

Finance and Personnel Committee Meeting

5.30 pm on Thursday 22nd February 2024

Minutes of the finance and personnel committee meeting on Thursday 22nd February 2024 at 5.30pm via Teams.

Membership	Mr G Monaghan, Chair
(A) Denotes absence	Ms K Davies, Head
	Mr D Dennington
	Mr A Gupwell
	Mr C Hankinson
	Ms H Maillet-Vioud – from 6.03 pm

In attendance	Mr S Northedge, Clerk to the Governing Body
	Mrs S Fletcher, School Business Manager

Reference		Action
FP2/23-24/01	Apologies for absence	
	Apologies for absence were received from Helene Maillet-Vioud for her lateness. Governors agreed and accepted these apologies.	
FP2/23-24/02	Declarations of interest	
	Governors were reminded of the requirement to consider any declaration of interest, either direct or indirect, for items of business on the agenda. No governor expressed a personal benefit through attendance at the meeting.	

FP2/23-24/06	School Fund	
	<p>a. Applications to Consider</p> <p>Sadie Fletcher gave details of the Funweek and explained that this was overspent by £2195.00 and asked if this could be funded from the School Fund.</p> <p>It was previously agreed that broken staff glasses would be paid for by the school with a total cost of £100.</p> <p>A hoist for the outdoor play area has been purchased at a cost of £1064.41.</p> <p>The remaining IT funding from the £5000 already agreed is £3927 for projectors and wheelchair friendly stands.</p> <p>This makes a total request of £7286.41 from the School Fund.</p> <p>Governors agreed to the virement of £7286.41 from the School Fund into the main school budget to fund these purchases.</p> <p>There are no further applications for School Fund money to support other areas other than the memory tree discussed at a previous meeting.</p> <p>It was noted that fundraising by Gordon Monaghan for the hoist had still got a further £3000 that could be spent on other projects.</p> <p>b. Audit</p> <p>The audit of the school fund up until 31/08/23 had been completed by SAAF Education and the certificate shared with governors.</p> <p>The balance at the end of the year was £67,131.40. Sadie Fletcher gave details around the figures and explained how the change in bank accounts meant that receipts included the money transferred between the old and new accounts.</p> <p>There were no recommendations on the audit.</p> <p>Governors noted the 2022-23 School Fund accounts audit.</p> <p>Governors then discussed the remaining funds within the School Fund and how consideration needed to be given to how this might be spent, including the possibility of further improving the Lea outdoor space and the replacement of rotting items within the Cherry playground.</p>	
FP2/23-24/12	Determinations of confidentiality and communication	
	Governors agreed that there were no confidential items discussed at the meeting.	

The meeting closed at 7.26 pm.

MONTH: 01/08/22-31/09/2022

	£56,590.86
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INCOME

EXPENDITURE

Total INCOME:	£8,955.34
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Total of payment breakdown columns:	0.00
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Balance from Santander Bank Statement:	31/09/22	£39,685.22
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£39,685.22
Balance from TSB Bank Statement	31/09/22	£25,860.98
TOTAL balance for banks		£65,546.20
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£8,955.34
Cash Book Payments to Date		£0.00
Cash Book Balance as at:		£65,546.20

ASH LEA SCHOOL FUND Sept 2018 - Aug 2019

[illegible]

MONTH:	Oct-22
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INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
10/1/2022	Credit interest TSB			2.13	2.13
10/11/2022	school money donation	5.00			5.00
10/18/2022	school money donation	5.00			5.00
10/27/2022	school money donation	10.00			10.00
10/13/2022	donation - hardy	50.00			50.00
10/14/2022	donation - preston	80.00			80.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		150.00	0.00	2.13	152.13

Total INCOME:	152.13
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Balance from SANTANDER Bank Statement:	31.10.2022	£39,705.22
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£39,705.22
Balance from TSB Bank Statement	31.10.2022	£25,993.11
TOTAL balance for banks		£65,698.33
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£9,107.47
Cash Book Payments to Date		£0.00
Cash Book Balance as at:		£65,698.33

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH:	Nov-22
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INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
11/1/2022	credit interest tsb			2.21	1.35
11/15/2022	school money	27.00			27.00
11/22/2022	school money	22.00			22.00
11/29/2022	school money	16.00			16.00
11/30/2022	Children in Need	105.40			105.40
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		170.40	0.00	2.21	171.75

Total INCOME:	172.61
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Balance from Santander Bank Statement:	30.11.2022	£39,875.62
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£39,875.62
Balance from TSB Bank Statement	30.11.2022	£25,995.32
TOTAL balance for banks		£65,870.94
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£9,280.08
Cash Book Payments to Date		£0.00
Cash Book Balance as at:		£65,870.94

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH: Dec-22

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
12/10/2022	credit interest tsb			2.14	2.14
06/12/22	school money	34.00			34.00
12/7/2022	Cheque deposit black/benne	1960.00			1960.00
12/13/2022	school money	12.00			12.00
12/20/2022	school money	27.00			27.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		2033.00	0.00	2.14	2035.14

