

## **HOLYROOD ACADEMY TRUST**

Company Number: 7341523  
A Company Limited by Guarantee  
Registered in England

### **Minutes of Finance and General Purposes Committee Meeting held at Holyrood Academy On Wednesday 11<sup>th</sup> November 2015, at 5.30pm**

#### **PRESENT:**

Ann Adams, Stuart Cochrane, Matt Collins, Margaret Mercer, Tina Coles (Company Secretary /Clerk), Paula Gibson (Minutes Secretary)

**APOLOGIES** Martin Brook Ewen Cameron

#### **ABSENT:**

**IN ATTENDANCE:** Julie Pearce

#### **1. WELCOME**

TC welcomed all to the meeting, and apologised that some documents were not available prior to the meeting.

#### **2. APOLOGIES AND CONFIRMATION OF QUORUM**

Apologies were received from Martin Brook and Ewan Cameron - It was noted that a quorum was present.

#### **3. DECLARATION OF PECUNIARY INTERESTS.**

No Pecuniary Interests were declared

#### **4. APPOINTMENT OF COMMITTEE CHAIR**

SC was appointed, unopposed, to the role of Chair of the F&GP Committee.

#### **5. AGREEMENT OF COMMITTEE TERMS OF REFERENCE**

The terms of reference (ToR) were circulated for discussion – TC pointed out the following amendments –

- The Responsible Officers reports were now included
- The monitoring of Unofficial Funds was removed, as they are now incorporated into the main accounts.
- The membership of the committee was amended to four governors
- The purpose was amended to say that the Committee has delegated responsibility as per the wording in the Holyrood Finance Policy and Procedures.

**Action: TC to amend ToR**

#### **6. MINUTES FROM 30<sup>th</sup> JUNE AND MATTERS ARISING**

The minutes were agreed and approved.

SC signed the minutes as a true and accurate reflection of the meeting held on the 30<sup>th</sup> June 2015.

Action	Update
Governors to pick out 3 or 4 most relevant KPI's and confirm to TC	Ongoing from March 2015 meeting
Staffing matrix to be provided to Governors	Included in the Business Plan
A declared pecuniary interest template to be sent to TC	Complete
Add page numbers to H&S Policy	Complete
Check how often Fire Drills should take place	There is no statutory guidance on this, but it is best practice to hold a fire drill on a termly basis – the Health and Safety reports have been amended accordingly
Forward information regarding checks on Driving License's	Staff, who drive the school mini bus, are obliged to inform the Academy of any endorsements to their licence.
The Safeguarding Policy should have reference to the Safer Recruitment Policy and Procedures	Complete
Staffing Matrix (including Sixth form split out) to be reviewed at future F&GP meetings	This has been part of the Business Plan and the reorganisation of the 6 <sup>th</sup> Form curriculum offer
Check the F&GP's Term of Reference regarding approval for the budget	Complete

## 5. UPDATE ON 2014/15 ACCOUNTS INCLUDING TRUSTEES REPORT

Trustees Report Guidance 31/08/15 )  
 Trustees Report for Year Ending 31/0/15 ) were circulated  
 Governance Statement )

Governors will meet with Bishop Flemming to review the accounts prior to the full governing body meeting on the 3<sup>rd</sup> December, as they were not available for this meeting.

### Trustees Report for year ending 31/08/15

The following amendments were discussed and agreed;

- It was pointed out that there must be at least 2 parent trustees (page 2)
- Para – Organisational Structure to be amended to say “It receives reports from its Committees” (page 3)
- F&GP Committee Para – to include reference to the Health and Safety Committee
- To add any additional collaborations e.g. SASH, Somerset Challenge

Governors were asked to forward to TC any further queries. TC to then update accordingly and forward to Bishop Fleming.

**Action: TC to update Trustees Report for year ending 31/08/15**

#### Governance Statement Guidance

Governors asked for clarification of where internal controls were documented – TC confirmed that these were in appendix 5 Finance Policy and Procedures.

Governors asked for a statement regarding “best practice / collaboration statement” be added where appropriate.

No other queries were raised at the meeting, but Governors were asked to forward any queries to TC. TC will then forward to Bishop Flemming

**Action: TC to update Governance Statement**

### **6. UPDATE FINANCE POLICY AND PROCEDURES**

This was circulated at the meeting along with guidance notes from the Academies Financial Handbook 2015, to which TC had made annotations to show where the amendments had been made to the policy.

