



MEADOW VALE PRIMARY SCHOOL

Minutes of the Finance and Facilities Committee Meeting held at 6pm on Tuesday 5th
July 2016

PRESENT:

Julia Wallage (JW) – School Business Manager
Kathryn Evans (KE) – Co-opted Governor and Chair of Governing Body
Sarah O’Keeffe (SO) – Co-opted Governor
Lee Parsons (LP) – Head Teacher
Caradog Davies (CD) – Co-opted Governor and Chair of Finance Committee
Alison Smith (AS) – Co-opted Governor
Martin Bowdler (MB) – Parent Governor
Tony Byrne (TB) – Site Controller (until 7pm)

APOLOGIES: Debbie Green (DG) – Co-opted Governor, Lauren Lewis (LL) – Staff Governor, Ian Freeman (IF) – Co-opted Governor

IN ATTENDANCE: Ingrid DaSilva (ID) (Clerk)

The meeting opened at 6.07pm.

1. Apologies for Absence

Apologies were received and accepted from Debbie Green (DG) – Co-opted Governor, Lauren Lewis (LL) – Staff Governor, and Ian Freeman (IF) – Co-opted Governor.

2. Declaration of Interests

AS (Co-opted Governor) declared that she is now an Environment and Public Protection Officer working for Bracknell Forest Council.

3. Matters Arising from the Previous Minutes (10th May 2016)

4. LED lighting

The School Business Manager circulated email correspondence between herself and Steve Milne from Bracknell Forest Council and Salix ‘*Schools Energy Efficiency Loans Application Notes*’ prior to the meeting. This Scheme allows maintained and grant aided schools to apply for an interest free loan to finance up to 100% of the costs of energy saving projects. The School Business Manager explained that the minimum loan is £5000, and the maximum payback period is 8 years. Salix has provided this loan to a number of schools namely Great Hollands Primary, Binfield Primary, Garth Hill College, and St Michaels in Sandhurst.

The Chair raised a few questions via email and during the meeting:

Q: What is the amount of the loan we would be taking out?

A: Minimum loan is £5000.

Q: What period were you anticipating it’s paid back over?

A: 8 years.

Q: When would you anticipate this work be carried out?



A: The School Business Manager is waiting for Steve Milne's reply regarding start dates but will be in the holidays (possibly October half term).

Q: Have you spoken to the SBM/Bursars from the other schools to see what their experience of working with Salix was like?

A: yes - Great Hollands Primary, Binfield Primary, and Garth Hill College and they were all satisfied.

Q: Who sources the supplier to do the work? (BFBC or do we have to source it ourselves?) If ourselves, could we see who the other schools used to obtain quotes from?

A: BFBC.

Q: The Vice-Chair asked the School Business Manager how many lights would be replaced, cost and expected saving.

A: 9 daylight LED lamps, 33 Emergency Bulkhead, 18 LED panels, 231 LED luminaires, 2 LED Panel Emergency packs and installation cost totalling £25,133.59 (including VAT). Savings will be properly calculated once meter readings are carried out.

The School Business Manager will circulate invoice with detailed order and costs, and email correspondence between herself Steve Milne from Bracknell Forest Council.

Q: AS asked if the School would receive any equipment that can show the impact of savings?

A: All readings to be carried out using meter readings.

Q: AS asked what plans they have in place to educate the pupils regarding energy efficiency?

A: The Head teacher said they will show how many hot balloons could be filled with the amount of energy saved.

AS suggested a science display could also be used to show energy efficiency.

Q: The Vice-Chair asked how savings are going to be captured? Would we be able to see the cost reduced and reflected on future budget? Vice-chair suggested that we should expect a saving of £4000/year.

A: The School Business Manager said, once the bills start to come through we will be able to measure efficiency.

Q: The Head teacher asked Tony if these lights are all going to be changed at once.

A: yes. The Head teacher said that we would be able to measure energy efficiency savings since all lights are going to be replaced at the same time.

Q: Have other schools gone through the same Salix '*Schools Energy Efficiency Loans Application*' process?