Total INCOME: 2035.14

Balance from Santander Bank Statement:	31.12.2022	£41,908.62
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£41,908.62
Balance from TSB Bank Statement	31.12.2022	£25,997.46
TOTAL balance for banks		£67,906.08
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£11,315.22
Cash Book Payments to Date		£0.00
Cash Book Balance as at:		£67,906.08

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH: Jan-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
1/10/2023	school money	6.00			6.00
1/10/2023	school money	11.00			11.00
1/1/2023	interest tsb			2.21	2.21
1/31/2023	amazon - smile donations	31.93			31.93
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		48.93	0.00	2.21	51.14

Total INCOME: 51.14

Balance from Santander Bank Statement:	31.01.2023	£41,925.62
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£41,925.62
Balance from TSB Bank Statement	31.01.2023	£26,031.60
TOTAL balance for banks		£67,957.22
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£11,366.36
Cash Book Payments to Date		£0.00
Cash Book Balance as at:	31.01.2020	£67,957.22

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH: Feb-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
2/1/2023	Interest TSB			2.21	2.21
2/8/2023	Rotary club donation	825.00			825.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		825.00	0.00	2.21	827.21

Total INCOME: 827.21

Balance from Santander Bank Statement:	28.02.2023	£41,925.62
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£41,925.62
Balance from TSB Bank Statement	28.02.2023	£26,858.81
TOTAL balance for banks		£68,784.43
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£12,193.57
Cash Book Payments to Date		£0.00
Cash Book Balance as at:		£68,784.43

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00
Total of payment breakdown columns:			0.00		

TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH: Mar-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
3/1/2023	Interest TSB			£2.05	£2.05
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
					£0.00
TOTALS:		£0.00	£0.00	£2.05	£2.05

Total INCOME: 2.05

Balance from Santander Bank Statement:	31.03.2023	£41,925.62
Plus Outstanding Credits:		
Less Unpresented Cheques:	2996	£105.40
Adjusted Current Account Balance		£41,820.22
Balance from TSB Bank Statement	31.03.2023	£17,621.86
TOTAL balance for banks		£59,442.08
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£12,195.62
Cash Book Payments to Date		£9,344.40
Cash Book Balance as at:		£59,442.08

EXPENDITURE			
DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT
3/20/2023	ALS Virement	5	£1,200.00
3/20/2023	ALS Virement	6	£8,039.00
16.03.2023	Children in need	2996	£105.40
			£9,344.40
Total of payment breakdown columns:			£9,344.40

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
3/20/2023	ALS Virement	5	£1,200.00		
3/20/2023	ALS Virement	6	£8,039.00		
16.03.2023	Children in need	2996	£105.40		
			£9,344.40		£0.00
Total of payment breakdown columns:			£9,344.40		

TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
	£1,200.00				
	£8,039.00				
	£105.40				
£0.00	£9,344.40	£0.00	£0.00	£0.00	£0.00

DETAILS OF SUNDRIES

Forest School from Nottscuts
Thornalley playground from donation

MONTH: Apr-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
4/1/2023	TSB interest			1.98	1.98
4/24/2023	donation Amazon Smile	27.59			27.59
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		27.59	0.00	1.98	29.57

Total INCOME: 29.57

Balance from Santander Bank Statement:	30.04.2023	£41,925.62
Plus Outstanding Credits:		
Less Unpresented Cheques:	4996	£105.40
Adjusted Current Account Balance		£41,820.22
Balance from TSB Bank Statement	30.04.2023	£17,651.43
TOTAL balance for banks		£59,471.65
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£12,225.19
Cash Book Payments to Date		£9,344.40
Cash Book Balance as at:		£59,471.65

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH: May-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
5/1/2023	TSB Interest			1.45	1.45
05.05.2023	Rushcliffe Rotary Club	1250.00			1250.00
19.05.2023	Amazon Smile	67.27			67.27
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		1317.27		1.45	1318.72

Total INCOME: 1318.72

Balance from Santander Bank Statement:	31.05.2023	£0.00
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		£0.00
Balance from TSB Bank Statement	31.05.2023	£18,970.15
TOTAL balance for banks		£18,970.15
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£13,543.91
Cash Book Payments to Date		£51,164.62
Cash Book Balance as at:		£18,970.15

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
03.05.2023	Account Closed		41925.62		
03.05.2023	Unrepresented CHQ	2996	-105.40		
			41820.22	0.00	0.00

Total of payment breakdown columns:	41820.22
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
	41925.62				
	-105.40				
0.00	41820.22	0.00	0.00	0.00	0.00

DETAILS OF SUNDRIES

0.00

MONTH: Jun-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
01.06.2023	Interest TSB			1.60	1.60
06.06.2023	Schoolmoney	11.00			11.00
06.06.2023	Santander closed transfer	41925.62			41925.62
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		41936.62	0.00	1.60	41938.22

