

**THORNDOWN PRIMARY SCHOOL
& THORNDOWN PRE-SCHOOL
Finance & Premises Committee Meeting
Thursday, 14 June 2018 at 7.30 p.m.
Agenda**

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

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
.1	Governors Present: Vicci Godbold, Cathy Sweet, Frank Newton, Derren Jones, Helen Cooper and Natalie Bates.		
1.2	Non-Governors Present: David Clark (Clerk).		
1.3	With the Chair absent, Cathy Sweet agreed to act as Chair for this meeting.		
1.4	The meeting was quorate with six governors present.		
1.5	Apologies for absence, with governors' consent: Debbie Townsend and Rob Jagger.		
1.6	Absent: David Varey.		
1.7	Declarations of Interest: There were no declarations of interest by 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 and action points of the previous meeting		
3.1	The minutes of previous meeting held on 3 May 2018, circulated prior to the meeting, were agreed and signed by the Chair as a true record of the meeting.		
3.2	The two Action Points from the last meeting, setting up an Enrichment Trust, would be covered in the agenda item 7.		
4.	Headteacher's report		
4.1	The Head reported on a premises issue where the company bought in to clean the roof and the cold water tanks flooded		

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READ & AGREED AS A TRUE RECORD (CHAIR)

	the boiler room and caused other damage including creating airlocks in the pumps, damage to the boy's toilet and the need to replace lagging. The SBM advised that the costs of the repairs will be met by the company.	June 18	Head/SBM
4.2	The Head also reported on her disappointment that Churchill Cleaners were still not meeting the terms of their contract, and that a second failure notice has been issued to the company. There have been staffing issues and a meeting with one of the Directors has been requested. A third failure notice would mean that the school could give notice to terminate the contract. The Committee discussed the options for the school should it terminate the Cleaning Contract. After discussion it was agreed that should the Head have to issue a third failure notice it would give notice to terminate the contract with Churchill. The Head would then investigate setting up its own in-house arrangements for cleaning.	June 18	Head
5.	Chair's Action		
5.1	The Acting Chair had no additional action to report.		
6.	Budget Monitoring 2018/2019		
6.1	The SBM explained that she, and all LA schools, were still finding the new Budget toolkit (OROVIA) extremely difficult to use and very time-consuming.		
6.2	Recent OROVIA training by the LA had to be cancelled due to these difficulties. New monthly Budget Monitoring Reports (BMRs) will be produced from this system but the new budget has only just be uploaded and gone live on the system.		
6.3	The SBM assured the Committee that there had been no excessive spending and that the school budget was still on-track.		
7.	Enrichment Trust		
7.1	The Head explained that the proposed Enrichment Trust was not discussed at the last Parent Form and asked that this item be added to the agenda for the next meeting on Thursday, 27 September 2018.	Sept 18	Clerk
8.	Pupil Premium Spending Plan		
8.1	The latest plans for Pupil Premium Spending are on the school website. This includes the evaluation of previous spending and future actions. This also includes the spending on Service Children Funding Grant. The Head agreed to forward these documents to the Clerk for circulation with the minutes of the meeting.	June 18	Head/Clerk
9.	Review of Work Schedule		
9.1	The following items from the Work Schedule were discussed, including: <ul style="list-style-type: none"> Review Pupil Premium Spending Plan – completed in item 8 above; Random spot-checks on GPC spending, at drop-ins to review financial procedures – ongoing; Review Best Value Statement – agreed; and 		

	<ul style="list-style-type: none"> Delegation Decision Planner – the Clerk to make the suggested amendments and re-circulate. 	June 18	Clerk
10.	Review of revised Policy Schedule		
10.1	There was one policy to review from the Policy Schedule. The Fire Safety Policy was reviewed and approved for use in school.		
11.	Standing items		
11.1	Health & Safety Inspections & Committee feedback – At the last meeting a walkabout was held and Risk Assessments were reviewed and amended.		
11.2	Changing rooms/Training facility – A company called Qube has visited the school and will draw up plans for the proposed Changing rooms/Training facility. The school would need to go out to tender for other bids and would need to contact local/national organisations regarding funding. A quote from Qube will also be made for the proposed new Kids Club building.		
11.3	Spending on the Pre-school – The Pre-school remains busy and bookings are coming in for September 2018.		
11.4	After-School Club – More staff are being sought for the After-school Club. Any parents with a Level 2 Playwork qualification would be welcome to apply. A Summer School will be held for the first 2.5 weeks of the holiday, and will include a day-trip to Woburn.		
12.	Any Other Business		
12.1	Staff in Year 1 have started to receive training to improve the curriculum offer that will include greater opportunities to learn through Play. A visit is planned with another school in Essex to share good practice. Some slight changes to the playground areas around the school may be needed. The Head to investigate the suggestion of using local Royal Engineers for some of this work. Some rooms will also need to have the carpet removed and plastic floors laid.	July 18	Head
12.2	There being no other business the meeting closed after item 13 at 8.29 pm.		
13.	Summary of Impact on Standards and Progress		
13.1	Full GB and Committee meetings now end by reflecting on what the meeting has achieved to further school improvement.		
13.2	The Committee agreed that, at this meeting, it had: <ul style="list-style-type: none"> Agreed a contingency plan for September 2018, following concerns about Churchill Cleaning as contractors; and Discussed funding requirements for future planned developments in the school for the curriculum, sports activities and training opportunities. 		

Finance & Premises Committee Action Points – 14 June 2018

F&P 6 2017/2018	Action Point	By Whom	Outcome
AP1	4.1 The SBM to advise on the premises issue and ensure that the costs of the repairs will be met by the company.	Head/SBM	
AP2	4.2 The Head to advise if a third failure notice is issued and that notice has been sent to terminate the contract with Churchill. The Head would then investigate setting up its own in-house arrangements for cleaning.	Head	
AP3	7.1 The Clerk to add the proposed Enrichment Trust to the agenda for the next meeting on Thursday, 27 September 2018.	Clerk	Completed
AP4	8.1 The Head agreed to forward the latest plans for Pupil Premium Spending from the school website to the Clerk for circulation with the minutes of the meeting.	Head Clerk	Completed Completed
AP5	9.1 The Clerk to make the amendments to the Delegation Decision Planner and re-circulate.	Clerk	Completed
AP6	12.1 The Head to investigate the suggestion of using local Royal Engineers for some of the changes to the playground areas around the school needed for greater opportunities to learn through Play.	Head	