



**CHESTERTON  
COMMUNITY COLLEGE**

**Chesterton Community College**

**Resources Committee Minutes**

**13<sup>th</sup> March 2012**

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### Resources Committee Minutes

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#### 1. Present:

Steve Hampson, Mark Patterson, Tracy Roden, Jim Warwick, Mary Sanders, Belinda Jones Katharine Hutchinson and Ayesha Tahir

#### 2. Apologies:

James Strachan, David Sharp, Alistair Wayne.

#### 3. Conflict of Interests:

None were declared

#### 4. Minutes of the last meeting:

The minutes from 18<sup>th</sup> October 2011 were approved as a true record, with the note that Steve Hampson had given apologies for the last meeting on 10.01.2012.

#### 5. Matters arising:

- Spot Checks for Health and Safety have been introduced. The County Audit has taken place and we await the report.
- We are working with Barclays to set up an overnight Deposit Account. We need to push Barclays to set up an automated authorisation facility. **Action:** Tracy Roden
- Review of Staff travel allowances

**Action:** Tracy Roden

- Barclay credit card has been set up

#### 6. Financial Regulations and Procedures:

- Tracy Roden presented these for approval. A discussion followed on the purchasing authorisation limits drafted by Tracy Roden. The Governors suggested that exceptions should be taken into account eg: only one specialist company offering a specific service. Amend section 6. **Action:** Tracy Roden
- Further thought should be given to value for money when organising trips that cost over a certain amount.

**Action:** Tracy Roden

- The regulations need to refer to: a) External Auditors  
b) The Audit Committee **Action:**

Tracy Roden

- Further thought to be given to the Responsible Officer role **Action:** Tracy Roden
- Risk register to go on next Agenda **Action:** Clerk

- Financial management report sent recently to the YPLA to be sent to the Resources committee.
- Add a section about accounting principles for the Sports Centre □ Section 304- Need to do a once a year back up test.

**Action:** Tracy Roden

- Head of ICT to change to “ICT and Systems Manager”

**Action:** Clerk

### **7. Academy Financial Update:**

- Take advice over capitalisation/Depreciation policy.

**Action:** Tracy

- Committee approved forecast budget at February 2012.
- Tracy presented the Academy balance sheet from September 2011 to January 2012.

### **8. Sports Centre Financial Update:**

- Tracy presented the financial update for the Sports Centre and the Balance sheet, the picture is very positive at this stage.

### **9. Resources Committee Policies:**

The committee accepted the recommended policies and would like to keep the Nutritional Standards Policy, attending to its monitoring.

### **10. A.O.B- none**

### **11. Date of next meeting:** 19<sup>th</sup> June 2012.