

Minutes of a meeting of the Governors' Finance and Pay Sub-Committee of Queen Elizabeth Grammar School, Penrith, held on Monday 26th February 2018 at 6.00pm in Room E1 (19).

Present:

Mrs Karen Rae (Chair)	Mr A Catterson	Dr T Castles
Mrs G Gravett	Mr P Buckland (Head)	Mr John Leveson
Mr David Chappell	Mrs S Warner	Dr Elaine Mawson
Mr R Dawson		

Visitors/In Attendance: Mr David L Brown (deputy Clerk to Governors)

Quorum: 4 Governors

1. Apologies for Absence

Apologies were accepted for Mrs J Nichol (work commitment).

2. Declarations of Interest in Agenda Items

None

3. The Minutes of the Meeting of the Sub-Committee on 13th November 2017 -F&P 201718(13) - were approved as circulated and signed.

4. Matters Arising

4.1 A book of Business Interests is required for full Governors' meetings, so that at the start of meetings such interests can be up-dated by Governors as a matter of routine.

Rachael McMann as Clerk was asked to produce this in time for the 8th March 2018 meeting.

4.2 The Annual Accounts have now been filed. The Annual Accounts Return has also been completed, audited and submitted to DfE.

4.3 Health and Safety work is to be a future agenda item.

5. Management Accounts to 31st January 2018

Mr D Chappell had circulated these accounts -F&P201718(14).The year to date surplus shown of £93K looks good, but it should be borne in mind that, before the end of the financial year, that surplus is sure to erode. He saw no reason to change the budget for the full year at this early stage in the year; he would hope that the year-end figures would show some improvement on the budgeted deficit, however.

He suggested that items to monitor over the coming months were a) Lettings, b) Supply and c) ICT spend (it was agreed that it was too soon to know how the new appointment of an IT adviser would impact on the current year's figures).

Training costs were typically higher in the early part of the academic year. Costs of advertising (including for extra pupils) were up, but Mr Buckland considered the early signs were that the money had been well spent. Income and expenses relating to the Maths Hub Project, in which Nadine Ford as Head of Maths is involved, would be expected to balance off against each other by the year end.

6. Bank Accounts and Cash Flow

The cash in hand of £2,018k is largely CIF money, yet to be spent, and much of it will need to be spent by 31st August 2018.

A discussion on available interest on short term cash balances then took place; it was agreed that a rate of below 1% had to be accepted in the current market.

Reference was made to the reorganization of all banks to ring fence domestic accounts from others (in the interests of retail security); it is not yet known how the School as a Charity will be treated. **Enquiry needs to be made of HSBC (Mr Chappell).**

7. Budget Forecasts

The funding forecast for 2018/19 cannot yet be produced, as only 6th form allocations have been published to date. 6th Form pupil numbers in 2018/19 will be critical, Mr Buckland said. The 2018/19 budget should be consolidated for the next Committee meeting. It was agreed that, with the steps already taken to reduce the potential deficit for 2017/18, the School had just about done all that could be done, if, as is the policy, staff numbers are to be kept at current levels, available courses are to be delivered as intended and the ethos of the School maintained.

8. CIF expenditure

The figures to 31st January 2018 had been circulated.

There was poor to bad roof work done, which had led to water intrusion from melted snow at the front of the main building. Two events, three days apart, had occurred.

Visual inspections by school staff had revealed botched work on the roof; in particular, gaffer tape had been used where proper sealing was needed, and the gaffer tape covered up by paint.

The main contractor had orally accepted responsibility and discussions were current as to who should be engaged to remedy the defective work and how soon the work could be done (urgency being of the essence with further snowfalls in prospect).

The building contract will need to be examined to establish the provisions, if any, for continuing liability for defects, and any contractor engaged by the School should, it must be agreed with the Main Contractor, in writing, not prejudice the Main

Contractor's liabilities for defective work and the claims which would arise in the short, and maybe the longer term, from defective work.

Consideration needs to be given to the School engaging an expert building surveyor at the main contractor's expense, so that "his" evidence will be available if matters come to court.

The present hope is that the £15k retention on the main contract will cover the damage already caused to a lap-top and carpets (estimate cost £1k) and the cost of rectification if the school decides to engage its own contractor.

The replacement of the mobile [aerial] has been held up by the unexpected discovery of a gas pipe. However, the concrete base is now in place and the frame should go up this week (weather permitting).

E3Cube have extended the period within which the work needs to be completed for grant purposes to the end of April but a further extension to the end of August is needed.

The Life Safety Work should be completed by the end of March'18. It was tendered late, hence the delay. Promises on safety concerns while the work was being done have not been met (eg work has started before the agreed time of 6pm and doors have not been usable during hours when the students are still in the building).

The other area of concern is the effectiveness of the safety gates (see under "Maintenance").

The boiler project went well.

Mr Nick Henderson is due the Governors' special thanks for his part in trying to ensure that the work on the Life Safety Project has proceeded properly and on time.

9. Maintenance Report (F&P201718916))

The three pedestrian gates are now mainly in order (it needed five sub-contractors' visits) but the sliding main gate has suffered, it is believed, as a result of the two sensors not being properly secured.

Remedial work is needed on various doors.

10. Headteacher's Update

This will follow his coming meeting on the Master Plan.

11. Any Other Business

The HMRC inspection has been carried out and the school was complimented on its record keeping.

The new mini-bus has been ordered and, with its art work, should be ready for use by the end of March 2018.

12. Date of next meeting- 30th April 2018-6pm

Meeting closed 7.10pm