

## Company Number: 8915981

### Minutes of Board of Directors Meeting for Building, Staffing, Pay and Finance Sub Committee held on Monday 16th November 2015 at LWS Academy at 6pm

**Present:** Paul Salter – Chair (PS)  
Gerald White (GW)  
Kirsty Cremer (KC)  
Stuart Tyreman – Head teacher (ST)

**Absence:**

**Apologies:** Colin Knight (CK)

**In Attendance:** Louise Hallsworth (Clifford and Fry Accountants)  
Lisa Lacey – Clerk (LL)

The meeting was quorate and commenced at 6:05pm

#### **1. Welcome and attendance**

PS welcomed everyone to the meeting and apologies were received and accepted from CK

PS also thanked Louise for attending the meeting to give a report on the end of year audit for the Academy.

#### **2. Declaration of pecuniary interest**

There were no new declarations of pecuniary interest or conflicts of interest for any items on the agenda.

#### **3. End of year audit discussion with Louise Hallsworth (draft report tabled – appendix A)**

Louise Hallsworth of Clifford and Fry Accountants attended the meeting to give an overview of the year end accounts to the finance committee. Louise was happy to report that the accounts would be submitted as unqualified and there was nothing major to report from the audit. There were two minor issues picked up:

- 1) One invoice receipt had been missed from the accounts
- 2) VAT 126 claims – this point was also picked up from last year's audit and again this year. The VAT returns appear to be completed on a monthly basis however, they are not being submitted on a monthly basis. In fact there is no regularity to the submission with some being delayed as much as three months before

submission to HMRC. **Action:** ST to raise this with AT to investigate with Bay House.

Louise queried if LWS had a reserve policy as this information had not been included within the Governor's Statement. It is normally a requirement that there is something recorded there about what the Directors feel is a reasonable amount for the reserve. **Action:** LL to look into a draft reserve policy for the next finance meeting.

It was confirmed that LWS does not have a Responsible Financial Officer (RFO). Louise emphasised that it is an EFA requirement for there to be system or policy in place which replaces the function of the RFO. However, as LWS use Bay House to complete the finances this will suffice in terms of RFO and therefore this needs to be reflected in accounting policy. **Action:** LL to update the accounting policy to reflect RFO situation.

Accounts in-year surplus: £139,720 last year, £172,085 this year of which £31,552 shown in restricted capital asset fund as at 31.8.15.

#### **4. Minutes of the last meeting – 21<sup>st</sup> September 15 (appendix B)**

The minutes were agreed by directors as an accurate record of the meeting and signed by PS. A manual amendment was made to the minutes as recorded at item 6.

#### **5. Matters arising from the minutes (appendix C)**

Some of the actions were not recorded to the end appendix and will be raised as follows:

Training issue – Tom and Angela – LL has emailed to request dates. **Action:** LL to re-issue email and copy ST into the mail.

Outreach report (TM) - has been circulated to directors.

Accounts (Bay House)– the issue regarding the accounts has been raised and now addressed by Bay House. Directors would ideally like to receive the information with monthly phased information. **Action:** ST to raise with AT for further action.

Virtual Head – this money has now been received but is known to take a long time for payment to be received. ST is meeting the virtual head and will raise the subject of a payment schedule. **Action:** ST to report back information to the next finance meeting.

#### **6. Health and Safety/Buildings Updates (appendix D)**

ST gave a verbal record of the salient issues

ST advised that the new caretaker (to replace OS) has now been recruited and working at the school. This has taken a lot of the day to day functional pressure off of BS and allowed BS to deal with paperwork and other issues which he was unable to deal with previously. ST and directors all acknowledged BS's outstanding work and how, especially since OS has left LWS, BS has gone above and beyond for the Academy.

A query was raised regarding PAT testing. The last minutes stated that this job had been completed however, ST stated that BS was in the process of completing this work. LL confirmed the error within the minutes and changed the minutes to reflect the information from the health and safety document from the last FGB which states that the PAT testing is being completed at present. The minutes were manually amended and PS signed the minutes at the relevant part to agree the amendment.

