

The Cardinal Wiseman Catholic School
Minutes of the Full Governing Body
Budget Setting Meeting
Tuesday 25th April 2017 - 7.00 pm

Present at the meeting:

PART 'A' MINUTES

Name	Category of Governor	Information
Nicola Atkinson	Foundation	
Betty Bonnardel-Azzarelli	Foundation	<i>Chair of Resources Committee</i>
Father John Egan	Foundation	
Saiid Ghobadian	LA (Citizen)	<i>Chair of Catholic Life Committee</i>
Michael Kiely	Staff	<i>Headteacher</i>
Lystra Luke	Foundation	<i>Chair of Pay Review Panel</i>
Pat McCarthy	Foundation	
Jim Moreland	Foundation	<i>Chair of Curriculum Committee</i>
Maggie Pound	Foundation	<i>Chair of Governors</i>
Michelle Samuel	Foundation	
Richard Smith	Staff	
Roz Smith		<i>Clerk to the Governors</i>

The meeting was declared quorate.

1/ The meeting opened with a prayer.

2/ **Apologies for Absence**

The following is a record of 'Apologies' received from the following Governors by 4pm on the day of the meeting:

Name	Category	Apologies: Received / Not Received
Nicholas Arratoon	Co-Opted	Apologies Received
Leo Lambe	Foundation	Apologies Received
Nicole Charles-Morrell	Parent	Apologies Received

3/ **Authorised / Unauthorised Absences**

The above absences were authorised by the GB.

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/ For this agenda item, the following documents had been provided to all Governors to give them an opportunity to raise any questions or concerns prior to the meeting:

- a) *Headteacher's Commentary*
- b) *Cost Centres Report 16/17 and Finance Overview*
- c) *Budget 2017/2018*

*d) **Four-Year Budget Plan***

*e) **Draft Minutes of Pre-Budget Meeting on 18th April 2017***

a) Headteacher's Budget Commentary – Taken as read

The Head confirmed that he was presenting the GB with a **balanced budget for the 2017/18 Financial Year** and he wished to thank the Director of School Operations and the Assistant School Business Manager for helping him achieve this. The Head added that the carry forward figure for 2017/18 would be £197K but he warned that budget planning in the coming years would become more complex since cost savings would have to be found and these, in turn, would impact on core provision. He pointed out that our school was currently in a better position than many other schools nationwide.

b) Cost Centre Report 2016/17 and Finance Overview – Noted and taken as read.

c) 2017/18 Budget – Taken as read

The Head advised that the Resources committee had met the previous week to discuss and finalise the 17/18 Budget. The Chair of the Resources Committee confirmed that the Committee had reviewed and discussed the proposed 2017/18 Budget and the Committee was ready to recommend it to the FGB. She added that it was now up to the Full GB to make a final decision to approve and ratify the recommended budget. The following queries were raised by the GB:

- **The Agency supply cover costs had increased the previous year and would this happen again in the new financial year** – The Head confirmed that this could happen again during the 17/18 financial year. At present the school had teaching staff in place but throughout the coming weeks colleagues might decide to leave; unfortunately, at such short notice, the school would be unable to replace them with new and adequate staffing; therefore, the school would have to resort to using supply cover teachers.
- **Would the new CAT (academisation) be supposed to save our school money?** – The Head replied this would not be the case. It may be the case of zero savings and cost cutting in various areas at some point.
- **When will the school become an academy?** – The Chair advised that no date was yet known and it was up to the FGB to decide when this could take place. The Chair added that the school would need to have a balanced budget to become an academy.

Decision: After careful consideration, the 2017/18 Budget presented by the Headteacher and as recommended by the Resources Committee was unanimously agreed, approved and ratified by the Full Governing Body.

Action: The Headteacher will notify this decision to the Director of School Operations.

The FGB wished to thank the Finance Team for working so hard to achieve a balanced budget for 2017/18.

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

e) Draft Minutes of Pre-Budget Meeting on 18th April 2017

The pre-budget meeting draft Minutes were not available but the Headteacher advised that they would be emailed to the GB as soon as possible.

Action: Draft Minutes will be emailed to the FGB asap.

6/ Approval & Ratification of the 2017/18 Scheme of Delegation for the Main Account

The Scheme of Delegation for the **Main Account** had been provided to the FGB to read prior to the meeting and raise any questions. The document was double checked at the meeting, agreed, approved and ratified.

Decision: After careful consideration, the 2017/18 Scheme of Delegation for the Main Account was agreed, approved and ratified by the GB.

7/ Approval & Ratification of the following documents:

The following documents had been provided to Governors to read prior to the meeting. Each of these documents was double checked at the meeting and amended, if necessary, by the FGB.

