



OLCHFA SCHOOL GOVERNING BODY
Minutes of the Finance & Resources Committee meeting held in
the Conference Centre at the school at 5.15 pm on
Wednesday 15 November 2023

Present: Ms Ros Colasanto Mr Matthew Jones (6.15 pm - following a previous meeting)
Mrs Jennifer Howells Mr Julian Kennedy
Mrs Bev Jones Mrs Jennifer Raynor
Cllr Jeff Jones Mr Ian Stewart

Apologies: Mrs Karen Holland

In attendance: Mr Simon Roberts, Business and Finance Director
Mrs Jan Platt, Clerk to the Governing Body

		ACTION
F&R23.01	Apologies	
1	Apologies were received and accepted from Mrs Holland.	
F&R23.02	Elect Chair of the Committee for 2023-2024	
2	Mrs Bev Jones was confirmed as Chair of the Committee for the academic year.	
F&R23.03	Terms of Reference	
3	The Terms of Reference were agreed.	
F&R23.04	Minutes of the last meeting (17 May 2023) and matters arising	
4	The minutes were agreed to be a true record. There were no matters arising that would not be covered during the meeting.	
F&R23.05	Budget Update – November 2023	
5	Governors had received the budget information in advance of the meeting. Mr Roberts explained the figures under the various headings and the reserve amount, and, following discussion, Governors accepted the budget update.	
F&R23.06	Strategic Plan Update 2023-2027	
6	Governors had received the Strategic Plan in advance. Following discussion they accepted the update and the Chair thanked Mr Roberts for the detailed information he had provided.	
F&R23.07	Suppliers over £10k analysis	
7	Mr Roberts said that the auditor had informed him that he should be reporting information on suppliers to Governors more often. Governors approved the list and gave Mr Roberts permission to exceed £10k if necessary.	
F&R23.08	Charging and Remissions Policy 2023	
8	Mr Roberts explained that there was one mistake under music tuition – the cost per pupil was £60 rather than £40. Governors discussed and agreed the policy.	

<p>F&R23.09 9</p>	<p>Lettings and Hire Charges Policy 2023 As noted, this had been agreed at the Premises, Health & Safety, Educational Visits Committee as, following the completion of the 3G pitch, Mr Roberts had been keen to take bookings from local clubs. Governors agreed the policy.</p>	
<p>F&R23.10 10</p>	<p>School Fund Constitution 2023-2024 Governors discussed and agreed the constitution.</p>	
<p>F&R23.11 11</p>	<p>School Fund Spend Plan 2023 Governors discussed and agreed the plan when the word 'prolonged' had been removed.</p>	
<p>F&R23.12 12</p>	<p>Capital Investment</p> <ul style="list-style-type: none"> • Governors discussed and agreed that provision of appropriate changing rooms was vital. They noted that Mr Roberts would also explore grant funding and agreed that, should the project cost more than estimated, Mr Roberts could email out for quick approval. Governors approved the project. • Governors agreed that the Sixth Form common room would benefit, for many reasons, from an upgrade. Mr Roberts explained that he would hope to get the work done during the Easter holidays. Governors approved the project. 	
<p>F&R23.13 13</p>	<p>Design Technology replacement equipment Governors agreed that, as it was not possible to repair the laser cutter, a new one be purchased.</p>	
<p>F&R23.14 14</p>	<p>Benenden cover 2023/24 Governors agreed that cover continue for those staff and Governors who had joined the scheme.</p>	
<p>F&R23.15 15</p>	<p>SLT mobile phone allowance 2023/24 This needed further discussion by SLT and would be brought back to Governors in due course.</p>	
<p>Cllr Jeff Jones left the meeting at 7.18 pm, declaring an interest in the next agenda item.</p>		
<p>F&R23.16 16</p>	<p>Audit Report - October 2023 Governors had received the audit report in advance. The report was largely very positive but the overall rating was not the highest. Mr Roberts explained some of the more negative judgements. Governors discussed and asked the Clerk to record the fact that they supported all Mr Roberts's decisions and did not necessarily agree with all the recommendations in the report.</p>	
<p>F&R23.17 17</p>	<p>To note the date of the next meeting - Wednesday 13 March 2024 Governors noted the date of the next meeting</p>	

There being no further business, the meeting concluded at 7.40 pm.