

Company Number: 8915981

Minutes of Board of Directors Meeting for Building, Staffing, Pay and Finance Sub Committee held on Monday 20th June 2016 at LWS Academy at 6pm

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

Absence:

Apologies:

In Attendance: Lisa Lacey – Clerk (LL)

The meeting was quorate and commenced at 6:05pm

1. Welcome and attendance

PS welcomed everyone to the meeting.

2. Declaration of pecuniary interest

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

3. Minutes of the last meeting – 25th April 2016 (appendix A)

The minutes were agreed by directors as an accurate record of the meeting and signed by PS.

4. Matters arising from the minutes

Audit fees – ST to take up issue with AT [**action**]

5. Health and Safety/Buildings Updates (appendix B)

ST referred to the emailed report which directors confirmed they had received. A verbal overview was given of the highlights:

- The school boiler has been replaced – free of charge – as part of the SLA with HCC.
- The contract with the cleaners has now been terminated and this working is being carried out between BS and Ian???. This situation will be trialled until Christmas to see how sustainable it is as a permanent arrangement.

- ST have a verbal overview of the works scheduled for over the summer holidays. ST to forward the work schedule to the clerk for distribution
[Action – ST]
- ST has recently had a meeting with Fareham Borough Council. At this time the land still has not been signed over. However, the dog litter bins now form part of the regular waste collection. ST to look at getting these concreted in along with the goal posts.
- Purchase of the defibrillator has been delegated to the person responsible for medication within the school.

6. Financial Overview (appendix C)

PS briefly went over the financial overview which is the shortened version of the full governors report at item 7.

7. Governors report (appendix D)

It was noted that there had been a deterioration in the income v expenditure which was thought to be brought about as a result of changes in staff salary and expenditure on link courses. Currently staff salaries are at 80%. Directors discussed this and it was acknowledged that an increased staff base was required for the future increase in pupils which is projected to increase to 52 for 16/17.

PS confirmed the following:

Total income to date: £790,659
(seven hundred and ninety thousand, six hundred and fifty-nine pounds)

Total expenditure to date: £789,497
(Seven hundred and eighty-nine thousand, four hundred and ninety-seven pounds)

Balance: £171,647
(one hundred and seventy-one thousand, six hundred and forty-seven pounds)

8. Proposed budget 16/17 (appendix E)

ST explained that three projections were created for the budget 16/17 – one was the worst case, the other best case and this one, which is mid-way between both. This budget has been based on a PAN of 48 but ST has now had confirmation that the PAN will be 52 for 16/17. It was noted that there would be an in-year deficit for 16/17 of £14,260.

ST asked if directors were, at this stage, happy to approve the budget in order for it to be sent to the EFA. Directors advised that they would like this item to be carried forward to the FGB and that they would like the following information:

A projection which included 15/16 figures and the projected figures for 16/17 as a comparative with annotations to explain any variances of 10%+. **[action – ST]**

9. App Tree Development proposal (appendix F)

ST handed directors an brief overview of the proposal for consideration. It was explained that App Tree currently provide LWS with a mobile phone app which

parents use to access information about the school including important dates, news etc. ST has been in consultation with App Tree to think about ways of developing the tracking database system as a cloud based product which parents can have a login to access. ST discussed how it is believed that as an income generation tool, this could be very successful.

Directors discussed the capital funding requirement which ST confirmed does not have to include cash, although the tracking database has already generated its own fund which could be used to help with development costs.

At this stage, directors suggested that further research is conducted with respect to the proposal. PS offered go through the proposal in more depth before any decisions could be made.

10. Elections for Chair and Vice Chair – Finance Committee 16/17

It was unanimously agreed and confirmed that the chair for 2016/17 is PS and that Vice Chair is GW.

11. Items for next agenda

TBC

12. Date and time of next meeting




Monday 19th September 2016 at 6pm at LWS Academy – PS gave his apologies


The meeting closed at 7pm

ACTION LIST

Agenda item	Action	Responsible
4	Audit fees issue to be reviewed with AT	ST

APPENDIX

Appendix	Agenda item	Document title	Attachment
A	3	Minutes of meeting 25 th April	 minutes of finance 25th April 16.docx
B	5	Health and safety/buildings report	paper
C	6	Governors overview March 16	 Governors_Reports. May_16.pdf
D	7	Financial report March 16	 Financial_Overview_ Report.May_16.pdf

E	8	Academy finance overview	 Worksheet in F LWS Academy Meetings sl
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