

THORNDOWN PRIMARY SCHOOL
Minutes of the Finance & Premises Committee Meeting
Thursday, 14 January 2016 at 7.30 p.m.

Membership of the Finance & Premises Committee:	
Vicci Godbold	Head
Frank Newton	FN
Steve Mitchell	SM
Sophie Dale	SD
Rob Jagger	RJ
Cathy Sweet	CS
Debbie Townsend	DT
Helen Cooper (Non-governor for this committee)	HC

Item		Action	Lead
1.	Welcome / Apologies / Declarations of Interest		
1.1	Governors Present: Vicci Godbold, Frank Newton, Steve Mitchell, Rob Jagger, Debbie Townsend, Cathy Sweet and Sophie Dale.		
1.2	Non-Governors Present: Helen Cooper (SBM), David Varey (new Co-opted Governor yet to be ratified at Full GB) and David Clark (Clerk).		
1.3	The meeting was quorate with all seven governors present.		
1.4	Apologies for absence: 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 other 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 was one item to be considered under Any Other Business.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes of previous meetings held on 12 November 2015, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	There were three Action Points, and AP1 had been completed.		
3.3	For AP2, the school is meeting with CCS to obtain a quote for providing training and cover for cleaners employed by the school. It will also review the Benchmarking data to check on spending in other similar schools.		
	Primary Finance & Premises 03.03.16		
	READ & AGREED AS A TRUE RECORD (CHAIR)

3.4	For AP3, the Headteacher reported to Personnel Committee that the school would next year be involved in SCITT training with Histon, and that a graduate would be working in school as part of their training to become a qualified teacher.		
4.	Headteacher's report		
4.1	The SBM reported that there had been a Premises issue following the recent heavy rain. A lake of water formed on top of the Reception building which has leaked into the building and caused damage.		
4.2	The build-up of water was caused by water backing-up from the underground holding tank, and the pump being disabled. Investigations with Kier, Faithful and Gould and the school will take place to try and determine the reason for failure. If it is a result of the lightning strike in July 2015 then a further insurance claim will be made for repairs.		
5.	Chair's Action		
5.1	There was no action to report.		
6.	Budget Monitoring 2015/2016 & preparation for 2016/2017		
6.1	Budget Monitoring 2015/2016		
6.1.1	The Headteacher and HC (School Business Manager) referred to the BCR report, and the notes circulated to the committee and highlighted key points at the meeting.		
6.1.2	Income Teachers Sickness claims - £10,944 still awaited. This has been chased by email and with Ray Byford; and An additional £32,000 growth funding has been negotiated, which will to be allocated to Contribution to Reserves and make an approximate carry forward of £65,000.		
6.1.3	Teachers Pay is over spent by £8,655.35 while Supply Pay and Agency staff costs have reached £27,817.47. The overspend in agency costs is primarily due to sickness cover that falls within 10 days and cannot, therefore, be claimed on insurance and cover for training courses this had been planned for in this budget. A breakdown of the sickness cover since April 2015 was provided for the Committee.		
6.1.4	The Teaching Assistant budget is also over spent by £3,929.70. The Caretakers Pay over spend is offset against letting income.		
6.1.5	Building Maintenance – the money due back from the insurance claim for the lightning strike will show in the next BCR.		
6.1.6	The vast majority of the annual servicing was completed over the Summer holiday with a total expenditure of £16,000 (including any replacements / remedial work).		

