



## **ALDERSLEY HIGH SCHOOL ACADEMIES TRUST**

### **MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD AT THE SCHOOL**

**AT 5.00 P.M.**

**ON WEDNESDAY 25<sup>TH</sup> FEBRUARY 2015**

**PRESENT:**

Mr J Inglis (Chair)  
Mrs C Melendez (Staff Governor)

**IN ATTENDANCE:**



**CONSENT TO ABSENCE:**

Mrs K Austin  
Mrs N Davis

		<b>ACTION BY</b>
1	<p><b><u>Apologies</u></b></p> <p>Apologies had been received from Mrs K Austin and Mrs N Davis. Mrs Davis had been unable to attend due to HMI Inspection at New Park School.</p>	
2	<p><b><u>Declarations of Interest</u></b></p> <p>There were no Declarations of Interest.</p>	

3	<p><b><u>Minutes from the Previous Meeting</u></b></p> <p><b>Resolved: That the Minutes of the previous meeting, held on Wednesday 28<sup>th</sup> January, 2015 be approved and signed as a correct record.</b></p>	
4	<p><b><u>Matters Arising from the Previous Minutes</u></b></p> <p><b>The Chair enquired on the progress of the Barnhurst Lane project.</b> [REDACTED] informed him that there was a meeting due to take place on Friday 6<sup>th</sup> March which would look at plans and pitch layouts.</p>	
5	<p><b><u>Service Level Agreements</u></b></p> <p>SLA's had now been signed and returned. [REDACTED] informed governors that the school would return to [REDACTED] payroll provider, however we were currently locked into a contract which ended 31/8/15. HR would return to the [REDACTED] with effect from 1 April 2015.</p>	
6	<p><b><u>Audit Committee</u></b></p> <p>[REDACTED] informed the Chair that it was necessary to form an Audit Committee. The Trustee members would appoint external and internal auditors in order to ensure that policies and procedures were being adhered to.</p> <p>The Chair asked for this to be an Agenda item for the next full governing body meeting.</p>	Clerk
7	<p><b><u>Budget</u></b></p> <p>Due to the meeting not being quorate, this items was deferred until the next meeting.</p>	[REDACTED]
8	<p><b><u>Income and Expenditure Statement</u></b></p> <p>[REDACTED]</p> <p>A further document was distributed: 'Capitation at January 2015'.</p> <p>[REDACTED]</p> <p><b>The Chair enquired who was responsible for reviewing bids;</b> [REDACTED] responded that this was the Principal.</p>	

	<p>█████ went on to say that staff were not now attending courses, except where necessary. The Chair added that it had been agreed that some courses for SLT were essential.</p>	
9	<p><b><u>Bank Reconciliation Statement</u></b></p> <p>█████ was happy to report that the statement balanced.</p>	
10	<p><b><u>Health and Safety / Site Issues</u></b></p> <p>█████ reported that 3 referrals to hospital had taken place. A pupil had sustained a broken collarbone. In addition 2 staff members had pricked their fingers on sharps and had received precautionary injections.</p> <p>█████ informed members that she would be part of the Local Authority trials for electronic reporting of accidents.</p> <p>The invoice was due for blinds which had been installed around school. This was additional expenditure incurred, as they had been removed from the original BSF plans due to financial constraints.</p> <p>Discussions were still taking place regarding compensation for the overrun of the contracted time for the building refurbishment</p>	
11	<p><b><u>Any Other Business</u></b></p> <p>█████ reported that the Spring Term audit was due to take place on 18/19 March; this would be carried out by S4S.</p> <p>█████ reported that progress was going well at ██████ and that she was moving forwards with Health and Safety and the new building. Building plans were out to tender and decant was currently taking place. Meetings were being held each week with the architects. The first audit was due to take place on 26/27 February.</p> <p><b>The Chair queried progress with English Department.</b> Mrs Melendez reported that breakfast sessions were currently taking place on a daily basis between 7.45 and 8.45.</p>	
12	<p><b><u>Data and Time of the Next Meeting</u></b></p> <p><b>RESOLVED: That the date and time of the next meeting of the Finance and General Purposes Committee would be Wednesday, 25<sup>th</sup> March 2015 commencing at 5.00 p.m.</b></p>	

Signed: \_\_\_\_\_ (Chair of Committee)

Date: \_\_\_\_\_