

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

**Finance and Premises Committee Meeting
Thursday 21st September 2023 (7:15pm.)
Minutes**

Finance and Premises Committee Membership			
Chris Snape	Head	Nick Drury	ND
Frank Newton	FN	Rob Jagger	RJ
Helen Cooper	SBM	Jill Foster	JF
Emily Broadhurst	EB	Mark Farr	MF
		Craig Laurence	CL
		Emily Bedford	EBed (associate)

Item		Action
1.	Elect Chair and Vice Chair and Terms of reference	
1.1	Chair: Nomination had been received for RJ to continue as Chair. DECISION: The Governors agreed for RJ as Chair.	DECISION
1.2	The committee agreed there would be no Vice Chair role.	
1.3	Terms of reference: The committee agreed that the quorum will remain the same but that the signatories and membership to be amended. DECISION: The Committee agreed the terms of reference with these amended changes.	
2.	Welcome / Apologies / Declarations of Interest	
2.1	Governors present: Chris Snape, Emily Broadhurst, Nick Drury, Rob Jagger, Craig Laurence.	
2.2	Non-governors present: Emily Bedford (associate) and Helen Cooper.	
2.3	Declaration of interest: ND, RJ and EB have spouses that work in school.	
2.4	Apologies for absence: Frank Newton and Jill Foster.	
2.5	Absent: Mark Farr.	
3.	Minutes and action points from the meeting held on 22 nd June 2023	
3.1	The minutes from the meeting held on the 22 nd June were agreed as an accurate and true record.	
4.	Head's Report	
4.1	Pupil premium strategy statement was shared and CS went over this in depth. CS informed the committee that EBed will be leading on this plan to ensure all strategies link together and that there is a identifiable impact. CHALLENGE: CL asked for the identifying criteria for PP status, which CS explained. CHALLENGE: ND asked if these benchmarks were ever reviewed, which CS confirmed they were not but there is a change to highlight those who are just outside the benchmark. CHALLENGE: RJ asked if the funds are able to be carried over, and if so why do not spend it all, which CS responded that it is carried over but spending needs to be purposeful with a clear impact. CHALLENGE: RJ asked how far in advance are plans for the spending made, which CS stated there should be a three year plan which is reviewed annually. EBed raised that the school have	CHALLENGE CHALLENGE

	until 31 st Dec to publish so the strategy is a starting point before teachers get to know pupils. There was a discussion on whether it was best to spend or save funding, with EBed raising that with her work there will be more evidence for the impact on spending going forward. CHALLENGE: RJ asked if Ofsted will consider the funds saved or spent, which CS stated that it was not unusual for schools to have a carry forward but that funding should be spent over the duration of the proposed three year plan.	CHALLENGE
5.	Chair's Report	
	Nothing to report	
6.	Budget	
6.1	Having recently attended more training on the new budget software SBM shared there were other schools vocalising their frustration and confusion with the new software. SBM informed the committee that the software currently will create a budget monitoring report against the submitted budget and not against current figures. The SFVA working hard to support schools, including providing further training. SBM raised a concern that reports downloaded from the software cannot be split into groups for comprehension. SBM reassured the committee that the management system reports confirmed the school is within budget. SBM confirmed there were still no reports for governors to consider, however, there should be some reporting/notes for the next meeting.	
7.	Review of Health and Safety	
7.1	A Health and Safety walkaround needs to be organised. Classroom health and safety checklists have been completed by staff.	
8.	Sports Funding Statement	
8.1	The statement has been circulated and the funding has been spent. The spend included on the new EYFS equipment, HSSP staffing and sporting events throughout the year. CS reassured the committee that the selection process for each sporting event is completed in a fair manner to ensure all pupils are given opportunities.	
9.	Bike Sheds	
9.1	This was raised a discussion point following a concern raised at a governor meeting in august. SBM reassured that there has been no incidence around the bike sheds. Health and safety executive states the school need to consider risk mitigating against cost within reasonable practical. Governors acknowledge that the bike shed area is a pinch point. Governors consider the matter raised, explored experience of staff and concluded there is no problem but the area will be continued monitor and communication shared to the parents on the grounds of good governance. Any further solutions can be presented to the committee should action be required.	
10.	Policies	
10.1	Best Value Statement: SBM has reviewed this and some amendments were suggested in the meeting. ACTION: The Clerk will circulate the policy with these changes for email approval. CHALLENGE: CL asked if the staff have access to the risk assessments, which SBM confirmed there were saved on the server and reviewed annually. CHALLENGE: CL asked if suppliers provide a risk assessment before attending school or providing products, which SBM confirmed they do. CHALLENGE: CL asked when the purchasing is reviewed, which SBM responded that whilst there is no formal review clusters do share information regarding deals but there are reviews for bigger items. CS raised that he is confident that staff are checking for comparable costs when looking to order resources. CL suggested that top ten items bought could be reviewed by the committee.	ACTION CHALLENGE CHALLENGE CHALLENGE

10.2	<p>Lettings: SBM reviewed this policy, however, RJ asked that the entire policy was amended as it did not appear to offer sufficient protection.</p> <p>ACTION: SBM to look at other resources to find a more suitable policy. There was a discussion regarding how often the school is used for lettings and the finances that impact the costing.</p> <p>CHALLENGE: RJ sought reassurance that the school insurance is covered for each individual lettings which SBM confirmed, or a copy of their public liability insurance is seen.</p>	<p>ACTION</p> <p>CHALLENGE</p>
11.	Any other business	
11.1	<p>CHALLENGE: RJ asked for the number of pupils in year 1, with CS confirming the school had 60 in year 1 and confirmed to the committee that any further admissions would be rejected claiming it would be detrimental to the school.</p>	CHALLENGE
12.	Summary of impact on standards and progress	
12.1	<p>The governors agreed that the impact of this meeting on standards and driving progress included:</p> <ul style="list-style-type: none"> • having considered feedback from the L&D committee, in regard to achievement data, this committee has reviewed and refocused the forward plans for pupil premium spending. • Governors continue to be disappointed about the budget software as provided by the LA. 	

The meeting closed at 20:30

Finance and Premises Action Points

	Action	Outcome
AP1	10.1 The Clerk will circulate the best value policy with these changes for email approval.	Sept 2023
AP2	10.02 SBM to look at other resources to find a more suitable lettings policy.	Oct 2023