*a) **Authorised BACS and Cheques Signatory List 17/18***

The Signatory List would be reviewed in September 2017 and, if required, a new signatory would be appointed. The GB would be required to approve and ratify the revised document at their first meeting in the Autumn Term. A governor queried who would back up the Headteacher if he was unavailable. The Head advised that the Senior Deputy Head would.

*b) **BACS & Cheque Payment Procedures 17/18***

*c) **List of Schools' Bank Accounts 17/18***

*d) **Protocols for Signatories of Cheques & BACS Payments 17/18***

*e) **Governors' Account Finance Procedures 17/18***

The Chair of Governors proposed Nicole Charles-Morrell (in her absence) as Treasurer. The Head seconded this. The FGB unanimously agreed to re-appoint N. Charles-Morrell as Treasurer of the Governors' Account Fund.

Action: N Charles-Morrell will be notified by the Clerk.

*f) **Main School Account Finance Procedures 17/18***

A governor queried who would scrutinise the new ordering system being introduced in the School Kitchen. The Head advised that the Director of School Operations and the Assistant School Business Manager would scrutinise such paperwork and raise queries as necessary. A governor asked whether the school kitchen purchasing had been monitored in the past. The Head confirmed that the DSO and the ASBM had done so in the past. The introduction of the school kitchen's new ordering system was being initiated to bring it into line with our Main School Account finance procedures.

“Income”: The Head advised that this section had been updated to emphasise that “*in rare circumstances, the school could take payments in person or over the phone from new students or student leavers who had not been set up in our school's SIMS database system*”. A governor queried why the Hospitality Manager needed to be involved. The Head replied that the Hospitality Manager oversaw our school's Parentpay system. A governor asked if this would be a new payment process. The Head replied that it would be but it was mainly aimed at a particular group of students (leavers and new) which involved making payments for Exam Resits and 6th Form trips. A governor asked if these credit/debit card payments could be taken by anyone else apart from the Hospitality Manager. The Head confirmed that the Assistant School Business Manager could take on that additional responsibility.

g) *Model Framework for Management of a School Budget 17/18– Both Internal and LA documents*

h) *School's Finance Policy and Procedures 17/18*

i) *Statement of Internal Control 17/18*

j) *List of Payment Exemptions 17/18*

The Head and the CoG provided a short brief as to why it was necessary to have this List of Payments Exemptions.

k) *Governors' Allowance Policy 17/18*

l) *Governors' Claim Form 17/18*

m) *Adoption of Ealing Education Services Finance Handbook*

n) *New Child Protection & Safeguarding Policy – Confidential Item (Part 'B' Minutes)*

o) *School Events Fund – Cessation Report by Merchant & Co.*

Decision: The Full Governing Body agreed to approve and ratify the above-mentioned documents as proposed by the Headteacher.

Action: The Chair of Governors, Chair of Resources Committee and Headteacher to sign the above-mentioned documents as required.

8/ **Academies – Brief Update**

The CoG advised that all the relevant information on 'academies' had been placed on Frog and all governors should read these documents to familiarise themselves with the processes involved.

(Confidential Item – Part 'B' Minutes)

Decision: The FGB agreed for an Extraordinary meeting to be held and for the Diocesan lawyers to be invited to address our GB. Those in attendance agreed to meet on Wednesday 14th June 2017 starting at 6pm. The Diocesan lawyers will address the GB from 7pm.

Action1: The CoG will arrange for the Diocesan lawyers to address our GB on the above date.

Action2: The Clerk will email the FGB to confirm date and time.

9) **AOB:**

The Head advised he had been recently notified by the LA that our school had been included in the list of KS4 congratulatory letters from the DfE for our well above average Progress 8 and for EBacc achievement (non-selective) – our school was one of 16 schools nationally to achieve both criteria. The GB wished to pass on their congratulations to all the staff and students for this outstanding achievement.

The Head advised that he was requesting the FGB's approval to organise an "Activity Day Out" for our pupils in Years 7, 8, 9 and 10 and for the FGB to authorise the use of some of the monies currently in the Enrichment Project budget. The monies would be used to subsidise FSM/Pupil Premium pupils and encourage them to join in.

Decision: After careful consideration, the FGB approved for the Headteacher to proceed and organise an Activity Day Out for pupils in Years 7, 8, 9 and 10 and for him to utilise the Enrichment Fund towards the 'Activity Day'.

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

Extraordinary Meeting: Wednesday 14th June 2017 – 6pm

Summer Term Meeting: Wednesday 28th June 2017 – 7pm

Meeting closed at 8.30pm

Part 'A' Minutes Approved by:

Maggie Pound

Chair of Governors

Roz Smith

Clerk to the Governors