A: yes. Great Hollands Primary, Binfield Primary, Garth Hill College, and St Michaels Sandhurst – the School Business Manager confirmed that they were all pleased with the service provided.

All governors present approved the School's Salix loan application for the items and installation cost above coming to a total of £25,133.59 (including VAT).

5. Facilities update

a. Astro fence: fence work is in progress

Q: When is the work planned to be completed?

A: By the 1st of September.

The School Business Manager added that a generator costing £189.99



extra on top of the quote has been included. Governors approved.

b. Roof leaks: still an ongoing issue, lots of contractors came by to investigate. The Head teacher contacted David Watkin and Connor (Bracknell Forest Council) to find out when the work is going to be carried out, highlighting the importance of work being completed by the end of Summer. She is concerned with the current situation as its affecting the day-to-day running of the School i.e. they often have to switch off electricity; and she assured the board that they are always reporting issues through the normal channels. David Watkin is yet to make a final decision as to which firm is going to be contracted to replace the roof but it seems to be Bluecort. It is clear now that a roof leak was caused by an unprecedented amount of rain, which damaged the carpet, ceiling, and plaster. The Head teacher would like the work to be done in the Summer. The project is yet to be signed off by the Bracknell Forest board.

Q: A governor asked if there are any signs of black mould?

A: Yes.

The Governing board requested that the Head teacher contacts David Walkin on their behalf asking him to give them an update highlighting that they would like the work to be carried out during the Summer holidays to minimise impact to the School and pupils. The Chair would be writing to David Watkin if a response is not forthcoming by the 1st of September.

Q: MB suggested that it might be a good idea to ask them to provide an update before the 1st of September?

A: The Head teacher replied that we can always chase them before September.

6. Budget 2016-17 Allocation and Monitoring

The School Business Manager said it will be ready by the end of term. Waiting for June's agresso (which is a month behind) from Kate Jeffreys – Bracknell Forest Council. The School Business Manager will circulate the report once approved.

Q: What was the MVSA contribution for the Astro?

A: £12,000

7. Financial Audit Outcome (Mazar's)

Section 2 – Management Action Plan Recommendations

- 1) **Committee Meeting Minutes:** *The minutes of any committee meetings held should be presented to the Governing Body and minutes accordingly – is a agenda item of the next FGB meeting (12th July 2016)*
- 2) **Register of Certifying Officers:** *The FGB should consider setting the maximum amount that the Head teacher, Deputy Head Teacher and Bursar can authorize and quantify this figure – as per the Finance and Facilities Committee's Terms of Reference (ToR).*



- 3) **Financial Procedures:** *The School's Financial Procedures should be reviewed, updated and approved by the Governing Body. These should include clear guidance on raising orders in advance, quotes required, separation of duties in goods received checks, income handing and inventory - completed. The School Business Manager reviewed financial procedures to include a procedure on how to raise orders, and MSPN file is to be reviewed annually.*
- 4) **Policies:** *The policy schedule should be reviewed to ascertain which policies are relevant and how often they should be reviewed and to ensure that relevant policies are kept up to date. All policies should be reviewed as needed and be recorded accurately on the list - to be reviewed*
- 5) **Expenses and Reimbursements:** *An Expenses Policy should be introduced. All expense claims should be within the allowable expenses set out in the policy, submitted promptly within the time limits, be supported with a completed form (setting out the reason for the expense and signed by the claimant) and valid receipts, and be approved in line with the policy. Staff should be advised that personal loyalty cards should not be used when making purchases on behalf of the School. Expenditure which can be invoices to the School's procurement card should not be claimed through expenses - expenses policy pending*
- 6) **Inventory:** *The non-ICT inventory should include portable items only and should be subject to an independent annual check and report to Governors – on agenda - Signing off disposal of asset's register has been carried out since 2006 in the beginning of the financial year*

Q: AS asked if the generator will go on the asset register?

A: Yes. Anything over £50 that can be physically moved will go on the asset register.

Q: Chair asked the cost of the lawn mower?

