will continue and will recommend action points leading to a policy. (Update by email). **ACTION BE**
- HW Pre-school check damage recharge has been made –SR  
This has been paid.
- HW Pre-school lease discussion – BF  
This is outstanding. **ACTION BF**
- Brambles check actions on Fire Risk Assessment have been completed – BF  
Completed.
- Complete governor section of Finance Audit – BF/BS  
Completed.
- Email HW Security Risk Assessment to Clerk for distribution – BF/AJ  
Circulated.

Minutes of Personnel Committee meeting held on 9<sup>th</sup> March 2017

Signed and agreed as a true record by the Chair .....

## 7. Statement of Financial Responsibilities

Governors reviewed the Statement of Financial Responsibilities and requested **DM** to compare information with the Scheme of Financial Delegation.

## 8. Scheme of Financial Delegation

Governors reviewed the Delegation Decision Planner. The EHT will provide a copy of the Fixed Asset Register to the Finance & Premises committee for them to decide how to review the register. **ACTION BF**

**DM** will check the list of delegated powers against the list in the Financial Responsibilities. **ACTION DM**

## 9. Review of Governor Skills Audit

The Skills Audit for the Finance and Premises Committee was reviewed by governors. There is a balance of skills for this committee. **LB** to complete the Skills Audit. **ACTION LB**

- Governor training required

There are no big gaps in knowledge for this committee however there are opportunities for governor training in financial matters eg. Monitoring BCR's, Effective Purchasing.

## 10. Federation BCR's

BCR's up to 28<sup>th</sup> February 2017 have been circulated to all governors.

Currently forecast:

- HW £52K carry forward
- Som £5,300 deficit – LA have promised £10,500 will be in the March funding statement and therefore Somersham is more likely to have a £5k carry forward
- St H £1,057 deficit

**Challenge:** A governor asked if the LA loan was included in the Somersham figures.

The EHT confirmed that it was not included and that it was a cash flow loan that will now not be needed.

As a Federation we are not in deficit.

As the Federation moves forward a suggestion to top slice the budgets to give a Federation budget has been made. **AJ** to include as a future agenda item. **ACTION AJ**

**Challenge:** A governor asked how St Helen's had reduced its deficit.

The EHT replied this has been due to the HOS covering staff illness and running booster classes and savings made in the building maintenance budget.

## 11. Review of Federation Budget Builds 2017/18

Deadline for submission of Yr End is 7<sup>th</sup> April 2017.

W/c 10<sup>th</sup> April the EHT will work on the budget build.

Wednesday 19<sup>th</sup> April, 12.30pm Ray Byford will meet EHT at Somersham. DE, BS and DM will attend.

FGB meeting for Budget ratification – Tuesday 25<sup>th</sup> April 2017.

## 12. Benchmarking Exercise

Benchmarking information was circulated to all governors. The information received was very thorough. Governors discussed the Benchmarking information.

The EHT will carry out future Benchmarking exercises for all schools in the Autumn term and will include similar schools, differences flagged up and a comparisons year on year for each school. Add to Autumn agenda. **ACTION AJ**

## 13. Update and outstanding actions from Finance Audit Reports re Financial Risk, Somersham & St Helen's

Somersham – Action outstanding – Lettings Policy to be completed by the end of Spring term.

St H - All actions completed

## 14. Premises update inc. Security Risk Assessments, HW Fire Risk Assessment

HW Security Risk Assessment all actions have been completed.

Still awaiting reports for Som & St H. The EHT has contacted Phil Hill to request the reports.

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Signed and agreed as a true record by the Chair .....

**BS left the meeting at 8.35pm**

HW Fire Risk Assessment – The EHT will review with the HOS and feedback at the next Finance & Premises meeting.

**15. Policy Review:**

- **Draft Federation Lettings Policy**  
BE to complete by the end of Spring term **ACTION BE**
- **Charging & Remissions**  
DE recommended the Charging & Remissions Policy to the FGB for ratification. **ALL AGREED**

**16. Accident Reports – Forms IRF96 and F2508**

- Somersham - IRF96 x 2 fractured wrists in a PE lesson. The EHT observed the PE lesson the following week and no issues observed. The EHT checked with Cambs United if they complete their own records.
- Somersham – IRF96 Broken nose

The EHT commented that at HW the trees are damaging the playground and will request Joe Swindells to check them and whether they have a Tree Protection Order.

**17. Future Points to be discussed**

Lettings Policy  
HW Pre-school lease discussion  
HW Fire Risk Assessment

**18. Items and Issues for Main Governing Body Meeting**

Terms of Reference & proposed scheme of delegation  
Financial Statement of Responsibilities  
Charging & Remissions Policy

**19. AOB**

- A governor highlighted the recent public consultation at Bluntisham for a proposed housing development opposite St Helen's. The governor suggested the GB to make comments.

**20. Date and time of next meeting**

**FGB – Tues 21<sup>st</sup> March 2017, 7pm at St Helen's**  
**FGB (Budgets) – Tues 25<sup>th</sup> April 2017, 7pm at Somersham**  
**Finance & Premises – Tues 20<sup>th</sup> June 2017, 6.30pm at St Helen's**

There being no further business the meeting closed at 8.50pm

**Accepted as a true record**  
**Signature**

**Date**

<b>Action Points</b>	<b>BY WHOM</b>
Action points raised re Critical Incident Plan and report back to DE	BF
Lettings Policy	BE
HW Pre-school lease discussion	BF
Fixed Asset Register for Finance & Premises committee	BF
Check delegated powers in terms of reference against Financial Responsibilities	DM
Complete GB skills audit	LB
Federation Budget to include as agenda item in future	AJ
Benchmarking exercise include on Autumn agenda for Finance & Premises	AJ