

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

**Minutes of the Finance & Premises Committee Meeting  
Thursday, 28 February 2019 at 7.15 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
Vicci Godbold	Head
Frank Newton	FN
Rob Jagger	RJ
Jill Foster	JF
Natalie Bates	NB
Derren Jones	DJ
Richard Boughey	RB
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, Rob Jagger, Jill Foster and Richard Boughey.		
1.2	Non-Governors Present: Helen Cooper.		
1.3	The meeting was quorate with five governors present.		
1.4	Apologies for absence, with governors' consent: Derren Jones. Apologies were also received from David Clark (Clerk) who was ill.		
1.5	Absent: Natalie Bates		
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	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 held on 10 January 2019</b>		
3.1	The minutes of previous meeting held on 10 January 2019, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	There were three Action Points (APs) from the last meeting.		
3.3	For AP1, replacement of the damaged school sign was ongoing.		
3.4	For AP2, Completed and Cleared.		
3.5	For AP3, Completed and Cleared.		
	Primary Finance & Premises 02.05.19		
	<b>READ &amp; AGREED AS A TRUE RECORD</b>		<b>(CHAIR)</b>

<b>4.</b>	<b>Headteacher's report</b>		
4.1	<b>Caretaker</b>		
4.1.1	An updated report was given regarding the temporary arrangements put in place following the death of the Caretaker.		
4.1.2	It was noted that all staff had been very helpful in covering opening and closing of the premises.		
4.1.3	The head of the St Ivo Site Team had also met with the Head and Business Manager to see what assistance they could offer.		
4.1.4	A brief update was also given by FN regarding the position of the Caretakers bungalow tenancy.		
4.2	<b>IT Update</b> An update was given regarding the current position of the IT systems used with school. It appears that there have been improvements made and a number of staff had already received training and further training sessions were planned.		
4.3	<b>Additional DFC Payment</b> The SBM outlined the additional "one off" expenditure items amounting to £18,990.12 to be financed from the special additional funding grant of £19,659 received from Government. Details of the individual expenditure items can be found in the "Additional Notes for Governors – Finance and Premises which was previously circulated to the committee.		
<b>5.</b>	<b>Chair's Action</b>		
5.1	The Chair had no additional action to report.		
<b>6.</b>	<b>Budget Monitoring 2018/2019</b>		
6.1	The SBM had circulated details notes based on the BCR figures to January 2019. These were discussed in detail as follows: <ul style="list-style-type: none"> <li>The notes indicated a possible Formula Funding carry forward as at 31 March 2019 of round £22,000. This is a result of very careful budget control set against an original forecast of a Nil carry forward; and</li> <li>The Committee discussed the variances within certain budget headings and the reasons for these differences.</li> </ul>		
<b>7.</b>	<b>Review of Work Schedule</b>		
7.1	The following items from the Work Schedule were discussed, including: <ul style="list-style-type: none"> <li><b>Benchmarking</b> – The Benchmarking Charts produced indicated that broadly we were within acceptable limited when compared to other similar sample school, and in a number of cases, we appeared to be performing better; and</li> <li><b>Financial Management Standards Review</b> – The completed review form showed that in all but one</li> </ul>		

	area we could demonstrate compliance. Item No. 6, "adequate financial expertise" was reported as IN PART due to recent staffing changes.		
<b>8.</b>	<b>Review of Policy Schedule</b>		
8.1	There were no policies to review at this stage of the year.		
<b>9.</b>	<b>Standing items</b>		
9.1	<b>Health &amp; Safety inspections &amp; Committee feedback</b> – Jill Foster reported that due to the recent death of the Caretaker, the planned inspection had been postponed to a later date.		
9.2	<b>Changing rooms/Training facility</b> – No further progress at this stage.		
9.3	<b>Spending on the Pre-school</b> – Item removed from the agenda.		
9.4	<b>After-School Club</b> – Item removed from the agenda.		
<b>10.</b>	<b>Any Other Business</b>		
10.1	There being no other business the meeting closed after item 11 at 8.30 pm.		
<b>11.</b>	<b>Summary of Impact on Standards and Progress</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>Received a report on the temporary arrangements being made following the tragic death of the school Caretaker.</li> <li>Considered in detail, the latest Financial position as regards the school budget for 2018/19</li> </ul>		

### Finance & Premises Committee Action Points – 28 February 2019

<b>F&amp;P 4 2018/2019</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
AP1	3.6 The SBM to follow-up with the Coach Company about the damage to school signage.	SBM	