#### **7. Finance report (appendix E)**

Directors queried how long invoices take to be paid by various different authorities. ST explained that 90 day payment is standard and that there is no problem with aged debt. Directors used this as an example of why a monthly phased account would be helpful for them for analysis purposes as it will help to put the situation into perspective.

#### **8. October Governors report overview 15/16 (appendix F)**

Directors reviewed the finance documents and asked the following questions:

**Q:** other income is shown to be decreasing, why is this?

**A:** The outreach model has been a victim of its own success because this year less schools are buying into the SLA but have opted to use LWS support on an ad hoc basis.

Income from community use of the school was also discussed and it was explained that the threshold for this is £25,000.

Currently the school is at full capacity which is a PAN of 49 although the school can increase by a further 10% which would have a significant effect on funding. Directors discussed the implications of taking in more students and ST suggested that it may be better to wait until the Easter term before taking in anymore students. The directors agreed to review after the New Year is appropriate.

**Income (YTD):** £221,084 (Two hundred and twenty one thousand and eighty four pounds)

**Expenditure:** £150,338 (One hundred and fifty thousand, three hundred and thirty eight pounds)

**Surplus:** £70,747 (Seventy thousand, seven hundred and forty seven pounds)

Directors queried the high figure for SLA's (paid out) p. 9. ST explained that it is

the same situation as for the finance report which shows those SLA's which are to be paid out for the year which, as yet, may not have been paid. Directors further queried the figures for external works, gas and electricity as these are all shown as negative figures. ST said that he will investigate the exact reason but believes that this relates to payment from the insurance company for the issues with the heating which arose last year. This also relates to the electricity and gas figures too which is most likely a reimbursement from the energy companies. **Action:** ST to report back on these issues to confirm if this is correct.

An error at p.11 at 'educational/day activities' reported. **Action:** ST to liaise with AT to ensure that all variances have an explanation provided.

Report to be taken to full governors.

## **9. Consultation strategy**

ST is to meet with teachers on 25<sup>th</sup> November 2015 to provide an information de-brief about the new proposed pay strategy. ST will explain the reason for the pay review and offer staff a two week open door policy for those who wish to speak face to face with ST about their concerns. ST has shared the consultation strategy with IP at Bay House who is favour of its simplicity. ST has also taken legal advice on the issue of TUPE. The legal department have advised that the issue discussed at the Extra-ordinary meeting can be dealt with in accordance with the new structure proposal because this move is part of a financial restructure which is permitted.

The next meeting after the consultation is provisionally booked for 9<sup>th</sup> December although no time has be set yet. KC advised that she is available to attend the de-brief on 25<sup>th</sup> November 2015.

## **10. Staff and governors Christmas activities**

ST advised the directors that there is an amount of governor expenses which, to date, has not been used. As a result it suggested that directors may wish to use some of these expenses to fund a Christmas meal. The issue was discussed and it was agreed that KC would take the matter forward for organisation.

The LWS staff Christmas meal was also discussed and directors unanimously agreed to subsidise the staff meal up to £25 per head.

## **11. Items for next agenda**

Reserves policy

## **12. Date and time of next meeting**

Monday 25<sup>th</sup> January 2016 at 6pm at LWS Academy

The meeting closed at 7:35pm

## ACTION LIST

Agenda item	Action	Responsible
3	VAT126 issue to be taken up with AT and Bay House	ST
3	Draft reserve policy for next sub meeting	LL
3	Update accounting policy re RFO issue	LL
5	Chase up training issue with AT and TD	LL
5	Finance papers to be monthly phased	ST
8	Investigate negative figures for utilities	ST
8	Provide explanations for variance figures	ST

## APPENDIX

Appendix	Agenda item	Document title	Attachment
A	3	Year-end audit report	paper
B	4	Minutes of meeting September 15	 minutes of finance 21 september 15.docx
C	5	Matters arising	 ACTION LIST sept 15.docx
D	6	Health and safety/building report	Paper
E	7	Finance Papers	 Financial Overview Report. Sept 15 (1).pd
F	8	Governors report October 15	 Governors Reports 14 amended final.pdf