

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 16 June 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, Sophie Dale, Cathy Sweet and David Varey.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk).		
1.3	The meeting was quorate with seven governors present.		
1.4	Apologies for absence, with governors' consent: Debbie Townsend.		
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 5 May 2016, circulated prior to the meeting, were amended in one place before being agreed and signed by the Chair as a true record of the meeting.		
3.2	One of the eight Action Points (AP7) had been completed, with another (AP5) as an agenda item at this meeting.		
3.3	It was noted that three APs (AP 3, 6 & 8) were on-going.	Sept 16	SM/Clerk/ Head
3.4	Of the remaining APs it was noted that: <ul style="list-style-type: none"> <li>• For AP1, the new Cook has been asked to display signage in the Kitchen for their 'Food For Life – Bronze Award';</li> <li>• For AP2, the SBM gave an update, including:</li> </ul>		
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READ & AGREED AS A TRUE RECORD ..... (CHAIR)

	<p>1. Water Leak outside toilet – repaired;</p> <p>2. External Water Pump – component blown but repaired; and</p> <p>3. Emergency Lighting – Battery failures being investigated and to be resolved.</p> <ul style="list-style-type: none"> <li>For AP4, the Head confirmed that the School Bank could be set up to save money for parents for residential trips, but the Committee were concerned about Parents money being retained in a school account. The SBM to check this with her support group and provide an update.</li> </ul>	Sept 16	SBM
		Sept 16	SBM
<b>4.</b>	<b>Headteacher's report</b>		
4.1	<p>The Head/SBM reported a number of Premises updates, including:</p> <ul style="list-style-type: none"> <li>Caretaker – the Caretaker has handed in his notice. An advert has been placed and interviews for a residential Caretaker will take place on Thursday, 30 June 2016;</li> <li>Main Hall Floor – to be re-varnished over the summer holidays at a cost of £1.4k. This has to be completed every two years as part of the 10 year guarantee;</li> <li>Sculpture – the sculpture is ready for installation, but needs a more secure concrete base. The SBM to update the Committee at the next meeting;</li> <li>Climbing Frame – the grant application was refused but a new application has been made to Tesco's who fund projects from between £8k to £12k;</li> <li>Grounds Maintenance – there is some disagreement about the length of the contract with the existing providers. The SBM to update the Committee at the next meeting;</li> <li>Mobilising Local Energy Investment (MLEI) project – this is a new CCC initiative to help schools make energy efficiency cost savings. A free analysis, and visit, to be conducted with the SBM who will update the Committee at the next meeting on the recommendations; and</li> <li>Medical Tracker – the school now subscribes to this new system, which links to SIMS and allows for a more effective and efficient system of recording medical issues and concerns. The system is also cheaper than the current system.</li> </ul>	Sept 16	SBM
		Sept 16	SBM
		Sept 16	SBM
<b>5.</b>	<b>Chair's Action</b>		
5.1	There was no action to report.		
<b>6.</b>	<b>Budget Monitoring</b>		
6.1	The Headteacher and HC (School Business Manager) referred to the BCR report circulated to the committee. The key points discussed included		
6.2	Income – the school is currently investigating and trying to unpick funding for a child with a statement and additional top up hours. The SBM to update the Committee at the next meeting.	Sept 16	SBM
6.3	Teachers Pay - this shows an overspend but the contract ends in August and the budget has been profiled over 12 months.		
6.4	Teaching Assistant Pay - on track.		

6.5	Caretakers Pay - overspend offset against lettings. Invoices for lettings will be issued towards the end of the term.		
6.6	Staff Training and Development – underspend. Funding has been received for three staff on an Outstanding Teacher course. A second tranche of funding will become available when the course has been completed. This will be put to Agency costs to offset the supply needed to release teachers.		
6.7	Building Maintenance - showing slight overspend.		
6.8	Cleaning Materials - purchases are now made through a different company whose costs reflect a substantial with monitoring of the quality of the goods taking place.		
6.9	Water and Sewerage - bills yet to be received.		
6.10	Electricity & Gas - overspend against budget. Please see item 4.1 above re discussions on the MLEI initiative.		
6.11	General Curriculum - furniture for the new classrooms has been ordered and most other orders for resources for the next academic year have been placed. £10k has been allocated to put towards new maths resources.		
6.12	Computers for ICT – Staff laptops have been ordered for the new staff. I-pads for the classrooms will be ordered in early July.		
6.13	Catering - uptake of school meals is currently running at an average of 66% (previously 70%). This reduction is, in part, due to the weather, typically numbers reduce during the summer term. There has also been a turnover of staff in the kitchen and the quality of the food is now returning to previous levels.		
6.14	Pupil Premium Funding - from September (new intake) parent’s NI numbers are collected on the registration form. The school will run a monthly report, submit to the School Meals team, who will then automatically check to see if pupils are eligible for FSM and thus PPF. This negates the need for parents to actively claim FSM.		
6.15	Extended schools - This budget line has been increased due to the popularity of this scheme and has proved to be an incredibly popular offer from both parents and pupils.		
6.16	Devolved Formula Capital (DFC) – the balance this year was £34,311, with £5k now allocated against Decorating and a further £5k set aside for ICT.		
6.17	Sports Premium Funding - the amount of grant money for Sports Premium Funding in 2015/2016 was £9840, which was largely spent on purchasing Hunts Schools Sports Partnership (HSSP) support. A Powerpoint explaining about this spending was presented to the Learning & Development Committee, and will be circulated to the GB with the minutes of this meeting. The funding for this year will be slightly higher, and details can be found on the school website.		

