

THORNDOWN PRIMARY SCHOOL
Finance and premises Committee Meeting
Thursday 7th November 7:15pm

Minutes

| Membership of the Finance and premises Committee: | | | |
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| Vicci Godbold | VG | Natalie Bates | NB |
| Frank Newton | FN | Derren Jones | DJ |
| Rob Jagger | RJ | Richard Boughey | RB |
| Jill Foster | JF | Helen Cooper (Non-Governor) | SBM |

| Item | | Papers | Lead |
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| 1. | Welcome / Apologies / Declarations of Interest | | |
| 1.1 | The Governors present were Frank Newton, Rob Jagger, Jill Foster, Derren Jones, Richard Boughey, Claire Gerrard, Helen Cooper. | | |
| 1.2 | Non-Governor present: Jenn Dover (Clerk). | | |
| 1.3 | The meeting was quorate with 6 Governors. | | |
| 1.4 | Apologies for absence, with Governors' consent: Vicci Godbold (CG attended as Deputy Head on Head's behalf). | | |
| 1.5 | Natalie Bates was absent and Derren Jones was late. | | |
| 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 to any items on the agenda. | | |
| 2. | Notice of a change in order, or any other business | | |
| 2.1 | There was no change in the order of the business. | | |
| 3. | Review of the minutes and action points of the previous meeting held on 26th September 2019 | | |
| 3.1 | The minutes from the meeting held on the 26th September were agreed upon and signed. | | |
| 3.2 | The action below is still ongoing: <ul style="list-style-type: none"> ● AP1 4.3 HC to contact the Mayor and town council with estimates for getting the fence work corrected. However, HC gave an update on the situation, which included getting quotes from 6 local fencing | | |

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Read and signed as a true record (CHAIR)

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| | companies all who did not deal with the type of fence the school have. The committee were still not happy that this has not been rectified by the Council so HC suggested inviting them in for a discussion and a proper look at the problem, to which the committee agreed. | | |
| 4. | Headteacher's Report | | |
| 4.1 | CG shared the Head's report on behalf of VG, which included that FOTS have a new committee who are looking into a card payment system for events, however, this was looking like it may not be possible. CG handed over to the SBM for an update on the premises and finances. | DECISION | |
| 4.2 | Premises - There was nothing major to be brought to the attention of the committee at this time. | | |
| 4.3 | SFVS - (school financial value statement) would be available to share with the committee and FGB in Feb/March time | | |
| 4.4 | Windows 10 - The committee were presented with two options for updating the laptop to Windows 10. The options were: <ul style="list-style-type: none"> ● Buy a new licence for each laptop in school. Or <ul style="list-style-type: none"> ● Buy a volume based licence at annual cost, which includes all windows and office products. The SBM had estimated the cost, based on those who use computers 50% of the time, at £56 per person. DECISION: After a general discussion about the options the committee felt that it was a better option to get all users updated to be using the same Windows programmes, therefore, to buy an annual subscription. | | |
| 4.5 | SEN Funding - SBM had been looking into applying for high needs contingency funding for around £20,000, due to the large amount of EHCPs in the school (with more planned). SBM would keep the committee updated on the progress of these funds and if they would become an annual income. | | |
| 5. | Chair's Report | | |
| 5.1 | There was nothing to report. However, the Chair took this opportunity to remind the committee of the current funding per pupils the school current receives, in regards to the | | |

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| | current political climate. | | |
| 6. | Budget Monitoring | | |
| 6.1 | The SBM shared the most recent budget monitoring against Orovia, but informed the committee that the figures were not accurate. This was due to the programme, Orovia, not allowing for the pay and pension increases provided by the Government and the SBM being unable to manually adjust these figures. Therefore, a proper forecast overturn would be provided to the committee at the end of November, which would better inform any decisions that need to be made. | | |
| 6.2 | SBM suggested that there would be a small carry forward, due to the fact that the school is working very hard to tighten budgets and save money. CG has been working hard to bring in funding via workshops for the Maths Hub and a 10% secondment that weren't included in previous budget forecasts. | | |
| 6.3 | FN raised that the lack of TAs is having a massive detrimental impact on staff and, potentially, the progress of pupils. | | |
| 6.4 | The SBM provided further reports with regards to the budget, which predicted the schools forecast expenditure for 3 years, which the committee found useful and have asked that this style of reports could be provided at each meeting. | | |
| 7. | Review of contract obligations | | |
| 7.1 | This was deferred to the next committee meeting. | | |
| 8. | Policy Review | | |
| 8.1 | Letting policy - The only change to this has been a suggested increase in charges as these have not been increased in the past 4 years. Lettings charges are worked out considering the utilities alongside the caretaker overtime (and adds on such as N.I.C). After a discussion on how the lettings costing compared to other premises and the historical nature of some of the lettings, it was agreed to increase the charges by £2 for non-uniform groups, £1 for uniformed groups, with these charges taking effect from April. DECISION: This policy was agreed with the price increases. | DECISION | |
| 9. | Benchmarking | | |
| 9.1 | SBM explained that this compares the school financial | | |

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| | situation with similar schools within the LA. Thorndown was compared to Littleport, Hardwick and Cambourne and Ely St John. The purpose of this exercise is to see if any financial situations stick out. However, nothing was raised as requiring discussion but the committee found this a useful exercise. | | |
| 10. | Any other business | | |
| | There was no other business. | | |
| 11. | Summary of impact on standards and progress | | |
| 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: - Made a decision regarding Windows 10, so all the IT in the school was of the same standard. - Been made aware of the tight budget and how this is effecting the level of service the school provides to the pupils as well as the wellbeing of staff. - Made a decision regarding charging for lettings. | | |

The meeting closed at 8:10

Finance and Premises committee Action Points from 7th November 2019

| | ACTION POINT | BY WHOM | OUTCOME |
|-----|---|----------------|----------------|
| AP1 | AP1 4.3 HC to invite the town council in to discuss and assess the fencing problem. | HC | Jan 2020 |

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Read and signed as a true record (CHAIR)