

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

**Finance and Premises Committee Meeting  
Thursday 10<sup>th</sup> November (7:15pm.)  
Minutes**

<b>Finance and Premises Committee Membership</b>			
Rhys Thrower	Head	Richard Boughey	RB
Jade Strachan	JS	Nick Drury	ND
Frank Newton	FN	Rob Jagger	RJ
Helen Cooper	SBM	Jill Foster	JF
Lisa Johnson	LJ	Mark Farr	MF

<b>Item</b>		<b>Action</b>
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Helen Cooper, Rhys Thrower, Frank Newton, Richard Boughey, Nick Drury and Mark Farr.	
1.2	Apologies: Jade Strachan, Lisa Johnson, Rob Jagger, Jill Foster.	
1.3	Absent: None	
1.4	Declarations of interest: ND	
1.5	The meeting was quorate with FN acting as Chair.	
2.	Minutes and action points from the meeting held on 29 <sup>th</sup> September 2022 & Confidential Minutes from the meeting held on 29.09.22	
2.1	The Minutes from the meeting held on the 29 <sup>th</sup> September 2022 were signed as a true record. The one Action point from these minutes is on this meeting agenda.	
2.2	The confidential minutes from the meeting held on the 29 <sup>th</sup> September 2022 were signed as a true record.	
3.	Head's Report	
3.1	<p>TAs have been interviewed today, offers have been given and verbally excepted. SBM and Senco have worked hard to fit TA hours with the schools requirement. The pay award for teaching staff and support staff have been agreed and will be back date to April 2022 and also include the extra holiday following the recent court case. RT informed the Governors that there will be a high potential for strike action in January with all unions balloting for industrial action. RT informed the GB that this pay scale increases are not funded so will be coming directly from the school budget. Following the Harper Trust court case there is backdated (April 21) holiday pay for support staff, which comes to a cost of £12,000. <b>CHALLENGE:</b> ND asked if this is to be paid or taken as time off, which SBM confirmed it would be paid.</p> <p><b>CHALLENGE:</b> RB asked if the SBM had put enough aside in the budget to cover this cost, which SBM confirmed there was sufficient budget. <b>CHALLENGE:</b> ND asked if with the impending potential strike action whether if was regarding a further pay increase, and is this needs to be consider in terms of budget setting. RT confirmed there was potential strike for various reasons but one is around pay but also around school funding.</p>	<p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p> <p><b>CHALLENGE</b></p>

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3.2	Premises: There has been a water leak in a year 3 classroom and a roofing company is due to come in to look at this. A loss adjustor has been to look at the refurbishment required for the downstairs toilet and they have confirmed they are looking at paying for it including preventative measures. SBM informed the committee that there had been a problem with the phone line but has since been fixed. <b>CHALLENGE:</b> RB asked that if the phone line was not working whether there was an emergency phone in the building, and also how this affected the lift. SBM confirmed that there three phone working (1 in the office, 1 Senco and 1 pre-school) and staff had access to the school mobile. SBM confirmed the lift worked on a different system so was unaffected.	<b>CHALLENGE</b>
4.	Chair's Report	
	In the absence of the committee chair, there was nothing to report.	
5.	Sports Funding Statement	
5.1	RT completed this retrospective report. It has also been updated on the website. PP report has also been completed and updated. <b>ACTION:</b> A named governor is required to be attached to the sports funding report, it will be discussed at a later date who this will be.	<b>ACTION</b>
6.	Kingfisher Costing	
	This will be covered in the budget monitoring notes.	
7.	EPM Review	
7.1	SBM was invited to share an update, in which she provided some feedback on both the EPM and Judicism service in recent months. <b>CHALLENGE:</b> FN asked if Judicism were any closer to providing a pay role service, which SBM confirmed there were not but would inform the GB as soon as it offered.	<b>CHALLENGE</b>
8.	Budget Monitor	Documents 1/2/3
8.1	The budget and monitoring notes were shared prior to the meeting and the highlights were discussed in the Head's Report. RT highlighted to the committee that a recent survey found that 40% of schools will be in deficit in the next academic year. <b>CHALLENGE:</b> FN raised that detailed budget discussion would need to be considered, which SBM stated that the budget figures are not released until February. The committee were informed that with the current falling role the school would not be able to reduce the quantity of classes until 24/25 academic year.	<b>CHALLENGE</b>
8.2	Kingfisher Breakfast and Afterschool Club: SBM had gone through the finances with an average attendance over 38 weeks and the current salaries and it was project at £-3,000 at the end of the financial year. The committee were pleased to hear that this figure had improved on previous years. SBM provided some options for the committee, which were discussed at length. <b>CHALLENGE:</b> ND asked for the reasons behind the rental payments that Kingfisher makes, which SBM explained. The committee agreed, that with the current financial pressures on families, they would not increase the charges for the club. <b>ACTION:</b> Clerk to schedule a review of the Kingfisher finances in June, in order to give the committee time to review the finances and take action if required.	<b>CHALLENGE</b>  <b>ACTION</b>
8.3	SBM shared an update on pre-school numbers. RT highlighted to the committee that schools in the area had begun consultation regarding a Friday afternoon closure for PPA cover. FN reported that	

	the school had already considered this issue in the recent past and costings together with a list of Advantages and Disadvantages should be already available	
9.	Review of Health and Safety	
9.1	JF had planned to attend a H&S walk around but was unable to attend. JF has recently attended Health and Safety training.	
10.	Policies	
10.1	Health and Safety: <b>CHALLENGE</b> : RB raised that the policy made reference to FOTS following this policy as well but suggested that it was worth reviewing this with the new FOTS committee to ensure they are aware. <b>DECISION</b> : The committee agreed this policy.	<b>CHALLENGE</b>
10.2	Best Value Statement: There was a discussion how the school implement this policy. <b>DECISION</b> : This policy was agreed.	<b>DECISION</b>
10.3	Fire safety: SBM highlighted some practices within this she would like to implement, such as fire extinguisher training. JF will look through this policy and will be checking records as part of her role as the H&S governor. <b>DECISION</b> : The committee agreed this policy.	<b>DECISION</b>
10.4	Governor Allowance: Governor services are reviewing the petrol and electric car allowance but haven't informed the school of any amendments. <b>DECISION</b> : The committee agreed this policy.	<b>DECISION</b>
11.	Any other business	
	None	
12.	Summary of impact on standards and progress	
	<p>The governors agreed that the impact of this meeting on standards and driving progress included:</p> <ul style="list-style-type: none"> <li>That the committee have been updated on the cost implications of the salary awards and ensured that this does not impact of the quality of education offered to the pupils.</li> <li>Considered the current climate with regards to the financial hardship families are facing and as such have reviewed the cost of the wrap around childcare offered and decided to not action an increase in charges.</li> </ul>	

**Meeting closed at 20:07**

#### **Finance and Premises – Action Points**

	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	5.1 A named governor is required to be attached to the sports funding report	Chair	Summer 23
AP2	8.2 Clerk to schedule a review of the Kingfisher finances	Clerk	Jun 2023

#### **Finance and Premises – Reference Documents**

	<b>Reference Documents</b>
1.	Budget monitoring and finances Nov 22
2.	DFC BMR Oct 22

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3.	Fund 01 BMR Oct 22
4.	Pre-School BMR Oct 22
5.	Premises Notes Nov 22