

Delta Academy Poole
GOVERNING BODY
Minutes of The Quay School Finance Meeting
16:00 Tuesday 29 September 2015

**DECISION
QUESTION**

PRESENT:

Jo Perry JP
Anne Middle AM
Leanne Symonds LS (arrived at 16:25)

IN ATTENDANCE:

Sarah Simpson, Your Clerk™ SS
Jennifer Clifford JC
Rachel Rous RR

ITEM	ACTION
1.0 WELCOME & APOLOGIES	
<p><u>APOLOGIES</u> Gary Clark Nigel Soloman Sarah Watkins</p>	
2.0 DECLARATIONS OF INTEREST	
None	
3.0 MINUTES OF THE PREVIOUS MEETING	
The minutes were agreed as an accurate record of the meeting.	
4.0 MATTERS ARISING (NOT ELSEWHERE ON THE AGENDA)	
None	
5.0 NOTIFICATION OF AOB	
None	
6.0 BUDGET UPDATE	
<p>JC will draft a template Trustees Report for distribution to Trustees. JC advised that all recommendations from the audit have been implemented. The budget forecast return has gone to the Education Funding Agency (EFA); JC made hard copies of the budget available at the meeting.</p> <p>JP reported that we are in a better position due to the Borough of Poole's Outreach Programme; we now have sixteen additional places for early intervention work.</p> <p>JC advised that the recovery plan involves setting a budget and entering the data into a cash flow forecast; two scenarios have been sent to the EFA. JC talked Governors through the two scenarios, advising that recovery plans submitted now ensure effective monitoring of income and expenditure.</p> <p>JC advised that there are sufficient funds available should additional staffing be required.</p>	

	<p>GOV Q (AM): When will the EfA respond? Friday 02 October 2015.</p> <p>JC advised Governors on the results condition survey for Coppice Spring School, which estimate £1million of costs to bring the school up to minimum health and safety requirements. JC reported that rather than placing pupils into temporary accommodation, we are discussing using a different building.</p> <p>JC advised that the budget is set on an indicative deficit (pre-audit figure) from the end of year accounts for the last year. This will be included in the financial statement of the Trustees' Report.</p> <p>GOV Q (AM): Can we publish a deficit budget? Yes; we are not alone in doing this.</p> <p>GOV Q (AM): Are capital bids still available? Via what they are now calling 'improvement funding', yes; a bid application must be submitted.</p> <p>Governors discussed the issues faced with the Coppice Spring School building. AM suggested seeking consultative advice for any new build project.</p> <p>JC reported that a benchmarking exercise is required by the EfA, against all their schools in Hampshire. However, the required data is not forthcoming from the Business Managers.</p>	
7.0	GENERAL FINANCE DEVELOPMENTS	
	Please refer to item 6.0.	
8.0	FINANCE PROCEDURES/HANDBOOK	
	JC reported that this is being re-written and will come out for the AGM.	
9.0	AUDITOR'S/RO's REPORT	
	Please refer to item 6.0. JC confirmed that Clifford Fry is the Auditor, and Princecroft Willis fulfils the role of Responsible Officer.	
10.0	ANY STAFFING REQUIREMENTS	
	<p>JP advised that staffing at Coppice Spring School (CSS) is for forty-seven to forty-eight children in teaching groups of six. Currently, we have fifty-four students. JP advised that recruitment advertising is currently live. RR advised that no application have been submitted as yet; the closing date is tomorrow (Wednesday 30 September 2015).</p> <p>GOV Q (AM): Do you put adverts into local press? Yes.</p> <p>JP suggested recruitment of a supply teacher for the interim.</p>	
11.0	ANY OTHER BUSINESS (AOB)	
	None	

12.0	DATE OF NEXT MEETING	
	16:00 Wednesday 16 December 2015	
	CLOSE: 16:50	

Prepared by Sarah Simpson
Wednesday 30 September 2015

Approved _____

Date _____