

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL**

**Minutes of the Finance & Premises Committee Meeting
Thursday, 12 January 2017 at 7.15 p.m.**

Membership of the Finance & Premises Committee :	
Vicci Godbold	Head
Frank Newton	FN
Steve Mitchell	SM
Sophie Dale	SD
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Helen Cooper (Non-governor for this committee)	SBM

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Sophie Dale, Cathy Sweet, Debbie Townsend and David Varey.		
1.2	Governors also Present: Peter Smith & Jill Foster for Items 1 & 2 only.		
1.3	Non-Governors Present: Miles Messenger (Bougyues) and Ron De Souza (CCC) for Item 1 & 2 only. Helen Cooper (SBM) and David Clark (Clerk).		
1.4	The meeting was quorate with seven governors present.		
1.5	Apologies for absence, with governors' consent: Rob Jagger.		
1.6	Absent: None.		
1.7	Declarations of Interest: There were no declarations of interest by members of the committee in respect of any item on the agenda.		
2.	MLEI Presentation by Bougyues		
2.1	Miles Messenger (Bougyues) and Ron De Souza (CCC) gave a presentation to those present at the meeting, outlining their energy saving ideas for the Mobilising Local Energy Investment (MLEI) initiative.		
2.2	Bougyues have had a contract with CCC since 2014, and in excess of 50 schools have now signed up to a contract with the firm for MLEI. A comparable school (in age) would be Queen Emma Primary School in Cambridge.		
2.3	The MLEI initiative works using a four stage REFIT framework, consisting of: <ol style="list-style-type: none"> 1. Desk-top Assessment (completed); 2. Detailed Design (subject to agreement to proceed); 3. Tendering Process; and 4. Project Delivery. 		

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READ & AGREED AS A TRUE RECORD (CHAIR)

2.4	It was noted that as Thorndown Primary is a relatively new-build that the ability to make savings would be minimal.		
2.5	The proposals laid out following the Desk-top Assessment primarily consist of the installation of solar panels. Other more minor savings could be made by amending Heating Controls (5) and the insulation of Heating Valves.		
2.6	Governors asked numerous questions including concerns about the liability of the company for defects, and the impact on the warranty for the roof.		
2.7	The scheme would work by CCC loaning the school the money to pay Bougyues for the projected work. The school would then payback CCC the loan over an agreed period of years from the savings it made.		
2.8	The next step, subject to the agreement of the GB, would include detailed design of the project for tendering purposes. This would be capped at a cost of £3.1 k which would be added to the cost of the project.		
2.9	The GB would need to send Bougyues an email, followed by a written letter, if it wished to confirm its agreement to proceed with the project.		
2.10	Miles Messenger (Bougyues) and Ron De Souza (CCC) left the meeting at this point.		
2.11	The Committee discussed the presentation further and were concerned that the project would not enable the school to produce enough electricity for its own needs, and that the likely savings were so small.		
2.12	It was agreed that, subject to the SBM discussions with her counterpart at Queen Emma, the school would NOT proceed with the MLEI initiative.	Jan 17	SBM
3.	Notice of change in order, or any other business		
3.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
3.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
4.	Review of minutes and action points of the previous meeting		
4.1	The minutes of previous meeting held on 10 November 2016, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
4.2	There were seven Action Points from the last meeting, and it was reported that: <ul style="list-style-type: none"> AP1 – The SBM explained that the plinth to support the sculpture will be completed in two phases, and will 		

	<ul style="list-style-type: none"> be paid for by the County; • AP2 – A paper receipt will be attached to documents rather than a grid stamp; • AP3 – the asset register has been completed; • AP4 - The Head will provide staff with a budget overview to help them understand the pressures in May 2017; • AP5 - The Chair had undertaken a random spot-checks on GPC spending; • AP6 – The SBM and RJ will continue to investigate a proposal to set up a separate charity account for school trips; and • AP7 – Pre-school spending - see item 7.1 below. 		
5.	Headteacher’s Report		
5.1	The Headteacher reported that further information about the new National (Fairer) Funding Formula to be introduced from April 2018, is now available. She has accessed this information, which allows all schools to review the funding provided, and believes that the school may see an increase in funding in the new financial year.		
5.2	The Headteacher also reported that the School Cook had left and that ‘Lunchtime’ are using agency staff to cover this post while they advertise for a new Cook.		
6.	Chair’s Action		
6.1	There was no additional action to report.		
7.	Budget Monitoring 2016/2017 & Budget Preparation 2017/2018		
7.1	Budget Monitoring 2016/2017		
7.1.1	The Headteacher and HC (School Business Manager) referred to the BCR report and notes circulated to the committee prior to the meeting.		
7.1.2	The Committee were pleased that the Formula Carry Forward forecast was now £22k when a zero budget had been set. There will be a budget overspend of £7k on Building Maintenance however. The Committee wished to record their thanks to the Head, the SBM and all staff for the savings made over the course of the last year.		
7.1.3	Pre-School numbers are beginning to rise and the school is focusing on the number of 2-year olds. CS had attending training on Early Years which highlighted this as an area of concern in St Ives.		
7.1.4	The SBM highlighted the Financial Forecast for the Pre-School, including: <ul style="list-style-type: none"> • Original forecast figures, for a full 12 months, were for £147,000 pa requiring 38 children per session in Pre-School to break even; • Current forecast is £150,396 expenditure which equates to 39 children per session; • Top up funding of approximately £36k (previously estimated at £44k) will be required from the Trustee 		

