

Company Number: 8915981

Minutes of Board of Directors Meeting for Building, Staffing, Pay and Finance Sub Committee held on Monday 25th April 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: Sue Carter – Bay House (SC)
Chris Berry (CB)
Lisa Lacey – Clerk (LL)

The meeting was quorate and commenced at 6:10pm

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 – 29th February 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**]
Policies – Clerk confirmed that all policies reviewed have been updated

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

ST gave a verbal overview of the health and safety/building report. ST advised that the new site assistant is due to have his 6 month review at the end of May.

All staff are now required to move externally around the building. Pupils have been

able to by-pass the magnetic locking system by using utensils like spoons to open the internal doors which has resulted in going back to using keys to lock the doors at present.

BS raised an issue with ST regarding the cleaners not completing their contracted 25 hours per week but doing approximately 17 hours per week. BS is looking for an alternative provider.

The local charity Marvels and Meltdowns, which is run by a parent of an LWS pupil, has been given some space at The Hub to run some parent groups. ST has been in contact with the site manager at Rowner Community Trust (RCT) with regards to an SLA. This will be set up between Marvels and Meltdowns and the RCT.

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 the previous request to change the format of reporting to include a cumulative total (percentage) had not been implemented. ST explained that at present Bay House are not able to provide this format.

It was confirmed that the outstanding out of county payment from Slough has now been paid. This payment has reduced the aged debt.

PS confirmed the following:

Total income to date: £626,194
(six hundred and twenty-six thousand, one hundred and ninety-four pounds)

Total expenditure to date: £612,822
(Six hundred and twelve thousand, eight hundred and twenty-two pounds)

Balance: £183,837
(one hundred and eighty-three thousand, eight hundred and thirty-seven pounds)

There has been an increase in supply agency expense due to a supply teacher leaving at very short notice.

The budget forecast for next year will be presented at the next finance meeting in June in order for it to be ratified and sent to the Education Funding Agency in time.

SC arrived 6.40pm – the agenda item was suspended whilst introductions were made by the Board to SC.

Pupil premium payments are expected to increase but are dependent on the students.

SHIP funding is expected to come through as not paid yet. Directors asked ST

how confident he is that the figure reported on the budget will be the figure paid. ST explained that there is very little movement with that figure and that historically it has always been the same and no reason to expect it to change.

Directors queried the electricity figure which is currently reported at £1,500 but the forecast predicted £11,000. It was confirmed that a further bill is expected but has not been received as yet.

8. Academy finance overview – presented by SC (appendix E)

SC provided the directors with an overview of academy finance. SC also confirmed that Bay House are currently working on a new format for their reports and the requested changes for a cumulative total will be able to be implemented from the new financial year.

Notes of the overview were recorded by the Clerk and kept under separate cover with the overview appendix.

9. Items for next agenda

App Tree development proposal
 Chair/vice chair elections (please send your nominations to the clerk ahead of the meeting)
 Draft budget forecast proposal

10. Date and time of next meeting



Monday 20th June 2016 at 6pm at LWS Academy


The meeting closed at 7.50pm

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 29 th February	 minutes of finance 29th February 16.doc
B	5	Health and safety/buildings report	paper
C	6	Governors overview March 16	 Governors Reports.March 16.v1

D	7	Financial report March 16	 Financial Overview Report.Mar 16 (1).pd
E	8	Academy finance overview	

Signed:

Date: