

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

**Minutes of the Finance & Premises Committee Meeting  
Thursday, 24th<sup>th</sup> September 2020 at 7.15 p.m.**

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

<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, Derren Jones, Jon Lee, Rob Jagger 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: Jill Foster.		
1.5	Absent: Natalie Bates.		
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>Elect Chair and Terms of reference</b>		
2.1	RJ was nominated as chair, which he accepted. <b>DECISION:</b> RJ to serve as chair of finances.	<b>DECISION</b>	
2.2	<b>DECISION:</b> The committee agreed the terms of reference following the amendments made to the dates and membership.	<b>DECISION</b>	
<b>3.</b>	<b>Minutes and action points from the meeting held on 5th May 2020.</b>		
3.1	The minutes of the last meeting held on Thursday, 5 <sup>th</sup> May 2020 were read, approved.		
3.2	There were no action points from these minutes.		
<b>4.</b>	<b>Head's Report</b>		
	SBM led the Head's report.		
4.1	<b>Premises:</b> The usual premises checks had taken place over lockdown and the summer holidays. The emergency lighting, which was agreed via email, will take place over the October half term.		
4.2	<b>School Dinner:</b> SBM raised that due to the lockdown the tender for providing school meals had been delayed. The lunchtime company contract has been extended and will be reviewed termly as they are aware the school needs to go to tender. RJ suggested that it the contract be extended for a year because of		

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READ & AGREED AS A TRUE RECORD ..... (CHAIR)

	<p>the current situation, to which JL confirmed this was a good idea as it gives the school and company stability. SBM raised that the school had continue to pay the lunchtime company despite them furloughing their staff. VG said that they had asked the kitchen to provide a hot meal for all year group once a week to increase the uptake of paid school dinners and to ensure children got a hot meal during the winter months safely. These meals will be provided in the hall, which will be sanitised after each use.</p> <p>Monday – Year 3  Tuesday – Year 4  Wednesday – Year 1 and Year 5  Thursday – Year 2  Friday – Reception and Year 6</p>		
<b>5.</b>	<b>Chair’s Report</b>		
5.1	There was nothing to report.		
<b>6.</b>	<b>Budget monitoring</b>		
6.1	Comprehensive budget notes had been provided by SBM prior to the meeting. The GB were happy with the budget and thanked SBM for her summary which was easy for the GB to understand. SBM selected highlights of the report to discuss in the meeting which included the following:		
6.2	<p><b>Pay increases:</b> A pay increase of 2.75% has been awarded to support staff, in which only 2% has been budgeted for.</p> <p><b>CHALLENGE:</b> FN asked if there was any top of for this, to which SBM said there was not. There is also an increase to annual leave for support staff, which will be pro forma so there is a slight increase to wages, but this has been budgeted for after prior discussions regarding the matter.</p>		
6.3	<p><b>COVID Claim:</b> The school have made a successful claim from the government regarding COVID funding. <b>CHALLENGE :</b>JL asked if this would cover most of the schools cost, to which SBM said no but another round of funding is expected. The catch up funding is £80 per pupil, which will be spent on teaching and the tutoring funding is still being explored. <b>CHALLENGE:</b> JL asked if this catch up funding was just for pupil premium children, to which VG said it was for all pupils.</p>		
6.4	<b>Kingfisher Afterschool Club:</b> This was raised a confidential minute.		
6.5	<b>Pre-School:</b> This had opened successful this term and was achieving the normal level of funding. The numbers on the register are good and the school is still receiving a high number of enquiries regarding spaces.		
<b>7.</b>	<b>Review of health and safety</b>		
7.1	A health and safety visit by a governor has not taken place due to the current restrictions however SBM informed the GB that hygiene stations had been put at all entrances to the school and there was hand gel throughout the building. Extensive hand washing has been put in place throughout the day. HC had assigned each staff bubble their own toilets to prevent cross contamination. SBM has also added 2 budget lines for COVID so it is clear that the GB can see the extra spending on COVID		

	resources.		
<b>8.</b>	<b>Discuss attainment priorities</b>		
8.1	There was no data in regards to attainment; however, the plans for catch up interventions had been highlighted in the TOP.		
<b>9.</b>	<b>Policies</b>		
9.1	<b>Best Value Statement: DECISION:</b> Following a minor tweak this policy was agreed.	<b>DECISION</b>	
9.2	<b>Health and Safety:</b> The latest COVID risk assessment and protocol had been added this policy as appendix. VG informed the GB that the LA might re-think informing parents of suspected cases and if anything is amended the policy will be updated. <b>DECISION:</b> This policy was agreed upon.	<b>DECISION</b>	
9.3	<b>Fire safety:</b> A fire drill has taken place already this term and a couple of points were highlighted, which have now been addressed. Another drill is place for before half term, to include the reception classes. <b>DECISION:</b> This policy was agreed upon.	<b>DECISION</b>	
<b>10.</b>	<b>Any other business</b>		
10.1	There was one item of any other business where RJ asked what happened to corrupt all the staff fobs so they could no longer access the building. HC stated that one of the system had gone down and this affected the fobs. All staff have now had their fobs reprogrammed.		
<b>11.</b>	<b>Summary of impact on standards and progress</b>		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.  The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>• Been made fully aware of how COVID has affected the school budget.</li> <li>• made decisions moving forward to focus resources on the education of pupils in regards to the catch-up programme.</li> </ul>		

The meeting closed at 20:22.

**Finance & Premises Committee Action Points –**

<b>F&amp;P</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	6.4 Confidential action point	SBM	Nov 20