A: We are unable to cost it as it is old and we have no record of it. The School Business Manager will ensure the asset register is signed in the beginning of the financial year.

Q: Chair asked about safe (recommended on page 5 of Mazar's report)? How regularly does the School Business Manager bank?

A: Alison has a cash office system whereby you can look about what needs to be banked. We are trying to bank it more often and always go in pairs.

Q: Are we covered for any eventualities?

A: Anything over £30 has to be in the safe.

Governors recommended that all monies to be put on the safe in the end of the day.

Q: Can we move to online/ cashless payment system?

A: The School Business Manager will look into this and update the board on September's meeting. The School is going to be able to offer cashless payment systems for meals at the canteen from September onward.

Q: Is there a follow up from Mazar's?

A: In 3 years' time.

- 7) **Laptops for Teachers forms:** *When teachers leave the School, the Laptops*



for Teachers forms should evidence the receipt of the machine back into the School and its subsequent allocation – have been completed. Jackie Elliot has put in the leaver forms that have been created.

- 8) **School Fund Audit:** *The results of the audits on the private funds accounts should be reported to the FGB and be recorded in the FGB minutes - it was on the July 2015 minutes. We are sourcing an external accountant to undertake an audit for the School's private fund. This is an action to carry over to the next schools finance meeting agenda.*
- 9) **Banking of Income:** *The School should ensure that banking is undertaken on a regular and frequent basis, and should not allow cash funds to build up to a higher level - bank and income discussed*
- 10) **Procurement Card:** *Cards should be returned to the Council when card holders leave the School. Checks should be put in place to ensure that leavers have returned their cards – The Head teacher has a procurement card as well as the School Business Manager, logged monthly on FMS spreadsheet.*
- 11) **Fraud Controls:** *The School should review the Schools Fraud Health Check document so that it can assure itself that it has considered all aspects of the document - Fraud health-check document is to be put in place by the School Business Manager for the beginning of the next academic year.*

8. Signing off disposal of asset's register

Discussed above

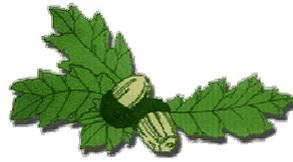
9. Inventory

Discussed above.

10. AOB

- a. **Request for repayment of over payment of funds from WBC February 2015** – Mike Christmas an auditor from Wokingham Council contacted the Head teacher regarding a £10,000 deposit made by WBC in 2015. The Head teacher reported to the board that this amount has been received, and was allocated for refurbishment of a disabled toilet. The Head teacher has asked for a payment plan. **Q:** The Chair asked if the School received the money for the child we funded? **A:** There was a short discussion, the Chair and Vice-Chair reckoned that this money was received to cover a child the School funded, but the Head Teacher was uncertain as any discussion about this matter was carried out before her becoming a Head teacher. Chair suggested an investigation is needed to clarify this issue by both local authorities. Clerk to check minutes from 2014-2015 in the meantime and report back to the board by the end of the week.

- b. **NGA termly bulletin** - for information



11. Date of next meeting

TBC

The meeting closed at: 7.35pm

Action Log

Issue	Action	When by	Responsibility
Budget 2016-17 Allocation and Monitoring	School Business Manager to circulate once she received the report	end of term 2016	School Business Manager
Policy schedule (including Expenses and Reimbursements policy)	to be reviewed	Autumn term	School Business Manager
Online/Cashless system	School Business Manger to look into this and report to the board	Autumn term	School Business Manager
School Fund Audit	External accountant audit for the School's private fund.	Autumn term	School Business Manager
Fraud Health Check document	to be put in place	Autumn term	School Business Manager
Request for repayment of over payment of funds from WBC February 2015	Clerk to check minutes from 2014-2015 and report back to the board	by 8 th July	Clerk (Ingrid Da Silva)
Salix 'Schools Energy Efficiency Loans Application'	School Business Manager to circulate invoice and email correspondence between herself Steve Milne from Bracknell Forest Council	Autumn term	School Business Manager