

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

**Minutes of the Finance & Premises Committee Meeting
Thursday, 11 January 2018 at 7.30 p.m.**

Membership of the Finance & Premises Committee:	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
David Varey	DV
Helen Cooper (Non-governor for this committee)	HC

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Rob Jagger, Cathy Sweet, Frank Newton, Helen Cooper and Debbie Townsend. It was noted that Carolyn Jepson has left the GB.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	Apologies for absence, with governors' consent: David Varey.		
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		
1.7	members of the committee 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	The Committee also agreed that there were no items to be considered under Any Other Business.		
3.	Review of minutes, confidential minutes and action points of the previous meeting		
3.1	The minutes of previous meeting held on 9 November 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There were two Action Points from the last meeting on 9 November 2017 which had both been completed.		
3.3	The confidential minutes of previous meeting held on 9 November 2017, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting. There were no APs to review.		

4.	Headteacher's report		
4.1	Cleaning Contract – Churchill, the new cleaning contractors, have begun work in school. They have already had to cover a staff sickness, and are also recruiting new staff. The school is happy with the standard of work so far and will continue to monitor the situation.		
4.2	Maintenance issues included a leaking roof (repaired), emergency lighting and PAT testing (completed) were discussed.		
5.	Chair's Action		
5.1	The Chair reported that he, VG and the SBM had held their telephone conference with Pebble Ltd re: the proposal to set up a separate charity account for school trips (AP1 from the last meeting).		
5.2	A discussion document regarding the possibility of establishing an Enrichment Trust was circulated prior to the meeting.		
5.3	Any Trust that would be established would have to be set up as a separate registered Charity with a separate bank account. It was explained that the purpose of this Charity would be to provide enrichment for the pupils that is not covered under the curriculum. This could allow the school to provide an Outstanding educational provision.		
5.4	The Committee discussed the benefits that the Trust could bring to the school, and the possible concerns that might be expressed by parents on being asked to contribute by standing order to the school.		
5.5	It was suggested that the idea be raised at Parent Forum on Monday, 5 February 2018 when the topic is 'Developing the Learning Environment.'	Feb 18	RJ/Head
5.6	The Committee also asked for the Head/SBM to obtain a draft letter, as used by a school that has set up a Trust, and any further information about how the school dealt with the issues raised.	Mar 18	SBM/Head
6.	Budget Monitoring 2017/2018		
6.1	The latest Budget Monitoring notes for 2017/2018 had been circulated prior to the meeting		
6.2	Forecast figures show a carry forward of £15,348 in to next year, although around £10K needs to remain with Sports Premium Funding.		
6.3	There was a discussion about the spending on TAs in Reception where a number of SEND pupils have agreed EHCPs.		
6.4	Supply Pay and Agency staff costs are within budget and costs were saved by using the Teacher (now on Maternity Leave) and the HLTA to cover the majority of cover needed in		

	September and October. It was agreed that funding a HLTA, and reviewing the way that absence is managed could be a cost saving.		
6.5	The SBM, in her report, suggested that the new budget should ring-fence some of the revenue to cover the costs of replacing equipment. FN agreed that the school should give careful consideration to establishing a Repair/Renewal Fund. This could be used to replace major items in the Kitchen.		
6.6	There is a large demand for places at the Pre-School, and extra staff have been recruited. The parents to be reminded that a place in Pre-school does not guarantee a place in Reception, and all parents have to make an application for a school place in Reception.	Jan 18	Head
6.7	The SBM reported that she had used the ESPO framework 3781 direct award (option1) and signed a non-disclosure form in order to obtain quotes for a new Photocopier contract, which is due for renewal in February 2018.		
6.8	By comparing the quotes available and the contracts in two ways (considering rental charges and the charging for the number of copies made) she was able to advise the Committee that Konica was the best option for the school. After discussion the Committee approved the recommendation of the SBM that Konica should be awarded the photocopier contract.	Feb 18	SBM
7.	Review of Work Schedule		
7.1	Ensure that school meets Financial Management Standards and SFVS – The draft SFVS document was circulated prior to the meeting, and after a few queries were raised it was agreed, and would be signed off by the Chair of the GB.	Jan 18	SBM/ Chair of GB
7.2	Review Pupil Premium Spending Plan – to be included in the agenda at the F&P meeting on Thursday, 3 May 2018.	May 18	Clerk
7.3	Random spot-checks on GPC spending, at drop-ins to review financial procedures – ongoing, with the latest checks taken place today.		
7.4	Prepare Budget for 2018/19 – to be included in the agenda at the F&P meeting on Thursday, 3 May 2018 (with LA Budget deadline on Friday, 4 May 2018). The SFA is due in to school shortly and may have indicative figures before he returns again in March.	May 18	Clerk
8.	Review of revised Policy Schedule		
8.1	Review of revised Policy Schedule - none this term		
9.	Standing items		
9.1	Health & Safety Inspections & Committee feedback - Maintenance issues included a leaking roof (repaired), emergency lighting and PAT testing (completed) were		

	discussed in 4.2 above. The Full GB received a report from the last Committee meeting in November 2017		
9.2	Changing rooms/Training facility – ongoing.		
9.3	Spending on the Pre-school – discussed in Budget Monitoring, item 6 above.		
9.4	After-School Club – The Head and SBM met with the Owner of the After-School Club yesterday. He informed his staff of the decision of the school to take over the management of the Club and TUPE can now be started. The staff are likely to be better paid under the management of the school, with improved terms and conditions, if they decide to take them after being TUPEd. After a review of staffing from Easter, the school may need to appoint a Manager to oversee the facility.		
10.	Any Other Business		
10.1	The application to become a Teaching School has been made to the DfE. If successful a job description for a Co-ordinator will be sourced for a new appointment. The need for professionally re-branding of the school (with a new logo) was raised with a small budget of £1,500 to be set aside in the Budget for 2018/19 for this purpose.	Apr 18	SBM/Head
10.2	There being no other business the meeting closed after item 11 at 8.45 pm.		
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. The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> • Obtained best value in the award of the Cleaning Contract, and are monitoring the impact of the change for the school budget; • Used best value regulations to ensure that the school obtained the best photocopying contract it could find; and • Noted the continued success of the Pre-school. 		

Finance & Premises Committee Action Points – 11 January 2018

F&P 3 2017/2018	Action Point	By Whom	Outcome
AP1	5.5 The idea of establishing an 'Enrichment Trust' is to be raised at Parent Forum on Monday, 5 February 2018.	RJ/Head	
AP2	5.6 The Committee asked the Head/SBM to obtain a draft letter, as used by a school that has set up a Trust, and any further information about how the school dealt with the issues raised.	SBM/Head	
AP3	6.6 The parents to be reminded that a place in Pre-school does not guarantee a place in Reception, and all parents have to make an application for a school place in Reception.	Head	
AP4	6.8 The Committee approved the recommendation of the SBM that Konica should be awarded the photocopier contract.	SBM	
AP5	7.1 The Chair of the GB to sign off the SFVS.	SBM/Chair	
AP6	7.2 A review Pupil Premium Spending Plan to be included in the agenda at the F&P meeting on Thursday, 3 May 2018.	Clerk	
AP7	7.4 Budget for 2018/19 to be included in the agenda at the F&P meeting on Thursday, 3 May 2018 (with LA Budget deadline on Friday, 4 May 2018).	Clerk	
AP8	10.1 A small budget (£1,500) to be set aside in the Budget for 2018/19 for the purpose of professionally re-branding the school if its application to become a Teaching School is successful.	SBM/Head	