



**FINANCE COMMITTEE  
ACTIONS AND KEY DECISIONS OF THE MEETING**

<b>Meeting Date and Time:</b>	Tuesday 17 <sup>th</sup> June 2025 at 10.00am
<b>Location:</b>	Futureworks
<b>Present:</b>	David McIntyre, Chair
	Chris Mayo, Member
	Paul McKibbin, Accountant
<b>In attendance:</b>	Ben Norris, Vice Principal, Clerk
	Kate Sayer, Secretary
<b>Apologies:</b>	

No.	ACTIONS
1	Secretary to arrange the finance committee meetings for AY25/6. (3aii-1)
2	Secretary to update the Finance Committee Indicative work Schedule for AY25/26 and circulate to members. (3aiii-1)
3	This section contains commercially sensitive information and has been redacted. (4eii-1)

No.	KEY DECISIONS
1	The committee is to have 4 meetings per year to take place approximately 5 weeks after each quarter end.
2	This section contains commercially sensitive information and has been redacted.

**FINANCE COMMITTEE****MINUTES OF THE MEETING HELD ON 17<sup>th</sup> June 2025 @ 10.00 at FUTUREWORKS****For General Release**

Present: **David McIntyre Chair**  
**Chris Mayo, Member**  
**Paul McKibbin, Accountant**

In attendance: **Ben Norris, Clerk**  
**Kate Sayer, Secretary**

**1. WELCOME BY THE CHAIR AND APOLOGIES FOR ABSENCE**

The Chair welcomed the members to the inaugural meeting. All members and attendees were present.

**2. DECLARATIONS OF INTEREST**

None declared.

**3. COMMITTEE BUSINESS:**

- a. Committee Business:
  - i. Proposed Terms of Reference – these were accepted by the committee. They must be ratified by the Board of Directors at their next main meeting in August.
  - ii. Schedule of meetings – a discussion took place regarding the timing of the meetings and whether it was necessary to have 4 meetings to align with the quarterly management accounts. It was decided that this would be prudent and so the secretary is to schedule suitable meetings, to take place approximately 5 weeks after each quarter end. The audited accounts would be signed off in a single item meeting in December, with Chair of the Board of Directors in attendance.
  - iii. Indicative Work Schedule Template – the committee discussed the indicative work schedule and decided upon the timing and frequency of each item listed. This is now to be written up by the Secretary and circulated to committee members.

**[Action: Secretary to arrange the finance committee meetings for AY25/6.] (3a ii-1)**

**[Action: Secretary to update the Finance Committee Indicative work Schedule for AY25/26 and circulate to members.] (3a iii-1)**

**ITEMS FOR CONSIDERATION, DISCUSSION AND/OR RESOLUTION:****4. REPORTS AND PROPOSALS:**

- a. [This section contains commercially sensitive information and has been redacted.]
- b. [This section contains commercially sensitive information and has been redacted.]
- c. Procurement for AY25/26 – timetabling of the classrooms and consolidation of teaching has now been carried out, which has identified what equipment will need to be purchased for September. [This section contains commercially sensitive information and has been redacted.]
- d. [This section contains commercially sensitive information and has been redacted.]
- e. [This section contains commercially sensitive information and has been redacted.]

**[Action: This section contains commercially sensitive information and has been redacted.] (4e ii-1)**



**ITEMS FOR INFORMATION ONLY:**

**6. AOB:**

[This section contains commercially sensitive information and has been redacted.]

**7. DATES OF NEXT MEETINGS:**

- After the discussion in 3a ii, the dates of the meetings for AY25/26 will now be scheduled and circulated once confirmed.