

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

**Minutes of the Finance & Premises Committee Meeting
Thursday, 26th September 2019 at 7.15 p.m.**

Membership of the Finance and Premises Committee:	
Vicci Godbold	VG
Frank Newton	FN
Rob Jagger	RB
Jill Foster	JF
Natalie Bates	NB
Derren Jones	DJ
Richard Boughey	RB
Helen Cooper	HC

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Rob Jagger, Jill Foster, Derren Jones, Natalie Bates and Richard Boughey.		
1.2	Non-Governors Present: Helen Cooper and Jenn Dover (Clerk).		
1.3	The meeting was quorate with 7 governors present.		
1.4	Apologies for absence, with governors' consent: None.		
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.		
2.	Notice of change in order, or any other business		
2.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
2.2	There was only one item of AOB, which was to vote in the Chair. FN proposed RJ, seconded by NB and the GB voted unanimously. DECISION: RJ is voted in as chair.	DECISION	
3.	Review of minutes and action points of the previous meeting held on 13th June 2019		
3.1	The minutes of previous meeting held on 13th June 2019, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There was only one AP which had been completed since the last meeting.		

4.	Headteacher's report		
4.1	The Head handed over to HC, as SBM, to update the committee on financial and premise issues. Updates included:		
4.2	<p>IT Items : HC informed the committee that the school projectors had been cleaned, however, two had to be replaced immediately (with LED bulbs in the new ones to save money), and a further 5 replaced over half term. The SBM reassured the committee this is coming out of the replacement plan budget. SBM informed the committee that the Windows 7 support ends Jan 2020 and the school is unsure if the laptops can upgrade to Windows 10, therefore, the IT support is looking into this, but the school may have to look at new laptop. The committee asked how many laptops this includes, which SMB estimated 32 pupil laptops, along with 1 in each classroom. CHALLENGE: RJ asked if the school needs laptops, to which VG confirmed they are used to teach IT. NB also asked if they need to be windows laptops, which VG was not sure on. VG and HC to meet with Jennie Collins to discuss curriculum requirements.</p>	CHALLENGE	
4.3	<p>Premises - Thanks was shared to the caretaker for the painting that took place over the holiday. The 5 year electrical test was taken over summer and the school passed. The committee were informed of the new issue with regards to the gap in the fencing at the bottom of the field, due to the council refurbishing the nearby playground. The SMB had been in contact with the Council and their response was shared to the committee, which the committee agreed was inadequate. ACTION: HC to contact the Mayor and Town Council, with RJ suggesting the committee getting rough estimates for the work to be fixed and take this to the Council.</p>	ACTION	HC
4.4	<p>Court Case - The committee were informed of an ex-parent suing the School, via the LA , for an incident that occurred in November 2016. VG and HC could not share too many details regarding the case, but that the VG was being called as a witness. CHALLENGE: NB asked if the incident central to the court case was raised as serious incident at the time in school, to which VG confirmed it was not, the pupil was sent home but spent no further time off school. RJ asked if the insurance will cover the cost of the Court case, to which FN confirmed it would.</p>	CHALLENGE	
4.5	<p>Budget monitoring - This is to be a separate on the agenda going forward and was recorded as a confidential minute.</p>		
4.6	<p>Kingfisher - The breakfast and afterschool clubs are really busy, with an increase in Reception pupils using the club as well as a few from Pre-School. Holiday club was success this year, with the cost of this being subsidised by the term time sessions.</p>		
4.7	<p>Preschool - There are currently not many spaces available and recruitment is now needed, to which applications have been received. CHALLENGE: NB asked how many more children can you fit in the allocated space, to which HC stated that OFSTED state 56 but she feels 52 would be the maximum. The amount of children in pre-school is now having a knock on effect on the requirement of midday supervisor, as there is additional two</p>	CHALLENGE	

	required for just pre-school numbers. CHALLENGE: FN asked if there was currently a waiting list for places, to which HC confirmed there was. CHALLENGE: NB asked if the additional finances generated by the Pre-school were primarily for the Pre-school, which HC confirmed and that the additional fees would pay for the extra Key Worker to be employed. NB also asked if Pre-school children attend the Kingfisher club, which VG confirmed a selected due to the ratio of adults required.	CHALLENGE	
5.	Chair's Report		
5.1	The Chair had no additional action to report.		
6.	Health and safety committee feedback		
6.1	JF fed back from this committee at this meeting. The Site walk has been taken and the work highlighted has been completed. The meeting have been booked for the remainder of the year. There were no questions for JF regarding this.		
7.	Discuss attainment priorities		
7.1	The clerk had taken this agenda item from an old agenda and was not required at this time, therefore, the meeting moved on.		
8.	Policy review		
8.1	Best value statement - No changes had been made to this policy. DECISION: The committee agreed upon this policy to be made	DECISION	
8.2	Health and safety - HC summarised the changes made to this policy, which were only minor amendments and only updates. The completed policy will be sent to the Clerk once these are completed. DECISION: The committee agreed upon this policy to be made	DECISION	
8.3	Governance allowance - No changes had been made to this policy. DECISION: The committee agreed upon this policy to be made	DECISION	
8.4	Accident investigation - No changes had been made to this policy. DECISION: The committee agreed upon this policy to be made	DECISION	
9.	Any other business		
9.1	Terms of reference - There were no amendments to be made apart from name changes, which the Clerk will carry out and take this to the next FGB in October.		
10.	Summary of impact on standards and progress		
10.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
10.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> Continue to put the children at the forefront of the work of the Committee especially despite incredible financial circumstances. The committee remains to keep at heart the educational and well being of children 		

Finance & Premises Committee Action Points – 26th September 2019

F&P 2019/ 2020	Action Point	By Whom	Outcome
AP1	4.3 HC to contact the Mayor and Town Council, with RJ suggesting the committee getting rough estimates for the work to be fixed and take this to the Council.	HC	Autumn 2019