

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

**Finance and Premises Committee Meeting
Thursday 22nd June 2023 (7:15pm.)
Minutes**

| Finance and Premises Committee Membership | | | |
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| 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 | Craig Laurence | CL |
| | | Emily Bedford | EBed (associate) |

| Item | | Action | Lead |
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| 1. | Welcome / Apologies / Declarations of Interest | | |
| 1.1 | Governors present: Chris Snape, Jade Strachan, Frank Newton, Helen Cooper, Nick Drury, Rob Jagger, Mark Farr, Craig Laurence and Emily Bedford. | | |
| 1.2 | Apologies for absence: Lisa Johnson and Jill Foster. | | |
| 1.3 | Declaration of interest: ND and RJ spouse work in the school. | | |
| 2. | Minutes and action points from the meeting held on 4 th May 2023 | | |
| 2.1 | The minutes from the meeting held on the 4 th May were agreed as a true and accurate record. | | |
| 2.2 | There was one action point which SBM informed the committee that this action point has been completed. | | |
| 3. | Head's Report | | |
| 3.1 | CS shared that SBM and CS have completed one training session on the new finance system but they are still awaiting their logins details. CS confirmed that Jonathan Lewis will be at a heads conference in which CS will raise the schools disappointment in this. | | |
| 4. | Chair's Report | | |
| | Nothing to report. | | |
| 5. | Budget | Document 1 & 2 | |
| 5.1 | Amendments have been made to the budget following the last meeting. The steering group have met and the budget was discussed at FGB. SBM has managed to get back into Orovia and managed to make the suggested changes so the budget has been re-run and shared to the committee. SBM highlighted the changes made to the class structure and the high needs funding and was pleased to report that this created a balanced budget for the next three years. However, there are some national funding issues that are due to come in the next few years, along with the suggested pay increases that the governors need to be mindful of. CHALLENGE: RJ asked if some pay award assumption had been built in, which SBM confirmed the minimum of 3% across the board (unfunded). | CHALLENGE | |

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| | SBM shared an update on the proposed pay increase and conditions for support staff and how this would affect the budget going forward. DECISION: The committee were happy to agreed this modified budget. | DECISION | |
| 6. | Review of Health and Safety | | |
| | Nothing to report as JF was absent. | | |
| 7. | Scheme for Financing School | Document 3 | |
| 7.1 | Governors were sent this for reference as it sets out how the LA fund the school and their expectations. Governors noted this document with interest. CHALLENGE: RJ asked how SBM was reporting on month end if there was currently not software to complete this in. SBM confirmed she was still running month end in Access but not reporting it to the LA due to the lack of software. | CHALLENGE | |
| 8. | Internal Finance Procedures | Document 8 | |
| 8.1 | LA finance audit has found schools don't have the internal finance procedures so the LA have supplied a model one despite SBM regularly updating the schools version. SBM had found numerous errors in the model so the SBM informed the committee that she would not use the model and continue to annual review the schools own document. MF supported this as he raised that according to the model document it was not a mandatory document. Governors acknowledge that the school has its own copy and that it is reviewed annually. | | |
| 9. | Best Value Consideration: Play Equipment | Document 6 & 6A & 6B & 6C & 6D | |
| 9.1 | SBM provided some background information regarding the state of the play equipment in the EYFS playground. The funds for the new equipment would be funded in conjunction with FOTS. Three quotes were ask for, with the stipulation being that it requires 4 towers arranged for flexibility of play. The EYFS lead prefers the Castle option as it would fit more children to play and provide opportunity to practice gross motor skills. The castle is just out of budget, assumption that FOTS can provide 10,000, which is in the bank. The income from summer fayre will also contribute but these figures cannot be guaranteed. SBM informed the company of the budget and the company has said they will work with the school and SBM shared the companies proposal. CHALLENGE: CL asked if the school still needed to find the 20% for VAT, but SBM confirmed that the school can claim that back and don't need to fund it. CHALLENGE: FN asked if pupils will have access to the equipment at all times, and if this would be unsupervised. CS confirmed that pupils will have access to it when outside, which is always supervised. SBM raised that with the project it means a large proportion of the outside area can be updated at the same time. CHALLENGE: ND asked if this work was included in the quote, which SBM confirmed. SBM shared ideas of how to recycle and reuse the old play equipment. CHALLENGE: ND asked if there was | CHALLENGE CHALLENGE CHALLENGE CHALLENGE | |

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| | ongoing maintenance, which SBM stated it will be check annually alongside the PE equipment and as a wood product it would need to be treated regularly. Installation is planned for October half term. DECISION: Langley castle is agreed to be purchased. | DECISION | |
| 10. | Best Value Consideration: Photocopier Contract | Document 7 | |
| 10.1 | SBM explained the companies used for quotes and that the quotes were based on what the school currently have. SBM explained the figures included in the quote. CHALLENGE: CL asked how the current supplier was, which SBM responded that she was happy with them but they quoted the highest. SBM recommendation is to go with Canon for cost and reputation. CHALLENGE: ND asked why Konica were so costly, which SBM stated it was cost per print and the consideration of how much printing the school does. ND also asked if they knew they were the highest, which SBM stated she has not spoken to them but would inform them. CHALLENGE: CL suggested it was worth seeing if school could get a demo machine to check on how the saving equates to staff time. CHALLENGE: RJ asked what the notice period was, which SBM confirmed it was a monthly contract. DECISION: The governors agreed to proceed with the Canon contract, which might be depend on the availability of a demo model and how successful the trial is. | CHALLENGE CHALLENGE CHALLENGE CHALLENGE DECISION | |
| 11. | Any other business | | |
| 11.1 | CS wished to share his thanks to SBM for working hard to ensure the finances are still functioning despite not having the reporting software due to the LA decision to change software. | | |
| 12. | Summary of impact on standards and progress | | |
| 12.1 | The committee agreed that this meeting had an impact on standards and progress by: <ul style="list-style-type: none"> Approving the budget to ensure that the school is financed to minimise the financial risk to school, whilst maintaining the 'no mixed age group' class structure that raises the educational attainment of the children. | | |

The meeting closed at 19:56

Finance and Premises Action Points - None

Finance and Premises – Reference Documents

| | Reference Documents |
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| 1. | Budget 23/24 |
| 2. | General Budget Notes |
| 3. | LA model financial procedures |
| 4. | LA model scheme of delegation |
| 5. | Scheme for financing schools |
| 6. | Play Equipment Project <ul style="list-style-type: none"> 6A – 4 Towers Option 6B – Goodrich Tower Option 6C – Magellan Tower Option |

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| | <ul style="list-style-type: none"> • 6D – Play Castle Option |
| 7. | Photocopier contract |
| 8. | Thorndown Primary Internal Financial Procedures May 2023 |