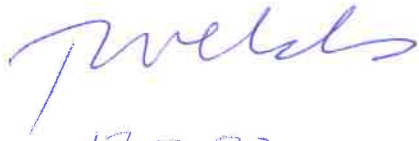




**MINUTES FOR FINANCE MEETING**  
**Tuesday October 26th 2021 @ 3pm, QBPS Staffroom**

ITEM	ACTION	
<b>Welcome and Apologies</b>		
Present	Taylor Webb (Chair), Helen Proctor, Katie Horncastle, Pauline Moss, Julia Hodge	
Apologies	Nita Gouges	
Confirmation of Agenda	Confirmed	H Proctor
<b>Disclosure of Interests</b>		
Nil	Noted	T Burke
<b>Minutes of Previous Meeting</b>		
Minutes of previous meeting	Endorsed/signed by Chair	Passed: Pauline M Seconded: Katie H
<b>Business</b>	<b>No business arising</b>	
<b>VC&amp;C</b>	Voluntary Contributions and Charges and Personal Items list was presented and reviewed. Incentive to pay ideas discussed. Schedule was passed by the committee.	Passed Pauline M Seconded Katie H
<b>Comparative Budget - Cost Centre Managers submissions</b>	Comparative DRAFT budget was reviewed. The budget has been based on historical data together with Cost Centre Managers budget requests in line with Plans for 2022. Maths budget to be reviewed each year. Ed Companion budget created \$5,000.	Approved
<b>Reserves and replacements</b>	2021/22 upcoming replacements schedule was reviewed by the committee. It was noted that reserves have been depleting over the past four years as staffing has taken a priority over equipment. Replacement options for laptops could be iPads with keyboard. A committee will be created to discuss best targets for purchase and rollout.  Discussion was had to replace existing laptops with iPads with keyboards which will be a significant saving. Banks of new iPads will be distributed to the blocks in line with student numbers and requirements.	Noted
<b>Leases</b>	Care for Kids (OHSC) and C3 Church have committed to a further lease with the school. These leases will provide a community service plus generate income to the school.	H Proctor to submit draft MOU to LDC
<b>LDC</b>	A reimbursement for salaries and consumables for 2022 will be continue with LDC.	Noted
<b>General</b>	Grounds and building improvement schedule was presented and viewed as a positive roadmap in the upgrade and ongoing improvement for the school.  Stitch in Time Schools Program was discussed and not taken up as a tool for students this coming year.	Noted  Noted
<b>Next Meeting</b>	Term 1, 2022	Noted
<b>Meeting Closed</b>	4.35pm	Noted

Signed (Chair):



Date:

17.5.22