



**Minutes of the Manchester Creative Studio Committee Meeting  
19<sup>th</sup> February 2014**

**Location of Meeting:** Manchester Creative Studio, 16 Blossom Street, Manchester, M4 5AW

**Committee Members Present:** Ben Barsky, Nicola Barthorpe and James Spencer

**Attendees:** Max Larcombe

**Meeting Convened:** 5.30pm

Item 1.	Welcome and Introductions
<b>Discussion</b>	<p>All committee members are welcomed to the meeting and introduce themselves to the committee.</p> <p>It is noted that this is the first time the group has been together as group.</p> <p>Due to this being the first meeting and a meeting being missed in the cycle it is agreed to combine the two agendas to cover all the elements required.</p> <p>It is agreed that some elements may be postponed if it is felt appropriate.</p> <p>An additional meeting would be set up to cover any outstanding elements.</p>
<b>Action</b>	Set up additional meeting to cover issues that cannot be discussed.

Item 2.	Budget review and monitoring
<b>Discussion</b>	<p>It is noted that the committee is behind on the rota of meetings due to the late opening of the building.</p> <p>It is noted that the finances have been already shared with NB prior to the meetings to track costs and financial commitments.</p> <p>NB queries parts of the extended curriculum, careers service and the psychological assessments that she beviess the school has not received yet.</p> <p>Discussion takes place around the allocation of service to the school and it is noted that some of the delays in the school have pushed back interventions.</p> <p>Conversation takes place around the unknown costs that are linked to the new building and the other cost that at we will only fully understand after year one.</p> <p>A discussion takes place about recalculating the student numbers and to understand any claw back that may be levied. the claw back. If is confirmed</p>

	<p>that the budget has been resulted balanced to take into consideration any potential claw back.</p> <p>It is agreed with the committee that budget would be further reviewed in tandem with the census.</p> <p>SEN funding is discussed in regard to two specific students funding. Challenges claiming this money back from local authorities are discussed.</p> <p>BB asks for tracking element to be added to spread sheet to allow for increased clarity in regard to budget position and spend.</p>
<b>Action</b>	<p>Nicola Barthorpe to chase up SEN contributions from local authority contacts.</p> <p>James Spencer to update current budget to allow for increased clarity over current and future position in regard to the funding that the school will receive.</p>

<b>Item 3. Develop building Improvement plan within</b>	
<b>Discussion</b>	<p>A building development plan is discussed with potential areas for improvement moving forward.</p> <p>It is confirmed, any funding will need to come from a revenue budget moving forward as the capital budget has been committed in full to the construction project.</p> <p>It is clarified the current amount set aside for improvements in the school following the works that ISG completed. The work that ISG has been completed is discussed and the issue surrounding the current site covering such things as CCTV.</p> <p>It is agreed that an evaluation of the current site should be done before making any decision but CCTV is agreed to be an important element to support safeguarding.</p> <p>It is confirmed that a question has been sort for having the CCTV adequate updated to ensure complete site surveillance.</p> <p>It is agreed that a building improvement plan should be put in place to ensure that areas are maintained in the short term that covers thing such as paint work and minor repairs.</p> <p>JS confirms that a snagging list has been sent to Mott McDonalds to formalise completion of the snagging works with ISG. Additionally it is noted that Mott McDonald also has a snagging list from the original handover date build that has not been completed.</p>

	Mott McDonald has also communicated that they believe there is approximately £120k worth of work uncompleted.
<b>Actions</b>	Schedule further meeting relating to looking a building development plan once new forecast has been established.

<b>Item 4. Free School Meals</b>	
<b>Discussion</b>	<p>The current free school meal make up is discussed at length and how the income is developed and broken down.</p> <p>Information has been submitted around FSM as part of the school census within the deadline.</p> <p>It is highlighted that there has been issues submitting the Census due to the internet connection which should be solved in the next couple of weeks.</p>
<b>Key Note</b>	Due to the fluctuation in student numbers FSM figures have changed since original forecast.

<b>Item 5. End of Year Accounts</b>	
<b>Discussion</b>	<p>It is confirmed that the end of year accounts for 31<sup>st</sup> December 2014 have been submitted and signed off in full.</p> <p>Additionally the 31<sup>st</sup> January 2014 return has been sent to the EFA within the deadline</p> <p>It is noted that Raja Miah in his capacity as Accounting officer in the 2013 and 2014 term signed these accounts off.</p> <p>JS confirms that NB in her position as accounting officer will sound the accounts off for the 2015 period.</p> <p>Training around the accounting officer role and the schools auditor are touched on.</p> <p>It is confirmed that the schools Auditor will carry out a number of visits to cover specific factors of operation within the school</p>
<b>Actions</b>	<p>James Spencer to contact auditors and confirm dates for audit for the coming year and a potential date for accounting officer training.</p> <p><b>Completed Action</b></p> <p>Contacted Sleigh and Story and have confirmed potential dates for audits to take place of schools systems. James spencer to lead and support this activity.</p> <p>10<sup>th</sup> March 2015 – potential account officer training to be confirmed with JS</p>

	<p>11<sup>th</sup> March 2015 – Auditor review of payroll systems  11<sup>th</sup> June 2015 – Auditors review of school expenditure  9<sup>th</sup> September 2015 – Auditors review of school income  9<sup>th</sup> December 2015 – Auditors review of Asset register and misc. (end year accounts)</p> <p>NB Auditor also made aware of forthcoming procurement exercise to outsource all services following 1 year temporary arrangements.</p>
--	---

<b>Item 6.</b>	<b>Financial Forecast for coming year.</b>
<b>Discussion</b>	<p>The financial position for the 2015 -2016 term is discussed and how this is currently looking given the potential for Claw back that the school faces.</p> <p>As discussion takes place around staffing and it is queried the numbers of staff of for the coming year.</p> <p>It is agreed that a further meeting will be scheduled to cover these elements once the financial position has been recalculated.</p>
<b>Action</b>	Once forecast has been completed then this will be passed to members of the committee

<b>Item 7.</b>	<b>Asset Register</b>
<b>Discussion</b>	JS confirm asset register has been developed but the list needs completing with the relevant information following recent purchases.
<b>Action</b>	JS to complete asset register and update information accordingly.

<b>Item 8.</b>	<b>School Outsourced Review</b>
<b>Discussion</b>	<p>It is confirmed that the school outsourced review will be scheduled for a separate meeting that will also cover the procurement for the following year which will be overseen and supported by ScofieldSweeny to ensure compliance and validity.</p> <p>It is confirmed that compliance with procurement regulations will be imperative as transparency is essential in any process of awarding contractors of this nature.</p>
<b>Action</b>	James Spencer to contract SchofieldSweeny and push forward procurement process. Additionally contact will be made with auditors to confirm planned action for coming year as the Auditors fulfil the role of responsible officer.

<b>Item 9.</b>	<b>Charging Policy</b>
<b>Discussion</b>	Policy reviewed by committee and changes made in agreement of the committee. Couple of elements are discussed around criteria which will

	researched and updated as appropriate.
<b>Key point</b>	Charging policy agreed and updated.

<b>Item 10.</b>	<b>Any Other Business</b>
<b>Discussion</b>	None

<b>Item 10.</b>	<b>Date of Next Meeting</b>
<b>Discussion</b>	Meeting to be held at Manchester Creative Studio 16 Blossom Street, Manchester, M4 5AW

**Meeting closed 7pm**