

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

**Minutes of the Finance & Premises Committee Meeting  
Thursday, 27th February 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	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, Jill Foster, Derren Jones, Richard Boughey, Jon Lee and Helen Cooper.		
1.2	Non-Governors Present: Helen Cooper (SBM), Jenn Dover (Clerk) and Emily Broadhurst (staff observer).		
1.3	The meeting was quorate with 7 governors present.		
1.4	Apologies for absence, with governors' consent: Natalie Bates.		
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 of business. There was one item for Any other business, which was Health and safety, as it had been omitted from the Agenda.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting held on 16th January 2020.</b>		
3.1	The minutes of previous meeting held on 16th January 2020, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	The below action points have been completed:		



<p>6.3</p> <p>6.4</p> <p>6.5</p>	<p>opportunities to increase uptake via birthday lunches, parents lunches and the Year 6 leavers lunch. The contract for School meals is going to tender and a discussion has been had with school council and it had been agreed, at the previous committee, that the school could employ the previously used person to assist with the tenure process.</p> <p><b>EHCP:</b> As the school is aware that there are 4 EHCP pupils joining in September the process has already started on these to aid the budget planning for next year. There was a discussion with regards to the future of EHCP funding, due to the council suggestion at funding the high needs block, and it was suggested by JL that the budget should reflect building in the EHCP we have and are going to be receiving.</p> <p><b>2020/21 Budget:</b> The Budget figures have been received today therefore, a firmer figure for the budget going forward will be provided to the steering group when they meet next week.</p> <p><b>Pre-school:</b> Will be full from Easter and there was thought of advertised a post to increase number, however, it appeared unfeasible as the number will drop in September. <b>CHALLENGE:</b> RJ asked if the school could employ someone on a 6 month contract, but the general feeling of the committee was that you would not attract many applicants, as most post in pre-school are looking for permanent contracts.</p>	<p><b>CHALLENGE</b></p>	
<p><b>7.</b></p>	<p><b>SFVS</b></p>		
<p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p>	<p>SBM shared an update regarding this document and how this has been completed.</p> <p><b>Section B part 7 :</b> The governors discussed their response to the question 'Is the financial strategy integrated with the school's strategy for raising standards and attainment'. JL was confident that the strategy going forward links to the TOP and the school vision the GB have, which is integrated with the strategy for raising attainment. RJ was confident that financial planning had taken place as there had been robust discussion on funding, especially regarding the LA position on the high needs funding block.</p> <p><b>Section B part 6 :</b> 'Does the school have a realistic, sustainable and flexible financial strategy in place for at least the next 3 years, based on realistic assumptions about future funding, pupil numbers and pressures?' . JL suggested that a 2 year plan would enable to GB to plan better, to which most agreed.</p> <p><b>Section B part 9:</b> 'Does the school set a well-informed and balanced budget each year (with an agreed and timed plan for eliminating any deficit)?' The committee were confident that the school had a balanced and informed budget as the budget had not gone into a deficit despite the current financial challenges.</p>		

7.5	<b>Section B Part 13:</b> 'Are balances at a reasonable level and does the school have a clear plan for using the money it plans to hold in balance at the end of each year?'. The committee felt that the DFC balances were held at level especially with regards to looking at the ICT replacement currently being discussed and the SBM will refer to the DFC spending plan here in the SFVS.		
7.6	<b>DECISION:</b> The SBM will make the suggested changes as per the discussion and will get the chair of the committee to sign as the committee were happy to approve the SFVS.	<b>DECISION</b>	
<b>8.</b>	<b>Random spot check on GPC spending</b>		
8.1	This has been completed by the Chair of the committee.		
<b>9.</b>	<b>Justgiving page</b>		
9.1	The committee gave VG permission to set up a Just Giving Page.		
<b>10.</b>	<b>Any other business</b>		
<b>10.1</b>	<b>Health and safety:</b> The team met before half term and were happy to report that staff had attended training regarding school trips and additional Risk Assessments had been put in place were being made. The Team had been made aware that Pre-School parents have been using the school car park as a cut through, as a result of this the side gate will now be opened later and the inner gate to the car park will be locked to ensure parents walk on the pathways. <b>CHALLENGE:</b> JL asked whether Pre-school parents have been made aware of this situation, to which VG confirmed that communications had gone out.	<b>CHALLENGE</b>	
<b>11.</b>	<b>Summary of Impact and standards</b>		
11.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
11.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> <li>Looked through the budget in depth and discussed the potential risk complexity of the budget and how this will result in the GB being unable to support the strategic goals and aims of the school.</li> <li>Discussed at length and completed the SFVS.</li> </ul>		

The meeting closed at 8:35pm

**Finance & Premises Committee Action Points – 27th February 2020**

<b>F&amp;P 2019/20</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	4.1 SBM to carry out a full survey of the emergency lighting and provide the committee with costing of fixing all faults to the committee can make a decision regarding the next step.	SBM	Summer 20