6.1.7	Catering – the new arrangements continue to work well with a much better quality of meals being provided. Based on current meals we will have an underspend of £10,000 which will be ring-fenced to provide a repair and renewal fund for the catering equipment.		
6.1.8	Money set aside in the DFC for new changing rooms has been amended to provide funding for a programme of redecoration.		
6.2	Budget Preparation for 2016/2017		
6.2.1	Projected Income based on current numbers would see additional funding of approximately £70,000. Growth Funding would be in addition to this.		
6.2.2	Expenditure will rise as based on current numbers and anticipated Reception numbers the school will need to set up two new classes next academic year. Personnel Committee have approved an increase to 19 classes in the school in September 2016: <ul style="list-style-type: none"> • Reception – 3 classes; • Year 1 – 3 classes; • Year 2 – 3 classes; • Year 3/4 – 5 classes; • Year 5 – 3 classes; and • Year 6 – 2 classes. 		
7. Review of Work Schedule			
7.1	The Committee reviewed the updated Work Schedule which indicated that there were two outstanding planned activities for this term.		
7.2	The Health & Safety Committee are due to meet next week and will report back to the next meeting on Thursday, 3 March 2016.	Mar 16	DT
7.3	The SBM agreed to review compliance with Nutritional Standards with the new caterers and will report back to the next meeting on Thursday, 3 March 2016.	Mar 16	SBM
8. Review of revised Policy Schedule			
8.1	The Committee also reviewed the charges in the Lettings Policy and decided to review these again in the Autumn Term 2016 so that any price increase can be tied to the financial year beginning in April 2017.	Nov 16	Clerk
8.2	A new Schools Financial Value Standard (SFVS) had been completed and circulated to the Committee prior to the meeting. This was discussed and the Committee were asked about the responses to Question 10. The document was agreed and the Chair of the GB would sign and return the document to the LA before the deadline in March 2016.	Mar 16	SBM/ Chair GB
8.3	There are four documents relating to the spending of Pupil Premium on the school website. These documents include the data and impact of the spending for last year, and the		

	proposed spending for the current academic year. It was confirmed at Learning and Development that the new Pupil Premium Champion for the GB would be Pater Smith, and that a new governor would be asked to shadow him with this work.		
9.	Standing items		
9.1	Health & Safety Committee feedback – see 7.2 above		
9.2	Changing rooms - there was no further progress to report, but the SBM is still investigating funding streams		
9.3	School crossing - the installation of a raised platform at the School Crossing should now be going ahead as a new design has been approved to help meet the concerns in the previous objection. FN confirmed that a response to his letter to CCC had been received.		
10.	Any Other Business		
10.1	The LA Procurement Audit 2015 Summary document was discussed and led to discussion about the schools use of the Government Procurement Card (GPC). This is held in the school safe and never leaves the site. In order for the Committee to ensure a clear audit trail the SBM will provide the CCC guidance and evidence of the monthly spend at the next meeting on Thursday, 3 March 2016.	Mar 16	SBM
10.2	There being no other business the meeting closed at 8.40 pm.		

Summary of Impact on Standards and Progress from the meeting

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:

- Discussed the increase in the number of classes (2) for 2016/2017, and the likely impact on funding;
- Discussed the success of the new Catering arrangements, with better quality of meals being provided and the provision of a repair and renewal fund for the catering equipment;
- Monitored spending in the budget for 2015/2016, and began preparation for financial spending in 2016/2017;
- Reviewed the Procurement Audit 2015 Summary document and asked for guidance and evidence of the monthly spend; and
- Reflected on decisions made at the meeting and how they will raise standards.

Finance & Premises Committee Action Points – 14 January 2016

F&P 3 2015/2016 AP No:	Action Point	By Whom	Outcome
1.	7.2 The Health & Safety Committee to report to the next meeting on Thursday, 3 March 2016.	DT	
2.	7.3 The SBM agreed to review compliance with Nutritional Standards with the new caterers and will report back to the next meeting on Thursday, 3 March 2016.	SBM	
3.	8.1 The Committee to review the charges in the Lettings Policy in the Autumn Term 2016.	Clerk	
4.	8.2 The Chair of the GB would sign and return the Schools Financial Value Standard (SFVS) document to the LA before the deadline in March 2016.	SBM/FN	
5.	10.1 The SBM will provide the CCC guidance and evidence of the monthly spend on the Government Procurement Card (GPC) at the next meeting on Thursday, 3 March 2016.	SBM	