

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body
Budget Setting Meeting
Wednesday 24th April 2019 - 7.00 pm

Present at the meeting:

PART ‘A’ MINUTES

Name	Category of Governor	Information
Nicholas Arratoon	Co-Opted	
Nicola Atkinson	Foundation	
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Nicole Alexander-Morrell	Foundation	<i>Vice Chair of Governors & Chair of Admissions Panel</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Chair of Curriculum Committee and Chair of Pay Review Panel</i>
Pat McCarthy	Foundation	<i>Vice Chair of Resources Committee</i>
Maggie Pound	Foundation	<i>Chair of Governors</i>
Gavan Rewt	Staff	
Michelle Samuel	Foundation	
Noel Rutherford	Co-Opted	<i>Observer until DBS clearance is obtained</i>
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

2/ Welcome to new Co-Opted Governor

At the last Full GB meeting, Governors had agreed to appoint Mr Noel Rutherford as a Co-Opted Governor. Mr Rutherford was welcomed to this meeting and a short introduction took place. The Clerk advised that until Mr Rutherford’s DBS clearance was obtained, he would be attending Governors’ meetings as an ‘Observer’.

3/ Apologies for Absence

All Governors were in attendance.

4/ Declaration of Business Interests

Those in attendance were asked if there had been any changes in circumstances in connection with their original Declaration of Business Interests. Their reply was ‘No Change’.

5/ 2019/20 Budget

The following documents had been provided to all Governors prior to the meeting:

- a) *Head’s Commentary*
- b) *Cumulative Expense Analysis Report by Cost Centre 2018/19*
- c) *2019/2020 Budget*

d) Four-Year Budget Plan

a) Headteacher's Budget Commentary – Taken as read

The Head advised that the 2018-19 Budget had closed with a carry forward figure of £568,955, which would provide important support for our school. In setting the 2019/20 budget, he was seeking once again to utilise additional funding (e.g. the school carry forward figure and parental contributions) to support the maintenance of our current provision and standards. If he were to balance the budget fully for 2019/20, there would be cuts to provision, which would put standards at risk. Consequently, he had included a (small) planned deficit into the 2019/20 budget of £61K to safeguard those standards.

The Head advised that he had included an 'enrichment activities' proposal which could be supported from current funds. Another project was being considered but he would provide further information to governors as soon as the feasibility report on viability and costs was received from the architect and the structural engineer.

The Head advised that the current Finance Manager would be leaving shortly, the job advert had been placed before the Easter break and the closing date for applications was at the end of the week. During the interim period, the previous school Bursar would be asked to come in and assist the Director of School Operations.

b) Cumulative Expense Analysis Report by Cost Centre 2018/19 – Noted and taken as read.

The Head confirmed that the 'in-year' carry forward figure was **£573,236**. He added that the LA had audited our final 2018/19 draft figures and had confirmed their accuracy.

c) 2019/20 Budget – Taken as read

The Head confirmed that the Director of School Operations had made a presentation to the Resources Committee where the proposed 2019/20 Budget was discussed and finalised. The Chair thanked the DSO and the Headteacher for the information and details provided at that meeting. The Head advised that the 2019/20 Budget at present showed a £61K deficit but he was proposing to use part of the carry forward figure to address this, as mentioned earlier.

The Chair of Governors confirmed that the Resources Committee had reviewed and discussed the proposed 2019/20 Budget and, although they were recommending it, it was up to the Full GB's to make the final decision to approve and ratify the budget being presented by the Headteacher.

Decision1: After careful consideration, Governors agreed to use reserve funds to support the budget in order to maintain the school's outstanding levels of provision.

Decision2: After careful consideration, the members of the Governing Body unanimously agreed to approve and ratify the 2019/20 Budget presented by the Headteacher and as recommended by the Resources Committee.

Action1: The Headteacher will notify of this decision to the Director of School Operations and LA.

Action2: The Headteacher will email the FGB the Minutes of the Pre-Budget meeting.

Action3: The Headteacher will email the FGB the Enrichment and site project paperwork in the context of this evening's meeting.

d) **Four-Year Budget Plan - Noted and taken as read.**

The Head confirmed that a 4-year budget had been prepared but it should be read only as a forecast document.

6/ **Approval & Ratification of the 2019/20 Scheme of Delegation of the Main Account**

The Main Account's Scheme of Delegation had been provided to the Governors to read prior to the meeting. Changes to this document had been highlighted for ease of identification.

Decision: After careful consideration, the FGB agreed to approve and ratify this document.

7/ **Approval & Ratification of the following documents:**

The following documents had been provided to Governors to read prior to the meeting, changes to these documents had been highlighted for ease of identification:

a) *Authorised BACS and Cheques Signatory List 19/20*

Decision: Approved and ratified by the Full GB

Action: To be reviewed in September 2019, should it be required.

b) *BACS & Cheque Payment Procedures 19/20*

Decision: Approved and ratified by the Full GB.

c) *List of Schools' Bank Accounts 19/20*

Decision: Approved and ratified by the Full GB.

d) *Protocols for Signatories of Cheques & BACS Payments 19/20*

Decision: Approved and ratified by the Full GB.

e) *Governors' Account Finance Procedures 19/20*

Decision1: Nicole Alexander-Morrell agreed to remain as Treasurer of the Governors' Account Fund.

Decision2: Approved and ratified by the Full GB

f) *Main School Account Finance Procedures 19/20*

Decision: Approved and ratified by the Full GB.

g) *Model Framework for Management of a School Budget 19/20*

Decision: Approval and ratification to be postponed until document is updated.

h) *School's Finance Policy and Procedures 19/20*

Decision: Approved and ratified by the Full GB.

i) *Statement of Internal Control 19/20*

Decision: Approved and ratified by the Full GB.

j) *List of Payment Exemptions 19/20*

Decision: Approved and ratified by the Full GB.

k) *Governors' Allowance Policy 19/20*

Decision: Approved and ratified by the Full GB

l) *Governors' Claim Form 19/20*

Decision: Approved and ratified by the Full GB

m) *Adoption of Ealing Education Services Finance Handbook*

Decision: Agreed to adopt this handbook by the Full GB.

8/ **D.O.N.M.:**

Summer Term Meeting: Wednesday 26th June 2019 – 7pm

Meeting closed at 7.45pm

Part 'A' Minutes Approved by:

Maggie Pound

Chair of Governors

Roz Smith

Clerk to the Governors