

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

**Finance and Premises Committee Meeting
Thursday 19th January 2023 (7:15pm.)
Minutes**

Finance and Premises Committee Membership			
Chris Snape	Head	Nick Drury	ND
Jade Strachan	JS	Rob Jagger	RJ
Frank Newton	FN	Jill Foster	JF
Helen Cooper	SBM	Mark Farr	MF
Lisa Johnson	LJ		

Item		Action
1.	Welcome / Apologies / Declarations of Interest	
1.1	Governors present: Chris Snape, Frank Newton, Lisa Johnson, Nick Drury, Jill Foster, Mark Farr, Jade Strachan, Helen Cooper.	
1.2	Emily Bedford was a guest observer.	
1.3	Apologies for absence: None	
1.4	Absent: None.	
1.5	Declaration of Interest: ND and RJ spouses work in the school.	
2.	Minutes and action points from the meeting held on 10 th November 2022	
2.1	The minutes from the meeting held on 10 th November were agreed and an accurate record.	
2.2	There were two action points, which are due for action in the summer term.	
3.	Head's Report	Document 6
3.1	Premises: SBM provided a report of the work being completed in February half term. Zurich will make a contribution of 50% to the floor sealing in the comms room to prevent the kitchen leak occurring again. CHALLENGE: RJ asked how much water the comms room could hold before damaging the ceiling, which SBM stated there were three points of draining the room. Quotes have been received from grounds maintenance company and CS has agreed a change in contract. CHALLENGE: RJ asked when the new contract starts, which SBM confirmed it was April.	CHALLENGE CHALLENGE
3.2	Preliminary figures for next year budget have been received today. The falling roll means the budget will see a decreased of 17 pupils worth of funding, however, there is an increase in funding expected which is estimated around £17,000.	
4.	Chair's Report	
	Nothing to report	
5.	Best Value Staff Laptops	Document 7

5.1	Three quotes had been sent through to the committee following the request of the previous Head that all the staff laptops were replaced. SBM and CS have reviewed the laptops held by staff and have decided that only 15 require to be changed as matter of urgency. The remaining laptops will be put a on a rolling programme of replacements. CHALLENGE: JF asked how many staff laptops there were if only 15 are being replaced, which SBM confirmed there were 37 staff laptops. CHALLENGE: RJ asked why all the laptops were not being replaced, which SBM stated that some staff laptops were newer and therefore were functioning well. SBM recommended the CMAT quote for 30 laptop as it was the cheapest and the company also provide the schools ICT support. CHALLENGE: RJ asked if the quote per unit would be the same if the school is going to buy 15, which SBM assumed would be the case but would check. CHALLENGE: FN asked if there was a budget provision for this purchase, which SBM confirmed there was and explained where the allocation is on the budget. CHALLENGE: MF asked if SBM was confident the models CMAT quoting where were up to date and a good price, which SBM had researched the models and was happy with the quote provided. DECISION: The committee agreed to purchase 15 laptops from CMAT.	CHALLENGE CHALLENGE CHALLENGE CHALLENGE CHALLENGE DECISION
6.	Review Pupil Premium Spending	Document 4
6.1	CS informed the committee that the Pupil Premium spending will be reviewed in April with regard to the budget and reviewing the impact of what is happening currently. CHALLENGE: RJ asked why April is the time to review it and changes things, which CS stated it was a good chance to review it prior to the budget build and with a different SLT in place. CHALLENGE: FN asked if the school has published the report on spending, which CS confirmed RT had published the report. SBM is looking at initiatives linking PP funding and school attendance as this will progress attendance and attainment amongst PP pupils.	CHALLENGE CHALLENGE
7.	Budget Monitor	Document 1/2/3/4/5
7.1	Salaries: The vast majority of the budget is spent on staff salaries and due to the pay increase of teaching and support staff as well as the outcome of the Harper Trust case there was a big overspend on salaries in December. CHALLENGE: RJ asked if the pay increases were budget for, which SBM confirmed a 2% increase for each salary scale was budgeted for but not the £2,000 uplift for each scale, which for some contracts meant a 7% increase. CHALLENGE: RJ asked how much this increase cost, which SBM confirmed it was an extra £20,000, which was budgeted for but not to this amount. CHALLENGE: RJ asked if the budget is balanced with this extra spend, which SBM reassured the committee that she was confident in the budget going forward.	CHALLENGE CHALLENGE CHALLENGE
7.2	School improvement: Linden coaching will continue to work with the new SLT members, which is built into original costing. Harringay curriculum is being reviewed and the impact measured. The Phonics scheme is fully rolled out but may require some further training. This term is going to be spent reflecting on the curriculum and helping CS develop the school	

7.3	<p>in regards to the budget build. The Eco committee will be meeting soon and this will focus on engaging children to reduce the energy consumption.</p> <p>ITE: FN raised that one student for the next year is a disappointment but reflects the national trend. EB has met with the University of Bedford and they confirmed that due to the cost of living crisis they are seeing a decrease in applicants. The school are advertising the programme in local press to drive outreach. SBM reassured the committee that the programme will be carrying forward money from this year and that it requires 5 students to make it financially viable. CHALLENGE: RJ asked what the costing per student is, which SBM confirmed it was estimated at £1,2000.</p>	CHALLENGE
7.4	<p>Kids club numbers have decreased and SBM will continue to review these figures for each meeting. Pre-school has seen an increase in children and two staff have been seconded into EYFS and the funding has been paid back to the pre-school for this. There is expected to be an increase in funding per child in April.</p>	
8.	Review of Health and Safety	Document 6
8.1	<p>JF had attended some Health and safety training and actioned the checklist list with SBM following this. Walk arounds have been completed. There was a brief discussion over whether Health and Safety could be benchmarked, which JF is looking into it, but there currently is no data to benchmark against. CHALLENGE: JF asked who the current Education Visits Co-Ordinator is and if they had completed the training. SBM confirmed that the school secretary had completed the training and the Deputy Headteacher will investigate completing this training.</p>	CHALLENGE
9.	Policies	
9.1	<p>Community Use: There were no changes and this policy was only required for the 7 years following the new build, therefore, it was suggested that this policy was archived. CHALLENGE: FN raised that this included letting charges, which SBM confirmed were included in the lettings policy as well. CHALLENGE: JF raised that it included a review committee, which clearly does not happen therefore was happy to archive the policy. DECISION: This policy is to be archived.</p>	CHALLENGE CHALLENGE DECISION
10.	Any other business	
	None	
11.	Summary of impact on standards and progress	
11.1	<p>The governors agreed that the impact of this meeting on standards and driving progress included:</p> <ul style="list-style-type: none"> Reviewed the budget and noted the school is in a strong financial position to support development. Following the recent Ofsted visit and the introduction of the new SLT there is opportunity to review budget allocation and ensure the best value is achieved for the school and pupils. 	

The meeting closed at 19:44

Finance and Premises – Reference Documents

	Reference Documents
1.	DFC Dec 22
2.	Pre-School Dec 22
3.	Funds 01 Dec 22
4.	Budget monitor and finances Dec 22
5.	Gas and electric charts
6.	Premises Notes Jan 23
7.	Laptop Quotes