

<b>Part 1 MINUTES</b>					
<b>Finance Committee</b>					
<b>Date/ Time</b>		Wednesday, 8 February 2017 5pm			
<b>Location</b>		Classroom 2, South Molton Community College			
<b>Minutes to</b>		Governing Body			
<b>Clerked by</b>		Sue Squire to Minute No. 7, then EV from Minute No. 7a			
<b>Eligible to attend</b>	<b>Initials</b>	<b>Role</b>	<b>Eligible to attend</b>	<b>Initials</b>	<b>Role</b>
Lorna Carter	LC		Andrew Finney	AF	Principal
Marc Cornelius	MC		Sarah Robinson (from Minute No. 4)	SR	
Richard Edgell	RE		Tony Strickland (during Minute No. 6a)	TS	
Philip Govier	PG	Chair of Finance Committee	Ellen Vernon	EV	Co-Chair of FGB
			Simon Walker	SW	Business & Premises Manager

<b>Apologies</b>	<b>Initials</b>

<b>Absent without apology</b>	<b>Initials</b>

	Agenda Item	Led by
1	<b>Election of Chair and Deputy Chair</b>	Chair
2	<b>Declaration of interests</b>	Chair
3	<b>Apologies</b>	Chair
4	<b>Approve Terms of Reference</b> (draft attached) Lead Governor for Health and Safety. To note that Lorna Carter is willing to take on this role.	Chair
5	<b>Approval of the Part I and Part II Minutes of 13/6/16</b> (Part I attached)	Chair
6	<b>Matters Arising from the Minutes.</b>	
6a	Item 2.1: SW to contact Legal and ask them to draw up a document in respect of the Rugby Club Planning Application. To receive further details.	SW
6b	Website. To note that the Clerk is in the process of arranging for this to be updated.	Clerk
7	<b>Cycle of Business (as per Terms of Reference)</b>	Chair
7a	Budget Monitor 2016/17	SW
7b	Draft Budget 2017/18 – 2021/22	SW
7c	To approve buy back services	Chair
7d	<b>Review Policies.</b> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Budget Monitoring</li> <li>• Charging and Remissions</li> <li>• Governor Expenses</li> </ul>	Chair
9	<b>Items raised by the Principal</b>	AF
10	<b>Business brought forward by the direction of the Chair</b>	Chair
11	<b>Confirm the date of the next meeting.</b> Thursday, 20 April 2017 at 6pm.	Clerk

Minute No.	Action / Decision	Who / When By?
1	<p><b>Election of Chair and Deputy Chair.</b>  <b>Chair. EV proposed PG. Seconded by AF. Unanimously agreed.</b>  <u><b>It was agreed there was merit electing a vice chair for the committee.</b></u>  <b>Deputy Chair. EV proposed SR. Seconded by LC. Unanimously agreed.</b></p>	Chair
2	<p><b>Declarations of Interest.</b>  <b>LC – employed at the school and a parent</b>  <b>MC – South Molton Town Councillor</b>  <b>RE – Devon County Councillor</b>  <b>EV – employed by North Devon Council and a parent</b></p>	Chair
3	<p><b>Apologies.</b>  SR and TS would be late.</p>	Chair
4	<p><b>Approve Terms of Reference</b> (previously circulated to Governors)  Various amendments to be made with the revised document being brought to the next meeting for approval.  <b>EV proposed approval subject to amendments. Seconded by RE. Unanimously agreed.</b></p> <p><b>Lead Governor for Health and Safety.</b>  <b>RE proposed LC. Seconded by EV. Unanimously agreed.</b></p>	Clerk Next meeting
5	<p><b>Approval of the Part I and Part II Minutes of 13/6/16.</b> (Part I Minutes previously circulated to Governors)  The Part I and Part II Minutes (under the previous Resources Committee) had been approved at the Personnel Meeting on 20/10/17.</p>	Chair
6	<p><b>Matters Arising from the Minutes.</b></p>	Chair
6a	<p>Item 2.1: SW to contact Legal and ask them to draw up a document in respect of the Rugby Club Planning Application.  SW advised that the document had been drawn up and the cost borne by the Rugby Club. He felt that the document was clearly committing to safeguarding the Rugby Club's interests to ensure they have access to the pitch.  The document had been scrutinised by DWF on behalf of SMCC.  Planning permission had been granted and contracts exchanged on the land.  The Rugby Club cannot move forward until SMCC confirm it is satisfied with the conditions of the document.  Emergency access cannot be through the Sheep Fair Field and the Rugby Club are looking for an easement.  RE recalled that when this item was previously discussed, Governors wanted to ensure the School would be in complete control and we should not be giving the Rugby Club a right without consequences. They would have a prescriptive right after 20 years if that was the case.  AF felt unease with the document in that it was giving all SMCCs rights away and there was an element of risk as the document covered reasonable access.  SMCC Governing Body cannot sign the document, this has to be done by the Co-operative Trust.  AF would be happier if there was a period of 12 months as a get out clause.  MC was concerned that in this case, it would put the Rugby Club in a difficult position, having received funding from various organisations and if it cannot get emergency access, the pitch cannot be used.  AF circulated the document to Governors. There was a discussion on if the school needed to expand and any problems associated with the sports field. It was noted that a sports field can be relocated if another identified site.  There was also a safeguarding element of which to be aware.  AF advised that there is to be an archaeological dig on the site shortly and he had not given permission for the fencing to be removed, on the basis that if it was, it may not go back.  There would be no changing facilities or toilets on the site.  SR suggested a meeting with the Rugby Club. In the meantime, Governors to read the document, highlight any issues to be raised, send to PG who would liaise with SW.</p>	Govs PG/SW
6b	<p>Item 4.2 Building Work. The planned move into the new build would be on 10/4/17.  Governors discussed the merit of a Link Governor to liaise with AF during the rest of the construction and when in the new building.</p>	Chair