6.18	Purchase Card Transaction Log - CCC guidance on spending on the Government Procurement Card (GPC) was discussed at the meeting on 3 March 2016. The SBM provided evidence of the monthly spend on the Government Procurement Card (GPC) at the meeting, which is ratified by the Headteacher. The Chair of the committee approve this spending and will also perform spot-checks at random drop-ins to review financial procedures.		
<b>7.</b>	<b>Review of Work Schedule</b>		
7.1	The updated Work Schedule was circulated to the Committee prior to the meeting.		
7.2	Review & Compare Benchmarking data – this was completed in November 2015. This item therefore will be moved to the Committee meeting to be held on Thursday, 10 November 2016, as there is currently no new Benchmarking data available; and	Nov 16	SBM
7.3	Review Terms of Reference – these were agreed for the forthcoming academic year. The Clerk to amend the dates accordingly.	Jun 16	Clerk
7.4	The Committee were also informed that the school had been randomly selected for a Financial Audit, to take place on Tuesday, 5 July 2016. The audit paperwork was reviewed as well as the Internal Finance Procedure document. This needs some minor changes to update some dates and some references to BACS need clarifying. The SBM to complete this task.	Jun 16	SBM
<b>8.</b>	<b>Review of revised Policy Schedule</b>		
8.1	The updated Policy Schedule was circulated to the Committee prior to the meeting. The Committee noted that there were no outstanding policies to be reviewed for this term.		
<b>9.</b>	<b>Standing items</b>		
9.1	Health & Safety – nothing new to report.		
9.2	Changing rooms – nothing new to report.		
<b>10.</b>	<b>Any Other Business</b>		
10.1	There being no other business the meeting closed after item 11 at 9.02 pm		
<b>11.</b>	<b>Summary of Impact on Standards and Progress</b>		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
11.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Agreed that the Budget was on track, and that strategies were in place to deal with any overspend;</li> <li>• Discussed a new initiative project called Mobilising Local Energy Investment (MLEI); and</li> <li>• Received updates on new initiatives such as the Medical Tracker.</li> </ul>		

### Finance & Premises Committee Action Points – 16 June 2016

F&P 6 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	3.2 A Governor Visit to review the impact of spending in Maths.	SM	
2.	3.2 The Delegation Decision Planner should next year be reviewed by the Chair and the Head before being added to committee agendas.	Clerk	
3.	3.2 An Induction Pack for users and staff, including Fire-drills, is being developed further.	Head	
4.	3.4 The SBM to provide an update on the Emergency Lighting & Battery failures.	SBM	
5.	3.4 The SBM to check with her support group on the issue that the School Bank could be set up to save money for parents for residential trips.	SBM	
6.	4.1 The SBM to update the Committee regarding the installation of the sculpture.	SBM	
7.	4.1 The SBM to investigate the issue around the Grounds Maintenance contract.	SBM	
8.	4.1 Mobilising Local Energy Investment (MLEI) project –the SBM who will update the Committee at the next meeting on the recommendations from the visit by CCC.	SBM	
9.	6.2 The SBM to update the Committee on the funding for a child with a statement and additional top up hours.	SBM	
10.	7.2 The SBM to provide Benchmarking data for the Committee meeting to be held on Thursday, 10 November 2016.	SBM	
11.	7.3 The Clerk to amend the dates on the Terms of Reference.	Clerk	
12.	7.4 The SBM to update the Internal Finance Procedure document.	SBM	