

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 3 March 2016 at 7.30 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
Vicci Godbold	Head
Frank Newton	FN
Steve Mitchell	SM
Sophie Dale	SD
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Helen Cooper (Non-governor for this committee)	HC

<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, Steve Mitchell, Rob Jagger, Debbie Townsend, Cathy Sweet and Sophie Dale.		
1.2	Non-Governors Present: Helen Cooper (SBM) and David Clark (Clerk). The meeting was quorate with seven governors present.		
1.3	Apologies for absence: David Varey.		
1.4	Absent: None.		
1.5	Declarations of Interest: Rob Jagger's wife is employed by the school.		
1.6	There were no other declarations of interest by other members of the committee in respect of any item on the agenda.		
<b>2.</b>	<b>Notice of change in order, or any other business</b>		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	The Committee also agreed that there were no items to be considered under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of previous meeting held on 14 January 2016, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	There were five Action Points, and AP3 and AP4 had both been completed.		
3.3	The remaining three Action Points (AP1, 2 & 5) were all agenda items at this meeting.		
<b>4.</b>	<b>Headteacher's report</b>		
4.1	The SBM reported that the school insurers had agreed to pay for the repairs on top of the Reception building when water leaked into the building and caused damage. The Property Manager is now obtaining quotes for this work to be completed.		
Primary Finance & Premises 05.05.16 READ & AGREED AS A TRUE RECORD ..... (CHAIR)			

4.2	The Headteacher reported that the school had been successful in a bid to the National College of School Leadership (NCSL) for funding of £4k for additional training for three outstanding teachers.		
<b>5. Chair's Action</b>			
5.1	There was no action to report.		
<b>6. Budget Monitoring</b>			
6.1	<b>Budget Monitoring 2015/2016</b>		
6.1.1	The Headteacher and HC (School Business Manager) referred to the BCR report, and the notes circulated to the committee and highlighted key points at the meeting. There was little change to the previous report.		
6.2	<b>Budget Preparation for 2016/2017</b>		
6.2.1	Based on current numbers and anticipated Reception numbers, the school will be setting up two new classes next academic year (19 in total). The cost of setting up these classes will use up all the carry-forward and all the additional growth funding. The Budget is looking very tight for next year with savings needed to be made wherever possible.		
6.2.2	The Headteacher also confirmed that Year 3 will have three classes next year and that Year 4 will move to two classes. This removes the need to teach mixed age classes across the school.		
6.2.3	There was a long discussion about the importance of getting the right teaching structure in place for the benefit of the children and to ensure that the school continues to raise its standards from good to outstanding.		
6.2.4	In September 2017 there will be a further additional class (20 in total). The school will also have an additional class in September 2018 (making 21 classes in total) when the school will have three forms of entry in each year.		
6.2.5	The Headteacher is due to meet the LA Financial Adviser again shortly to review the end of year figures and budget build for 2016/2017. He has already advised that the school will have little, if any, carry forward next year.		
<b>7. Items from Work Schedule</b>			
7.1	The Committee reviewed the updated Work Schedule which indicated that there was no outstanding planned activity for this term.		
7.2	The SBM produced a document outlining how the new caterers were compliance with Nutritional Standards. It was agreed that she would pursue a 'Food For Life – Bronze Award' with the caterers.	May 16	HC
<b>8. Revised Policy Schedule</b>			
8.1	The Committee reviewed the updated Policy Schedule which indicated that there was no outstanding planned activity for this term.		
8.2	The Committee asked that the Financial Regulations for Schools (August 2015) document be an agenda item at the next committee meeting on 5 May 2016.	May 16	Clerk

<b>9.</b>	<b>Standing items</b>		
9.1	Health & Safety Committee feedback – The Health & Safety Committee will now meet on 16 March 2016, and give feedback at the next committee meeting on 5 May 2016.	May 16	DT
9.2	Changing rooms - there was no further progress to report.		
9.3	School crossing - the installation of a raised platform at the School Crossing has taken place. The Health & Safety Committee will keep this matter under review and FN to write a letter of thanks to the Council(s).	Mar 16	FN
<b>10.</b>	<b>Government Procurement Card (GPC) - CCC guidance and evidence of monthly spending</b>		
10.1	CCC guidance on spending on the Government Procurement Card (GPC) had been circulated prior to the meeting.		
10.2	The SBM provided evidence of the monthly spend on the Government Procurement Card (GPC) at the meeting, which is ratified by the Headteacher. It was agreed that the Chair of the committee would approve this spending and would perform spot-checks at random drop-ins to review financial procedures. The Clerk to add this as a task to the work schedule for the Spring term.	May 16	Clerk
<b>11.</b>	<b>Any Other Business</b>		
11.1	An update on the Pavilion to be added to the next Full GB meeting on 17 March 2016.	Mar 16	Clerk
11.2	A governor asked a question about the possibility of reviewing arrangements for the Cleaning staff, following the success of the new Catering arrangements. The Headteacher explained that due to current circumstances, including the long-term sickness of two cleaning staff, the school was holding off on a review of the arrangements for Cleaning staff.		
11.3	There being no other business the meeting closed at 8.23 pm.		

<b>Summary of Impact on Standards and Progress from the meeting held on 3 March 2016</b>
<p>Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.</p> <p>The Committee agreed that, at this meeting, it had:</p> <ul style="list-style-type: none"> <li>• Discussed the current numbers and anticipated Reception numbers, and the need to set up two new classes in the next academic year (19 in total);</li> <li>• Held discussions about the importance of getting the right teaching structure in place for the benefit of the children; and</li> <li>• Understands the financial implications for next year, and beyond, due to the rapid expansion of the school by the LA, but not at the cost of setting a deficit budget.</li> </ul>

### Finance & Premises Committee Action Points – 3 March 2016

F&P 4 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	7.2 The SBM to pursue a 'Food For Life – Bronze Award' with the caterers.	SBM	
2.	8.2 The Clerk to add the Financial Regulations for Schools (August 2015) document be to the agenda for meeting on 5 May 2016.	Clerk	Completed
3.	9.1 The Health & Safety Committee give feedback at the next committee meeting on 5 May 2016.	DT	
4.	9.3 FN to write a letter of thanks to the Council(s) re the installation of a raised platform at the School Crossing.	FN	
5.	10.2 The Clerk to add spot-checks on GPC spending, at random drop-ins to review financial procedures, to the work schedule for the Spring term.	Clerk	Completed
6.	11.1 An update on the Pavilion to be added to the next Full GB meeting on 17 March 2016.	Clerk	Completed