

**University Academy of Engineering Finance & General Purposes Committee
Meeting**

5.00 - 6.00 pm on Monday, 6 November 2017
in University Academy of Engineering - Trafalgar Street, London SE17 2TP

Agenda

<i>No.</i>	<i>Time</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
1.		Welcome and apologies		NF
2.		Declarations of interest		NF
3.		Minutes of previous meeting	3 - 4	NF
4.		Matters arising	5 - 6	NF
Items to discuss				
5.		Financial management report	Verbal Report	CV
6.		Pupil premium expenditure	Verbal Report	JT
7.		Premises report	7 - 8	JT

**Date of next meeting
5.00 pm on Wednesday, 28 February 2018**

Members: Rao Bhamidimarri, Natalie Ferer (Chair) and John Taylor

In attendance Claire Viner and Alexander Enibe

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**Minutes of the meeting of the University Academy of Engineering Finance & General Purposes Committee
held at 5.00 pm on Wednesday, 10 May 2017
University Academy of Engineering - Trafalgar Street, London SE17 2TP**

Present

Natalie Ferer (Chair)
Rao Bhamidimarri
Michael Broadway

Apologies

Gary Nelson

In attendance

Dan Smith
Pervena Singh (Clerk)

1. Welcome and apologies

The Chair welcomed the governors to the meeting, and notified governors that the committee meeting may be adjourned early, as governors have been invited to join the OfSTED debriefing meeting, following the two day inspection.

The committee noted the Principal's apologies, in light of the ongoing OfSTED inspection.

2. Declarations of interest

No governor declared any conflict of interest in any item on the agenda.

3. Minutes of previous meeting

The committee approved the minutes of the meeting held on Wednesday, 8 February 2017.

4. Matters arising

The committee discussed the pending matters arising of the previous meeting;

Agenda item 2 – Areas of saving within school budget will be made available at the next local governing body meeting in May, following a pre-review with the Chair of the committee, CEO and Business Manager.

Agenda item 3 – Pupil premium report to contain greater clarity on expected impacts.

Agenda item 4 – Greater focus on compliance and health and safety to be included in premises report

All other matters had been completed.

5. March 2017 financial management report

The committee discussed the March 2017 financial management report which forecasts a surplus of £34k as at 31st March 2017 against a budget surplus of £117k. The committee requested the total income for next year to be confirmed.

The committee noted that the expenditure is in line with the forecasted budget, staff costs have risen slightly in line with an increase by expected recruitment costs, mainly for the recruitment for the new Principal.

The Business Manager confirmed there to be no expected periods of large spending before the end of the academic year that could cause the balance of the budget to be significantly reduced.

The committee requested the inclusion of capital spending in the forecast, to provide governors with a detailed overview of the full budget.

The committee agreed to discuss the pupil premium at the next LGB meeting.

The Finance and General Purposes committee meeting was adjourned at 5.42pm to allow for governors to attend the final OfSTED feedback session.

**Date of next meeting
5.00 pm, on Wednesday, 1 November 2017**

Confirmed as a true record

..... (Chair)

**UNIVERSITY ACADEMY OF ENGINEERING FINANCE & GENERAL PURPOSES COMMITTEE -
WEDNESDAY, 10 MAY 2017
ACTION SHEET**

Agenda No	Agenda/Decision Item	Action	Officer	Action Status
5.	March 2017 Financial Management Report	<p>Future financial management report reports to include capital spending.</p> <p>Pupil Premium to be discussed at the next LGB meeting</p>	<p>Gary Nelson, Dan Smith</p> <p>Gary Nelson</p>	<p>To be completed before the next LGB and committee meeting.</p> <p>Included on 21st June LGB agenda.</p>

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UAE Premises (health and safety) Report:

Premises:

Judicium Education has audited our school site termly for health and safety compliance. From the audit we had no high risk issues but we have the below high actions which we are in the process of receiving quotations:

1. 5 year fixed electrical wiring inspection
2. Service contract for the lightning conductors

Health and safety management: The academy has made significant progress with the essential recommendation to provide appropriate health and safety training for all staff. It was reported that some new employees need to complete the training but in general appropriate training has been provided.

The key area of completing and reviewing risk assessments for school activities is reported to be in place.

The management are continuing to work through the remaining actions in order to demonstrate compliance with requirements.

Management risk assessment recommended actions: As planned, the academy should continue to work to complete any outstanding recommendations.

Fire risk assessment recommended actions: The academy continues to improve actions have been completed.

Other

A brief update on our facilities tasks:

The below tasks have no issues of concern:

Fire Extinguishers, Sprinkler system, Dry Risers, pumps and flow switch, Pat Test, Gas, Lift, Omnicare (refugee points and call system) and Kitchen alarm, Cleaners, Pest Control, Kitchen/Catering, Water

The below tasks have some issues and we are resolving them as we have made contact with the supplier to solve the issues:
CCTV, Alarm ADT (intruder), Access Control Doors and BMS not working properly

Fire and Bomb Evacuation Plan and SEN evacuation plan:

Although we have no issues we are constantly looking for safer procedures: We are looking for more secure solutions at the reception area.

First Aid: *We did not have any serious incidents*

Update of other tasks:

Reception: *We have new staff members and we are convinced that our Reception Staff will now be more friendly and Reception will operate in higher standards.*

Social Media and website: *We are in process to update our social media channels to promote our school.*

Lettings: *At the moment we do not have any lettings.*