The following details were brought to Governors attention and discussed;

- Section 1.2: Financial Notice to improve – this is a new section to the policy – Page 2
- The Seven Principals of Public Life have been added – Page 5
- It was clarified that board meetings are held at least 3 time a year
- Up to date details of governance are now included on the Academy’s website
- The financial transaction process has been increased to a maximum limit of £250K – Page 20

TC then drew attention to other changes to the Finance Policy and Procedures as highlighted in the document;

- The inclusion of an up to date inventory of items of £1000 or more
- The inclusion of the role of Financial Assistants including the preparation of the payroll
- Removal of the unofficial funds reconciliation (2.7.1) as it is no longer applicable
- The use of the internal and external expertise (4.1)
- Removal of para 6.6.3, as this is duplicated
- 7.1.8 – details about how physical cash is taken to the bank
- 13.2 – Operation aspects of how staff are appointed
- Appendix 3 – Division of duties chart has been updated
- Appendix 5 – Statement on Systems of Internal Financial Control has been updated

Governors asked for clarification regarding some of the terminology in the document- AA explained that Members were the original signatories to the memorandum of understanding (AA, SC, GA, JS and JP) – there has to be three members and they

cannot resign unless minuted at the AGM – although it was pointed out that there has to be a minimum of 3 members.

Trustees are the other Governors, who are accountable to the members.

AA explained that in the event of a MAT being set up, the system would have to be amended.

Governors were asked to forward any queries regarding the Finance Policy and Procedures, but subject to any queries, this policy was approved.

## **7. LGPS PENSIONS DISCRETIONS POLICY UPDATE**

This policy was circulated and TC explained that this was a model policy from Browne Jacobson, and relates to non-teaching employees.

The policy has no detrimental effect on staff.

Governors read and discussed the discretions to the policy, as there is a cost involved to the Academy, for scenarios involving staff aged between 55 and 60 years of age.

Governors agreed to adopt the policy as advised by Browne Jacobson – TC will now send this to the Pension Provider and publish this on the Academies website.

## **8. REPOSINBLE OFFICER REPORT – INCOME AND PURCHASING**

### Income Report

TC advised the meeting of the recommendations and action points as outlined.

### Purchasing Report

TC advised the meeting of the recommendations and action points as outlined.

Governors asked about Academy credit cards – TC explained that these are used for online purchases and are only held by TC and JP.

Governors were asked to forward any queries to TC.

## **9. FINANCE**

### **9.1 WRITE OFF REVIEW**

There were no “write offs” over £1000

### **9.2 UNOFFICIAL SCHOOL FUNDS**

JP circulated the Unofficial School Funds audit certificate for information

### **9.3 DATES FOR ACCOUNTS REVIEW SUB MEETINGS**

It was agreed to form an accounts review subcommittee, which would meet to review key variances and monitor the budget spend – the following dates were agreed;

11/12/15      To review the November Accounts

27/01/16 To review Month 4  
03/03/16 To review Month 5  
20/05/16 To review month 8  
22/06/16 Review to be held as part of the F&GP meeting

All meetings are to commence at 1.30pm

Appointed Health and Safety Governor – SC was appointed to this role, with the support of AA, and it was agreed that a H&S review would also take place at the same time as the accounts review subcommittee.

## **10. ANY OTHER BUSINESS**

### Resurfacing of the All Weather Surface (AWS)

HA has used the expertise of Nott's Sport in this area – they have been recommended by Hockey England. The tendering and specification process has now been completed, and all companies are on the list of preferred suppliers of Hockey England – TC circulated the Tender Return Assessment.

The recommended option was from McArdle Sport, subject to confirmation of their quality specifications. A discussion was held regarding “optional extras”, which included a dividing net and possible drainage. Any drainage work would come from the Academy's planned maintenance budget.

It was noted the AWS was a key area for students at lunchtimes, and that the additional of a dividing net would make the area more multi-purpose. Works could start in the February half term.

### Capital Works Update

The work on the flat roofs and skylights continues – this work has taken longer than anticipated but that this has been due to issues with the contractors – TC confirmed that there were no financial implications.

Work on the fire upgrade on lower site has progressed well, there has been some disruption, but unavoidable.

Work continues on CIP bids, and TC has been in contact with Mark Bothwell, who we have worked well with and who has been successful in previous years – a current building conditions report should now be written, which will have to be fully itemised including and asbestos removal work.

The floor in the sports hall has now become a health and safety issue, and this along with the rewiring of the main block are likely to form the new CIF bids – Governors discussed that these bids should also highlight the Academy’s expansion plans.

Chard Town Football Club (CTFC)

Discussions continue regarding CTFC using the facilities at the academy to build a 3G pitch – this would involve no financial cost for the Academy, but objections have been raised by not only the planning officers but the Town Council and Football Association.

Holyrood would not be in a position to support the use of a grass pitch for CTFC, but discussion continues regarding the upgrade of facilities which could possible include a future athletics track and field. TC and the Sports Development Officer continue to work hard on these plans.

**MEETING CLOSED AT 7.25pm**

**CHAIR:**

Approved as a true and accurate record of the meeting;

..... Signed

..... Date

**SUMMARY OF ACTIONS – 11<sup>th</sup> NOVEMBER 2015:**

Action	By Whom	By When
Amend F&GP Terms of Reference	TC	By next meeting
Amend Trustees Report for year ending 31/08/15 with agreed actions.	TC	Completed
Amend Governance Statement for year ending 31/08/15 with points.	TC	Completed
Send a copy of the LGPS Employer Discretion Policy to the pension provider and publish on the Academies website.	TC	Asap