

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 5 May 2016 at 7.30 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
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)	HC

<b>Item</b>		<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome / Apologies / Declarations of Interest</b>		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Rob Jagger, Debbie Townsend, Cathy Sweet and David Varey.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk).		
1.3	The meeting was quorate with eight governors present.		
1.4	Apologies for absence: Sophie Dale.		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger's wife is employed by the school. There were no other declarations of interest by other members of the committee in respect of any item on the agenda.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of previous meeting held on 3 March 2016, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Four of the six Action Points (APs 2, 4, 5 & 6) had been completed.		
3.3	Of the remaining two Action Points, AP3 was an agenda item at this meeting.		
3.4	For AP1, the SBM confirmed that the new caterers have		

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	achieved the 'Food For Life – Bronze Award' already. She agreed to ask them to display signage in the Kitchen to this effect.	May 16	SBM
<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Head/SBM reported a number of Premises updates, including: <ul style="list-style-type: none"> <li>• Water Leak – the ceiling has been repaired, and a hatch also installed;</li> <li>• External Water Pump – on-going concerns which have still to be resolved;</li> <li>• Internal Leak in Office - - issue identified and to be resolved; and</li> <li>• Emergency Lighting – Battery failures being investigated and to be resolved.</li> </ul>	June 16	Head/SBM
4.2	The Head reported that FOTS are fund raising to support the purchase of a new Climbing Frame. The school has made a bid for £10k of Lottery Funding, which FOPS will top-up for the purchase and installation.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	There was no action to report.		
<b>6.</b>	<b>Monitor Budget for 2015/16 and approve Budget for 2016/17</b>		
6.1	<b>Monitoring Budget for 2015/16</b>		
6.1.1	The Headteacher and HC (School Business Manager) referred to the BCR report circulated to the committee. The key points included a carry-forward of £67,320, with the biggest overspend being on agenda staffing to cover sickness.		
6.2	<b>Approval of Budget for 2016/17</b>		
6.2.1	By using up all the carry-forward of £67,320 a balanced budget is in place, with £nil carry forward in to 2017/2018. This has been agreed with the Schools Financial Adviser (SFA) from the LA. The SFA has agreed that this situation is normal for a school growing at such speed, with pupil funding having to catch up with the Budget.		
6.2.2	Discussions focussed on the importance of getting the right teaching structure in place for the benefit of the children. A 19 class structure has been put in place for 2016/2017 even though numbers would suggest the need for only 18 classes. With the predicted pupil numbers and the spread of numbers across year groups this was the only practical class structure. This has also enabled the school to move to a single year structure (i.e. no mixed age classes).		
6.2.3	With the exception of one Foundation stage teacher, all teaching staff appointments have been made. Pressure on the Budget does mean that the school will no longer have a dedicated teacher for children who receive pupil premium funding.		
6.2.4	Close care and scrutiny was taken on each and every budget		

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	line. A key area where the budget has been reduced includes training and development.		
6.2.5	A discussion was held on the purchase of CCC Teacher insurance which has been purchased. As this can only be accessed from day 10 of any absence then it was agreed that this might be reviewed next year for alternative suppliers.		
6.2.6	A further discussion was undertaken on the high spending on Maths resources within the Curriculum Budget. This is an area where the school has been developing innovative practice on Mastery in the Maths Curriculum. A Governor Visit to review the impact of this spending in Maths will be required.	Sept 16	SM
6.2.7	A rolling programme for decoration will be put in place with priority for the areas of white paint work that are heavily used.		
6.2.8	Governors asked if a School Bank, set up to save money for residential trips, could also be used as a way of saving money for After School Clubs. The Head agreed to investigate this.	June 16	Head
6.2.9	<b>Following this detailed overview of the Budget, the Finance &amp; Premises Committee of Thorndown Primary School approved the School Budget Plan for the financial year 2016/2017, with a total budget spend of £1,806,833. This proposal was made by Debbie Townsend, seconded by Rob Jagger, and was passed unanimously.</b>		
6.2.10	The Committee also asked that thanks be recorded to Helen Cooper for her work in preparing and administering the School Budget.		
<b>7.</b>	<b>Review of Work Schedule</b>		
7.1	The Committee reviewed the updated Work Schedule which indicated that there was one outstanding planned activity for this term. The review of the Terms of Reference will take place at the next meeting on Thursday, 16 June 2016.	June 16	Clerk
<b>8.</b>	<b>Review of revised Policy Schedule</b>		
8.1	The Committee reviewed the revised Policy Schedule, and with some discussion, and amendments, agreed the following policies: <ul style="list-style-type: none"> <li>• Financial Regulations for Schools (August 2015);</li> <li>• Delegation Decision Planner;</li> <li>• Best Value Statement;</li> <li>• Health &amp; Safety Policy; and</li> <li>• Fire Safety Policy</li> </ul>		
8.2	It was noted that the Delegation Decision Planner should next year be reviewed by the Chair and the Head before being added to committee agendas.	Feb 17	Head/ Chair

8.3	Following questioning from governors the Health & Safety Policy would have a Key added to explain all the acronyms used in the document. Some staff names also needed amending	June 16	Head/ SBM
8.4	It was confirmed that the Fire Safety Policy related to all the buildings, including the Playgroup. An Induction Pack for users and staff is being developed further.	Sept 16	Head
<b>9.</b>	<b>Standing items</b>		
9.1	<b>Health &amp; Safety</b>		
9.1.1	Committee feedback was received from DT. Fire Alarm practices were discussed and more are to be held. The First Aid Policy has been reviewed, and agreed at Personnel Committee and the SBM checks the Accident book. There have been no reportable incidents or near-misses to record. Regular walkabouts take place, including the Playgroup area which is on school premises.		
9.1.2	The next Health & Safety committee meeting is on Wednesday, 25 May 2016.		
9.2	Changing rooms - no further progress to report.		
<b>10.</b>	<b>Summary of Impact on Standards and Progress</b>		
10.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
10.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Discussed the importance of getting the right teaching structure in place for the benefit of the children;</li> <li>• Agreed that this Budget has had to be very carefully considered, with the main focus on teaching and learning;</li> <li>• Understands the financial implications for next year, due to the rapid expansion of the school by the LA.</li> </ul>		
<b>11.</b>	<b>Any Other Business</b>		
11.1	There being no other business the meeting closed at 8.36 pm.		

### Finance & Premises Committee Action Points – 5 May 2016

F&P 5 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.4 The SBM to ask the new caterers to display signage in the Kitchen for their 'Food For Life – Bronze Award'	SBM	
2.	4.1 The Head/SBM to report on a number of Premises updates, including Water Leaks, External Water Pump, Internal Leak in Office and Emergency Lighting	Head/SBM	
3.	6.2.6 A Governor Visit to review the impact of spending in Maths.	SM	
4.	6.2.8 The Head to investigate if a School Bank, set up to save money for residential trips, could also be used as a way of saving money for After School Clubs.	Head	
5.	7.1 The Clerk to add a review of the Terms of Reference to the agenda for the next meeting on Thursday, 16 June 2016.	Clerk	Completed
6.	8.2 The Delegation Decision Planner should next year be reviewed by the Chair and the Head before being added to committee agendas.	Chair/ Head	
7.	8.3 The Health & Safety Policy to have a Key added to explain all the acronyms used in the document.	Head/SBM	
8.	8.4 An Induction Pack for users and staff is being developed further.	Head	