	Account to ensure that Pre-School remains cost neutral with current numbers; and <ul style="list-style-type: none"> Playgroup funds are expected to be £67k of which about £36k needs to be made payable to Thorndown Primary School and about £31k will be transferred to Trustee account. 		
7.1.5	Outstanding issues for the Pre-School remain as: <ul style="list-style-type: none"> How much money Pavilion Playgroup will be transferring to the Trustee Account; Charitable Trust Governing Instrument needs to be finalised – now submitted to the Charities Commission; New Bank Account to be opened; Final accounts from Pavilion Playgroup to be audited and submitted; and Pavilion Playgroup to be dissolved and Charity Commission advised when accounts are finalised. 	Jan 17	SBM
7.2	Budget Preparation 2017/2018 The SFA will be in school shortly. The new budget has to be approved and submitted to the LA by Friday, 5 May 2017.		
8.	Review of Work Schedule		
8.1	An updated Work Schedule was circulated to the Committee prior to the meeting.		
8.2	There were two outstanding tasks for the next meeting and one task to be removed from the schedule (Review of compliance with Nutritional Standards with new caterers) which is no longer required.	Jan 17	Clerk
9.	Review of Schedule of Policies		
9.1	The updated Policy Schedule was circulated to the Committee prior to the meeting.		
9.2	The Community Use Policy was amended in one place (2013 to 2016) and approved for use. The SBM to confirm that user-surveys have been sent out and send a list of school hirers to the Clerk.	Jan 17	SBM
9.3	It was noted that the Schools Financial Value Standard (SFVS) is due to be returned to the LA by Friday, 31 March 2017 and will be an agenda item at the next meeting on Thursday, 16 March 2017	Mar 17	Clerk
9.4	The Pupil Premium statement will be an agenda item at the next meeting on Thursday, 16 March 2017	Mar 17	Clerk
10.	Standing items		
10.1	Health & Safety Committee feedback		
10.1.1	The minutes of the last Health & Safety Committee meeting, held on 1 December 2016, were circulated to the Committee prior to the meeting. One concern was noted about broken scooters, and a shopping trolley being dumped on the school site.		

10.2	Changing rooms – nothing new to report, except that the SBM has discovered a potential new supplier.		
10.3	Spending on the Pre-school – discussed in the Budget Monitoring Report – see item 7.1 above.		
11.	Any Other Business		
11.1	The After-School Club will be an agenda item at the next meeting on Thursday, 16 March 2017.	Mar 17	Clerk
11.2	There being no other business the meeting closed after item 12 at 8.51 pm.		
12.	Summary of Impact on Standards and Progress		
12.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
12.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Greater awareness of the savings made in this year’s budget; • Considered how much use is made of the school by the Community and approved the Community Use Policy; • Understood the difficulties and the progress being made in taking responsibility for the Pre-school; and • Considered the energy saving ideas of the Mobilising Local Energy Investment (MLEI) initiative. 		

Finance & Premises Committee Action Points – 12 January 2017

F&P 3 2016/2017 AP No:	Action Point	By Whom	Outcome
1.	2.12 The SBM to hold discussions with her counterpart at Queen Emma regarding the MLEI initiative.	SBM	
2.	4.2 The Head will provide staff with a budget overview to help them understand the pressures in May 2017.	Head	
3.	4.2 The SBM and RJ will continue to investigate a proposal to set up a separate charity account for school trips.	SBM/RJ	
4.	7.1.5 Outstanding actions for Pre-school: <ul style="list-style-type: none"> • How much money Pavilion Playgroup will be transferring to the Trustee Account; • Charitable Trust Governing Instrument needs to be finalised – now submitted to the Charities Commission; • New Bank Account to be opened; • Final accounts from Pavilion Playgroup to be audited and submitted; and • Pavilion Playgroup to be dissolved and Charity Commission advised when accounts are finalised. 	SBM	
5.	8.2 There were two outstanding tasks on the schedule of work for the next meeting on Thursday, 16 March 2017. The Clerk to remove one task from the schedule (Review of compliance with Nutritional Standards with new caterers).	Clerk	Completed
6.	9.2 The SBM to confirm that user-surveys have been sent out and send a list of school hirers to the Clerk.	SBM	
7.	9.3 Schools Financial Value Standard (SFVS) to be an agenda item at the next meeting on Thursday, 16 March 2017.	Clerk	Completed
8.	9.4 Pupil Premium statement to be an agenda item at the next meeting on Thursday, 16 March 2017.	Clerk	Completed
9.	11.1 After-School Club to be an agenda item at the next meeting on Thursday, 16 March 2017.	Clerk	Completed