Total INCOME: 41938.22

Balance from Santander Bank Statement:	30.06.2023	£0.00
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		
Balance from TSB Bank Statement	30.06.2023	£60,908.37
TOTAL balance for banks		£60,908.37
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£55,482.13
Cash Book Payments to Date		£51,164.62
Cash Book Balance as at:		£60,908.37

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00
Total of payment breakdown columns:			0.00		

TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	£0.00

MONTH: Jul-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
01.07.2023	Interest TSB			4.32	4.32
17.07.2023	G Monaghan	4820.86			4820.86
25.07.2023	Charity Football match	1142.85			1142.85
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		5963.71	0.00	4.32	5968.03

Total INCOME: 5968.03

Balance from Santander Bank Statement:		£0.00
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		
Balance from TSB Bank Statement	31.07.2023	£66,876.40
TOTAL balance for banks		£66,876.40
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£61,450.16
Cash Book Payments to Date		£51,164.62
Cash Book Balance as at:		£66,876.40

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00
Total of payment breakdown columns:			0.00		

TRANSPORT	REIMBURSEMENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH: Aug-23

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
01.08.2023	Interest			5.40	5.40
30.08.2023	Making local Donation	249.60			249.60
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		249.60		5.40	255.00

Total INCOME: 255.00

Balance from Santander Bank Statement:		
Plus Outstanding Credits:		
Less Unpresented Cheques:		
Adjusted Current Account Balance		
Balance from TSB Bank Statement	31.08.2023	£67,131.40
TOTAL balance for banks		£67,131.40
Cash Book Opening Balance		£56,590.86
Cash Book receipts to date		£61,705.16
Cash Book Payments to Date		£51,164.62
Cash Book Balance as at:		£67,131.40

EXPENDITURE

DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
			0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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TRANSPORT	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

MONTH:

INCOME

DATE	DETAILS	DONATION	FUND RAISING	INTEREST	BANKING
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
					0.00
TOTALS:		0.00	0.00	0.00	0.00

Total INCOME:	0.00
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Balance from Santander Bank Statement:	30.09.17	£0.00
Plus Outstanding Credits:		£0.00
Less Unpresented Cheques:		£0.00
Adjusted Current Account Balance		£0.00
Balance from TSB Bank Statement	30.09.17	£0.00
TOTAL balance for banks		£0.00
Cash Book Opening Balance		£0.00
Cash Book receipts to date		£0.00
Cash Book Payments to Date		£0.00
Cash Book Balance as at:	30.09.17	£0.00

EXPENDITURE

	DATE	PAYEE	CHEQUE NUMBER	TOTAL BANK PAYMENT	EXTENDED SERVICES	FIELD TRIP
				0.00	0.00	0.00

Total of payment breakdown columns:	0.00
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MINIBUS	REIBURSE MENT	SOCIAL EVENTS	MATERIALS & EQUIP	POSTAGE	SUNDRIES
0.00	0.00	0.00	0.00	0.00	0.00

DETAILS OF SUNDRIES	INSURANCE	PETTY cash	Repairs & RENEWALS	COMPUTER SHOP DISPLAY	REFUSE ALARM CONTRACT	SUNDRIES
	0.00	0.00	0.00	0.00	0.00	0.00

DETAILS OF SUNDRIES

[illegible]



ASH LEA SCHOOL FUND AUDIT CERTIFICATE

Certified Summary of School Fund Transactions relating to the year ended 31/08/2023

RECEIPTS	£	PAYMENTS	£
Total Receipts (as overleaf)	61,705.16	Total Payments (as overleaf)	51,164.62
Balance as at beginning of year	56,590.86	Balance as at end of year *	67,131.40
Total	118,296.02	Total	118,296.02

CERTIFICATE OF HEAD TEACHER	STATEMENT OF BALANCES	£
I certify that the above is a complete summary of the transactions incorporated in the school fund and that no activities which should be dealt with through the fund are excluded. Headteacher Date	Current Account at TSB Bank	67,131.40
	Account at Santander Bank (now closed)	0.00
	Unreconciled Cheques	
	Unreconciled Income	
	Cash in Hand	
	Total at 31/08/2023 *	67,131.40

* These two amounts should agree.

STOCK OF GOODS FOR RESALE	£

Notes: No unreconciled items.

AUDIT CERTIFICATE

I certify that the above summary of receipts and payments relating to the year are in accordance with the books and vouchers presented to me with information and explanations given by the Head Teacher. The statement of the year-end balances has been verified.

Name of Auditor: Dom Lester

Signed: *D Lester*

Date: 24.01.2024



SCHEDULE OF RECEIPTS AND PAYMENTS IN RESPECT OF THIS YEAR ENDING 31/08/2023

(N.B. Brought forward balances should be ignored)

RECEIPTS	£	PAYMENTS	£
Donation	61,675.62	Reimbursement	51,164.62
Interest	29.54		
TOTAL C/FWD (OVERLEAF)	61,705.16	TOTAL C/FWD (OVERLEAF)	51,164.62