

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

**Minutes of the Finance & Premises Committee Meeting  
Thursday, 8 November 2018 at 7.30 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   |
| 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 and Rob Jagger  |               |                |
| 1.2                                       | Non-Governors Present: Helen Cooper and David Clark (Clerk).   |               |                |
| 1.3                                       | The meeting was not quorate with only three governors present.   |               |                |
| 1.4                                       | Apologies for absence, with governors' consent: Natalie Bates, Jill Foster, Derren Jones. It was confirmed that David Varey has now left the GB.                               |               |                |
| 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. |               |                |
|   |  |               |                |
| <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 27 September 2018</b>   |               |                |
| 3.1                                       | The minutes of previous meeting held on 27 September 2018, 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 (APs) from the last meeting.  |               |                |
| 3.3                                       | For AP1, the paperwork for the proposed Enrichment Trust will be fully reviewed and the Committee will re-visit this matter in the Autumn Term 2019.                           |               |                |
| 3.4                                       | For AP2, the Chair will undertake random spot-checks on<br>Primary Finance & Premises 10.01.19<br>GPC Spending.  |               |                |
| <b>READ &amp; AGREED AS A TRUE RECORD</b> |  |               | <b>(CHAIR)</b> |

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| <b>4.</b> | <b>Headteacher's report</b>  |        |      |
| 4.1       | The Head confirmed that the school had been selected for an Insurance Audit with the new company working on behalf of the LA. The company inspected the premises and discussed the processes and paperwork held by the school. Positive verbal feedback was given following the audit. The school also recently passed a test on the water supply.   |        |      |
| 4.2       | <b>Management Information Systems (SIMS) and the Financial Management System (Capita)</b>  |        |      |
| 4.2.1     | The SBM reported on a proposed change to the Management Information Systems (SIMS) and the Financial Management System provided through the LA. This provision will cease on 31 March 2019 and the school urgently needs to decide as to how it will proceed after this deadline.  |        |      |
| 4.2.2     | The school also must advise the LA of its decision by 31 December 2018. Procurement advice is available on-line but appears to be very poor quality.   |        |      |
| 4.2.3     | The SBM attended a briefing about this matter but it is not yet clear how much new providers will charge the school.   |        |      |
| 4.2.4     | The members of the Committee present were horrified at this development and the lack of time to meet with alternative suppliers and to view demonstration packages.  |        |      |
| 4.2.5     | It was agreed that the SBM would urgently pursue alternative suppliers and report back to the Chair of Finance as soon as possible.  | Nov 18 | SBM  |
|           |  |        |      |
| <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 explained that no budget figures were available for the Committee to review as the new budget toolkit (OROVIA) is so difficult to use and does not produce relevant reports.   |        |      |
| 6.2       | The SBM believes that the budget is on-track and that there had been no excessive spending. Governors heard that the financial tool offered by the LA (OROVIA) is not fit for purpose and this puts the school in a difficult position given the current financial situation. The SBM agreed to try again to produce a relevant financial report by the end of November 2018.  | Nov 18 | SBM  |
| 6.3       | The SBM also explained her concerns about the impact of 12 children with EHC plans on the school budget, which this year was costing the school over £93k. This was of concern as the school has now been asked to support another four children with EHC plans with the new intake into the Foundation Stage in September 2019. It was agreed that the Head should write to the START team to explain that the school has reach its financial capacity in | Nov 18 | Head |

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| 6.4        | <p>taking children with such plans and that it was unlikely to be able to accept any more from out of catchment.</p> <p>The Head was concerned that there will be insufficient funds in the budget to organise, as planned, 21 classes for the academic year 2019/2020. The Head explained that she was exploring the possibility of requesting additional funding from the LA in 2019 and has discussed this with the SFA and a member of the Pupil Place Planning Team. It was agreed that the Chair of Finance and the Chair of the GB would write to the LA complaining about the financial tool offered by the LA (OROVIA) being not fit for purpose and not allowing the GB to monitor the budget effectively.</p> | Nov 18 | RJ/FN/<br>SBM |
| <b>7.</b>  | <b>Review of Work Schedule</b>   |        |               |
| 7.1        | <p>The following items from the Work Schedule were discussed, including:</p> <ul style="list-style-type: none"> <li>• <b>Discuss attainment priorities for the academic year and to look at cost implications</b> – discussed in item 6 above;</li> <li>• <b>Review of Benchmarking data</b> – new Benchmarking data will be published in November; and</li> <li>• <b>Review of Contract Regulations</b> – no change.</li> </ul>   |        |               |
| <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 had held her first Health and Safety meeting with the Head, Caretaker and SBM as the new governor with responsibility for H&S.   |        |               |
| 9.2        | <b>Changing rooms/Training facility</b> – No further progress at this stage.   |        |               |
| 9.3        | <b>Spending on the Pre-school</b> – The Pre-school is full now and extra capacity to be considered. The need to advertise for a new key worker was also discussed.   |        |               |
| 9.4        | <b>After-School Club</b> – The After-School Club is also full, except for Friday.  |        |               |
| <b>10.</b> | <b>Any Other Business</b>  |        |               |
| 10.1       | The Head reported that an LA consultation was underway regarding the top-slice from the school's budget that goes to High Needs children.  |        |               |
| 10.2       | FN asked about the repair to the damaged school sign. The SBM to contact C&G coaches about the damage.   |        |               |
| 10.3       | There being no other business the meeting closed after item 11 at 8.30 pm.   |        |               |

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| <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>Surprised and deeply concerned that the financial tool offered by the LA (OROVIA), for monitoring the budget, is not fit for purpose and is dangerous given the current financial situation.</li> </ul> |  |  |
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### Finance & Premises Committee Action Points – 8 November 2018

| <b>F&amp;P 2<br/>2018/2019</b> | <b>Action Point</b>  | <b>By Whom</b> | <b>Outcome</b> |
|--------------------------------|--|----------------|----------------|
| AP1                            | 4.2.5 The SBM to pursue alternative suppliers of Management Information Systems and Financial Management Systems and report back to the Chair of Finance as soon as possible.  | SBM            |                |
| AP2                            | 6.2 The SBM to produce a relevant financial report by the end of November 2018.  | SBM            |                |
| AP3                            | 6.3 The Head to write to the START team to explain that the school has reach its financial capacity in taking children with EHC plans and that it was unlikely to be able to accept anymore.                             | Head           |                |
| AP4                            | 6.4 The Chair of Finance and the Chair of the GB to write to the LA complaining about the financial tool offered by the LA (OROVIA) being not fit for purpose and not allowing the GB to monitor the budget effectively. | RJ/FN/SBM      |                |