	<p>LC agreed to take on this role with SR also willing to be involved.</p> <p>RE asked if a balance sheet was ever produced regarding ownership of the School. SR advised the school remains on DCC's balance sheet as the land cannot be sold without DCC permission although at the Land Registry, SMCC is registered as the owner.</p>	
6c	<p>Website. To note that the Clerk is in the process of arranging for this to be updated. This was noted.</p>	Clerk
7	<b>Cycle of Business (as per Terms of Reference)</b>	Chair
7a	<p><b>Budget Monitor 2016/17.</b> This was circulated to Governors. Expenditure is currently higher than income and this is expected to reverse in future years. MC queried the AD energy system, in particular what risks there were with reliance on the system. SW advised that the system provides hot water only, and that the new build will continue with a main supply to provide backup. £95,000 has been allowed for infrastructure within budget. PG queried the reduced energy costs in the new build; SW explained the £95,000 spend is an upfront cost in 2017/18, and energy costs have been forecast to reduce from 2018/19 on. EV queried the Pupil Premium budget, as this is forecast to underspend. SW advised the underspend would continue to support PP objectives, if not spent then through carry forward. SFVS (Schools Financial Value Standard) – PG (Chair of Finance Committee) had reviewed SFVS with SW and approved this for submission to LEA.</p>	Chair
7b	<p><b>Draft Budget 2017/18 – 2021/22.</b> The 2017/18 draft budget based on the confirmed PAN needs to be with DCC by 1 May 2017. Finance Committee is scheduled for 20 April 2017 to sign this off. SW explained the 5 year budget position, with a deficit in 2017/18 reflecting the £95,000 for the AD renewables infrastructure. MC queried what had changed to move the budget to a positive position. SW advised savings were based on reduced costs from the new build, a FIPS grant from DCC, plus the restructured admin team, coupled with higher PAN numbers (620) gave a budget with a small annual surplus between 2018/19 to 2020/212. 2021/22 saw a small deficit as PAN maintained and costs rose with inflation. SW advised that Babcocks were very positive about SMCC's financial position. The ATP (all terrain pitch) Sinking Fund was discussed. At 2021/22 this is expected to be c.£80-£90K short, ideally more funds would be provided to the sinking fund each year. SW and TS advised the pitch is well maintained and expected to last to c.2027 at least. TS stated that some ATP's had to be renewed if metallic content is detected. EV queried the LAP as this cost ceases after 2017/18. AF advised this was a Local Area Partnership initiative aimed at reducing difficult pupil behaviours, but the fund ceases after 2017/18. MC queried the rates. SW advised that rate relief is received, at 100%, and that DCC administer the rates claim on behalf of SMCC.</p>	Chair
7c	<p><b>To approve buy back services.</b> SW recommended that Governors agree to continue with the Babcocks and LEA buy back services. This included HR support and library services. SW felt the service was good in both cases and he would finalise the SLA's in the next few weeks. MC queried the length of the contracts and SW advised they were 12 months. SW advised that HR had been topped up as additional support had been required during the year. It was agreed to continue with Babcocks and the LEA services on the same 12 month basis.</p>	Chair
7d	<p><b>Review Policies.</b> <b>Finance (incorporating Budget Monitoring)</b> – SW and PG had been through this policy. Governors agreed to delegate the finalisation of the policy to PG and SW. <b>Charging &amp; Remissions Policy</b> – minor amends and simplifications were suggested (refer to a policy document rather than the actual school hours, check benefits text is up to date, amend hardship fund reference, and remove paragraph on non-school based activities). SW to amend and re-circulate via email to all committee members for final approval. <b>Governor Expenses Policy</b> – SW to amend last section by including positions/job titles only and not names. SR queried if policy was required as no governors claimed expenses. On balance it was agreed to retain it as provision provide expenses may be required. Approved subject to SW making minor amendments as discussed.</p>	PG
8	<b>Items raised by the Principal</b>	

	<p><b>Fairer Funding</b></p> <p>AF briefed the committee on the presentation he had made to North Devon Council Executive and upcoming presentations to North Devon Council again and to Devon County Council. In addition AF was meeting Peter Heaton-Jones MP on Friday with EV and Andrew Redpath.</p> <p>RE referenced an article in The Times on February 7 detailing LEA rankings by spend per pupil under Fairer Funding. Devon and West Sussex are both near the bottom of the list, with some of England's lowest spend/pupil. This reflects the lack of ethnic diversity within these areas as this is a key aspect of the funding model.</p> <p>It was agreed that SMCC would make a formal response to the Fairer Funding consultation. AF to compile on behalf of the Finance Committee, capturing the concerns and points raised, in order for the committee to recommend this to FGB to ratify on March 14, with the consultation response to be submitted by March 22.</p>	
9	<b>Business brought forward by the direction of the Chair.</b> None.	
10	<b>Confirm the date of the next meeting.</b> Thursday, 20 April 2017 at 6pm. The meeting closed at 7.05pm.	
<b>These minutes are agreed by those present as being a true record.</b>		
<p><b>SUMMARY OF DECISIONS:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Election of Chair and Deputy Chair</b></li> <li>➤ <b>Terms of Reference subject to amendments</b></li> <li>➤ <b>Governor Expenses Policy</b></li> </ul>		
Signed: (Chair of South Molton Community College Full Governing Body Finance Committee)		Date: