

CROMWELL COMMUNITY COLLEGE

**Minutes of the Meeting of the Governors' Property and Finance Committee
held on Thursday, 26 April 2012**

		<u>ACTION</u>	
	<p><u>Present</u> Mrs Liz Fox (Vice Chair), Mrs Pat Goodjohn, Mr. Lee Bevens, Mr. Graham Smy, Mr. Danny Baverstock, Miss Laura Garlick, Ms Jane Chudleigh, Mrs Carol Middlemass, Mrs Theresa Webber (Clerk to the Governors)</p>		
3.1	<p><u>Apologies</u> Mr. Andy Behagg, Mrs Florence Newell and Mr. Jed Roberts</p> <p>Members accepted the apologies.</p>		
3.2	<p><u>Declarations of Interest</u></p> <p>None</p>		
3.3	<p><u>Minutes of the last meeting – 22 March 2012</u></p> <p>The minutes of the final meeting were confirmed as a true record and signed by Mrs Liz Fox.</p> <p>Proposed: Mrs Goodjohn Seconded: Miss Garlick</p>		
3.4	<p><u>Matters arising from the Minutes</u></p> <p>None</p>		
3.5	<p><u>Statement of Internal Control</u></p> <p>Members went through the statement and were satisfied that the internal controls systems at the College were adequate and effective.</p> <p>Members authorised the Principal, Chair of Finance Committee and the Chair of Governors to sign the Statement of Internal Control</p> <p>Proposed: Mrs Fox Seconded: Mr. Baverstock</p>		
3.6	<p><u>Best Value Statement</u></p> <p>Members went through the Best Value Statement and noted there had been no amendments. Members had no amendments to add.</p> <p>Members authorised the Principal, Chair of Finance Committee and the Chair of Governors to sign the Best Value Statement.</p> <p>Proposed: Mrs Goodjohn Seconded: Miss Garlick</p>		

Signed _____

Date _____

Chair

3.7	<p><u>Budget 2011/2012 Carry Forward Declaration</u></p> <p>Mrs Middlemass went through the report which is produced for the Local Authority (LA). £248,000 carry forward for the School Fund and £12,000 capital. The College is able to take forward 10% of the budget before funds are clawed back The All-Weather Pitch is showing a deficit of £845.00; however this has now gone forward into the new financial year as a positive figure of £2,044.64. These figures are under the 10%.</p> <p>Members approved the Budget 2011/2012 Carry Forward Declaration.</p> <p>Proposed: Mr. Baverstock Seconded: Mr. Bevens</p>	
3.8 3.9 3.10	<p><u>County Budget 2012/2013</u></p> <p><u>Academy Indicative General Annual Grant (GAG) Budget (4 Month) – 2012</u></p> <p><u>Budget 2012/2013</u></p> <p>These three items were discussed simultaneously. As the College has not converted to Academy Status Mrs Middlemass has prepared two budgets. Currently the College is working with the County budget. If the College converts on 1 May, the college will revert to the GAG budget.</p> <p>Mrs Middlemass went through the reports. With regard to the County Budget, Mrs Middlemass needs to check ring-fencing. The rates figure under item 3.10 is incorrect; however these are funded and will not impact on the budget.</p> <p>The College has not received any final decision on the BSF Sinking Fund. If this is refunded the amount will be in the region of £52,000.</p> <p>Item 3.9 shows Academy funding from the YPLA for the four months from 1 May to 31 August. These figures included the LAPSEG which the LA retained. Academies receive these funds direct. This budget does not include special needs funding or pupil premium.</p> <p>Members recommended ratification of the Budget 2012/2013 and the Academy Indicative General Annual Grant (GAG) Budget (4 Month) 2011 to Main Governors</p> <p>Proposed: Mr. Graham Smy Seconded: Mrs Pat Goodjohn</p>	
3.11	<p><u>Academy Buy-Back Services</u></p> <p>Mrs Middlemass went through the salient points.</p> <p>Members approved the Academy Buy-Back Services.</p> <p>Proposed: Mrs Fox Seconded: Mr. Bevens</p>	
3.12	<p><u>FM Contract - MITIE</u></p> <p>Members went through the report. Mrs Middlemass advised that a final figure from MITIE will not be available until the new build and refurbishment are complete.</p>	

Signed _____

Date _____

Chair

	<p>Members felt the reply from MITIE lacked any depth of meaning and that the College could get comparable quotes. Members were aware that a specification would be needed to obtain alternative quotes.</p> <p>Members requested that the Finance and Admin Manager ask MITIE to provide a detailed breakdown of the services, along with costings and frequency of service for each area.</p>	CMM	
3.13	<p><u>Academy – LGPS Employer Contribution Rate Assessment</u></p> <p>Mrs Middlemass went through the report. The DfE does not wish schools to be out of pocket. Members considered the options.</p> <p>Members agreed that the college would opt for the 19% draft temporary rate.</p> <p>Proposed: Mrs Goodjohn Seconded: Mr. Smy</p>		
3.14	<p><u>Budget – All Weather Pitch</u></p> <p>Mrs Fox distributed a Balance Sheet for the AWP at the meeting. Currently there is a profit of £2,044.64.</p> <p>Mrs Fox advised that she attended a meeting of the AWP Management Committee last week. Lettings are slow, particularly at this time of year and the Committee are undertaking a publicity drive.</p> <p>The Football Association are trying to organise a 6-a-Side Football league and have booked the pitched for 2 nights a week Tuesdays and Thursdays from 1 April to September.</p> <p>There are a number of AWP's in the area, so will be a slow process to increase bookings. Vandalism has quietened down. The AWP Committee need to employ someone from next September from 5.00pm-9.00pm to generate business and to open/close the pitch. The Leisure Centre might be able to also buy some additional hours if they wished.</p> <p>Mr. Cooper from the AWP Management Committee is meeting with Mrs Middlemass and Mrs Fox to put a forecast budget together for the next year.</p> <p>Members noted the report</p>		
3.15	<p><u>Date and Time of Next Meeting</u></p> <p>Thursday, 28 June, 2012 at 6.15pm</p>		
	<p>The meeting closed at 6.45pm</p>		

Signed _____

Date _____