

**HOLMLEIGH GOVERNORS FINANCE COMMITTEE  
AGREED MINUTES OF VIRTUAL MEETING  
HELD ON 28 FEBRUARY 2023 AT 5PM**

**ATTENDEES:**

- Matt Caudle (Chair of Finance Committee) [MC]
- Margaret Boateng (Headteacher) [MB]
- Sophie Persson (Vice Chair of Governors) [SP]
- David Stranger-Jones (Chair of Governors) [DSJ]

**MINUTES:**

- Audit update and actions
  - 22 Feb meeting with the auditor
  - Waiting for a draft response/report, which we should be receiving shortly. This will include actions.
  - Auditor appeared broadly happy
  - Finance meetings - need to ensure specific documents that require signing off are in fact are signed off
  - Everything needs to go up on the school website as there are gaps there
- Budget vs Actual progress
  - MB met with Asha (bursar) and looked at staffing issues/costs as still waiting for other numbers from Hackney Education numbers (another meeting will be required once received)
  - Received 'Budget Monitoring Summary' document
    - MB will discuss at FGB meeting tomorrow
    - Some overspends because central gov increments imposed on school; back pay and school dinners
    - Still in surplus of £54,469
- Actions
  - MC to fix date of next Finance Committee meeting on Thurs 6th July 2023 at 5pm (virtual)
  - MB to circulate audit report to Finance Committee once received from auditor
  - MB to circulate budget numbers / analysis once received from Hackney Education
  - MB to determine whether extraordinary Finance Committee meeting is required to discuss budget

**END 5.30pm**