

The Swanage School  
**MINUTES OF A MEETING OF THE FINANCE & PREMISES COMMITTEE**  
 Wednesday 7 December 2016, 5.45pm

Present: William Knight (Chair), Geoff Atkinson, Tristram Hobson (Headteacher), Tim Marcus, Steve Parker, Amanda Rowley and Isobel Tooley  
 In attendance: Sue Fletcher (Clerk)

Item		Action	Lead	Date
FP 3.1	<b>Apologies for Absence</b> Apologies were received from Catherine Starmer-Howes and Katy Kerr.			
FP 3.2	<b>Declarations of Interest</b> There were no new declarations of interest or conflict of interest with any agenda item.			
FP 3.3	<b>Annual Financial Statements</b> The committee checked a list of minor changes to the draft Financial Statement requested by the senior auditor, and the chair invited questions or comments. It was confirmed that any member of the committee who had wished to comment on the draft presented at the last meeting (23 November 2016) had been in touch with the Business Manager.  <b>AGREED the Financial Statement, including the minor changes circulated, for recommendation to the full governing body.</b>	To FGB	Clerk	In hand for 7 Dec '16
FP 3.4	<b>Any Other Business</b>  <u>HSBC Swanage Branch Closure</u> The chair raised the question of whether the planned closure of the Swanage branch of the HSBC bank might cause any difficulties for the school. Although some banking services would be available via the Post Office, it was suggested there might be restrictions on depositing cash which would be problematic. The need to open a new bank account was therefore a possibility and would require the approval of the Finance & Premises Committee.  <b>AGREED to authorise Katy Kerr, the Business Manager, to open a new bank account if required.</b>	Notify KK	Clerk	14 Dec '16
FP 3.5	<b>Confidentiality</b> There was no need for confidential minutes.			
FP 3.6	<b>Date of Next Meeting/s</b> Full Board of Governors – Wednesday 7 December 2016, 6.30pm Finance & Premises Committee – Wednesday 25 January 2017, 5.30pm			
	The meeting closed at 6.05pm			