

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

**Minutes of the Finance & Premises Committee Meeting  
Thursday, 16<sup>th</sup> January 2020 at 7.15 p.m.**

<b>Membership of the Finance and Premises Committee:</b>	
Vicci Godbold	VG
Frank Newton	FN
Rob Jagger	RB
Jill Foster	JF
Natalie Bates	NB
Derren Jones	DJ
Richard Boughey	RB
Jon Lee	JL
Helen Cooper (non governor for this meeting)	SBM

<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, Rob Jagger, Derren Jones, Jon Lee and Richard Boughey.		
1.2	Non-Governors Present: Helen Cooper and Jenn Dover (Clerk).		
1.3	The meeting was quorate with 6 governors present.		
1.4	Apologies for absence, with governors' consent: Natalie Bates and Jill Foster.		
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 members of the GB in respect of any item on the agenda.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	There was no change in order.		
2.2	FN had one item for another other business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting held on 7<sup>th</sup> November 2019</b>		
3.1	The minutes of previous meeting held on 7 <sup>th</sup> November 2019, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There was only one AP which had not been completed since the last meeting and this was still ongoing.		
<b>4.</b>	<b>Headteacher's report</b>		
4.1	<b>Premises</b> : SBM gave the committee a brief update on the premises which included the following: the panels at the front of school were being replaced at Easter, at no cost to the school. The Broadband cut off point is now March, not December as the SBM was initially told. The heating system in the infant building failed, due to the system being unable to cope with the change in year, which has now been easily resolved. The front gates have now been		

	fixed, RJ asked if this was expensive, to which SBM confirmed that it was but it had been a lengthy process going via cheaper options first, testing individual components of the gates. There was no update on the fencing situation at the back of the school field.		
<b>5.</b>	<b>Chair's Report</b>		
5.1	The Chair had no additional action to report.		
<b>6.</b>	<b>Monitor budget</b>		
6.1	SBM was positive regarding the budget and that the school is doing well. SBM went through the documents that had been sent prior to the meeting. An update was also shared regarding ECHCP/top up funding. Pre-school forecasting a good carry forward, with the pres school register still being very full. Appreciation was shared for the control the whole staff have on the budget and how positive it is looking.		
<b>7.</b>	<b>Budget preparation for 2020/21</b>		
7.1	FN shared an update on the consultation on high needs from County in regards top slicing in general education budget. VG and SBM had formulated a response to this consultation after discussion with FN, and FN read out his letter as Chair of Governors to the County.CPH group went to consultation and they rejected the county proposal. Since then Jonathon Lewis has asked whether CPH would change their mind, and CPH is remaining with their decision. If this top slicing does go ahead Thorndown will go below the minimum budget guarantee that set by the government.		
7.2	The first build of the budget will take place in February when the SBM will have a better idea of the carry forward for the governors. This will also indicate whether the steering group will need to meeting.		
7.3	There has been an update regarding term time contract and holiday allowances. SBM explained the situation to the committee and a discussion was had on how this will affect the budget. The committee decided that they are happy for the SBM to wait for EPM to advise on the situation and whether they are liable and then report back to the committee with the outcome.		
<b>8.</b>	<b>Review of internal financial regulations</b>		
8.1	These had been circulated prior to the meeting and FN requested one change to be made <b>ACTION:</b> SBM to ensure the people on number 13 are listed with their proper job titles SBM informed the committee that this was last updated after last internal audit with mainly minor tweaks regarding changing of certain programmes. <b>CHALLENGE:</b> FN asked if the authorisation of head was in still inline with county, to which SBM confirmed it was.	<b>ACTION</b>	<b>SBM</b>
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<b>9.</b>	<b>Review of contract obligations</b>		
9.1	This has been circulated prior to the meeting and SBM highlighted one big contract, which was that the 5 year contract for lunchtime is up in september so needs to go out to tender. The committee agreed to employ someone, used previously, to carry out the tender. VG will also raise the issue of school lunches to the next parent forum.		
<b>10.</b>	<b>Pupil premium spending</b>		
10.1	RJ gave a brief update on his visit, and the full report had been sent to JA for circulation.		
<b>11.</b>	<b>health and safety</b>		
<b>11.1</b>	A walk round has taken place this half term, and actions had been		

	take. Another walk round is due after the next meeting		
<b>12</b>	<b>Just giving page</b>		
12.1	There had been two separate suggestions, from FOTS and the parent forum, of setting up a justgiving page for the school. The committee looked at another school (St Matthews in Cambridge) which had carried this out and how successful it had been . <b>ACTION:</b> Committee are to look into this further ready to make a decision on this at the next meeting. .	<b>ACTION</b>	<b>ALL</b>
<b>13</b>	<b>Policies</b>		
<b>13.1</b>	Community use - <b>DECISION:</b> This had been circulated prior to the meeting and with the amendment made to the charge increases, as per the letting policy, the committee agreed this policy.	<b>DECISION:</b>	
<b>14</b>	<b>Any other business</b>		
<b>14.1</b>	FN informed the committee that JL is now a member of finance and premises committee and will be resigning from the learning and development committee now he no longer has a conflict of interest.		
<b>15.</b>	<b>Summary of impact on standards and progress</b>		
15.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
15.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>● been made aware of the current good financial position of the school and the resiliencies required for the next financial year.</li> <li>● discussed if difficult decisions need to be made and what the consequences of these decisions would mean regarding the impact of the pupils education and the staff wellbeing.</li> </ul>		

#### **Finance & Premises Committee Action Points - 16th January 2020**

<b>F&amp;P 2019/2020</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	SBM to contact the town council regarding the fence	SBM	Ongoing
AP2	8.1 SBM to ensure the people on number 13 are listed with their proper job titles	SBM	Jan 20
AP3	12.1 Committee to look into the concept of a justgiving page for FOTS to ensure a decision can be made at the next meeting.	ALL	FEB 20