

THORNDOWN PRIMARY SCHOOL
Minutes of the Finance & Premises Committee Meeting
Thursday, 18 September 2014 at 7.30 p.m.

Membership of the Finance & Premises Committee:	
Vicci Godbold	Head
Paul Bullough	PB
Frank Newton	FN
Steve Mitchell	SMIT
Matthew Sweeney	MS
Rob Jagger	RJ
Paul Mumford	PM
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, Paul Mumford, and Debbie Townsend.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk)		
1.3	The meeting was quorate with 6 governors present.		
1.4	Apologies for absence: Paul Bullough and Matthew Sweeney (Sophie Dale is on maternity leave).		
1.5	Absent: None.		
1.6	Declarations of Interest: Rob Jagger reminded the committee that his wife was an employee of the school.		
2.	Election of Chair & Vice-Chair		
2.1	Chair of Finance & Premises Committee: the Clerk requested nominations for the post of Chair of the committee and it was agreed that Steve Mitchell should be elected Chair for the academic year 2014/2015. This had been proposed by Debbie Townsend and was seconded by Rob Jagger.		
2.2	Vice-Chair of Finance & Premises Committee: If the Chair is absent from a meeting, a Governor may be elected to take the Chair.		
3.	Notice of change in order, or any other business		
3.1	The Committee agreed that the business of the meeting should remain in the order on the agenda.		
3.2	The Committee also agreed that there were no items to consider under Any Other Business.		

4.	Review of minutes and action points of the previous meetings		
4.1	The minutes of previous meetings held on 16/18 June 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
4.2	Three of the six Action Points from the Premises Committee meeting on 16 June 2014 were cleared (points 2, 3 and 6).		
4.3	Action Point 1 is on-going, but the builders are discussing a new perimeter fence with contractors. HC to confirm the outcome.	Sept 14	HC
4.4	Action Point 4 was to review the use of CCS, with inclusion of 'Food for Life' and need to be re-visited at the next committee meeting in November 2014. The Head agreed to produce a report on how to arrange for the tendering process.	Nov 14	Head
4.5	It was noted that under Action Point 5, the Committee needs to consider when it is the best time to review the Lettings Policy. See item 9.5.		
4.6	Four of the six Action Points from the Finance Committee meeting on 18 June 2014 were cleared (points 1, 4, 5 and 6).		
4.7	Action Point 2 is on-going, as the school is waiting for the LA to include making all payments by BACS.		
4.8	Action Point 3 is on-going as attainment priorities and costings are outlined in the TOP for the academic year.		
5.	Headteacher's report		
5.1	The Headteacher gave some feedback regarding the new buildings, and explained about the time locks on some of the doors.		
5.2	Here had been a few snagging problems but these were being dealt with.		
5.3	Badges that allow staff to log in and out electronically are being considered. This will aid security. Two quotes had been obtained and a third quote was being sought. He cost could be around £6k.		
5.4	The Head said that options for new changing rooms would be considered again. Support from Cambs FA is a possibility, while links to local colts teams, hockey teams and girls football teams are also being considered. If the school were to proceed to install a 3G pitch then Sports England would need to be involved.		
5.5	New changing rooms would be a standing agenda item		

	for the committee.	Nov 14	Clerk
6.	Chair's Action		
6.1	There was no action to report.		
7.	Budget Monitoring		
7.1	The Headteacher and HC (School Business Manager) referred to the BCR report, and the three pages of notes, circulated to the committee prior to the meeting.		
7.2	The high costs of Supply Pay and Agency Costs was noted, and were largely due to sickness absence.		
7.3	It was agreed that the £17k Electricity rebate should be vired to the school reserves.		
7.4	The school is working closely with CCS to ensure that the new building is cleaned appropriately. It was noted that additional cleaning time will be required when the old Infant building is opened after its refurbishment.		
7.5	It was agreed that the Capital Plan should be reviewed at the next meeting in November 2014. The Clerk to add this as an agenda item.	Nov 14	Clerk
8.	Review of Work Schedule, including Terms of Reference		
8.1	The Committee reviewed a new version of the Terms of Reference which were originally from the Scheme of Delegation.		
8.2	The Clerk had also produced an alternative set of Terms of Reference by combining the old ones used by the separate Finance Committee and Premises Committee. These Terms of Reference were approved with the Scheme of Delegation to be added as an appendix. The Clerk to supply HC with a final version and send them to the Full GB for ratification.	Oct 14	Clerk
8.3	The Committee reviewed the Work Schedule and a few minor amendments were made. This included adding the Critical Incident Plan. HC to supply the Clerk with a final version for Full GB for ratification.	Oct 14	HC
8.4	A new maintenance strategy for the school was also discussed.		
9.	Review of revised Policy Schedule		
9.1	The Committee reviewed the Schedule of Policies and a few minor amendments were made.		
9.2	The Headteacher reported that the regulations regarding the Whole School Pay Policy have been changed again. This policy to be added to the next meeting agenda in order that it can be finalised.	Nov 14	Clerk

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READ & AGREED AS A TRUE RECORD (CHAIR)

9.3	HC reported that Contract Regulations issued by CCC have not changed and that the thresholds remain the same. The Financial Regulations (June 2013) circulated to the committee prior to the meeting, replace the previous version. A new Asset Register is required, and a system of bar-coding assets will be introduced by HC.	Nov 14	HC
9.4	Benchmarking – this is completed in the summer term on an annual basis.		
9.5	Lettings Policy - this is to be reviewed in the summer term 2015.	Summer 2015	Clerk
9.6	An on-line School Travel Plan will be available shortly but is not accessible yet. A Road Safety week is planned for November 2014.		
10.	Any Other Business		
10.1	Concerns were raised about correspondence regarding the Community Use Plan submitted last year, prior to the new building being built. HC to check the wording of the conditions and contact the relevant authorities.	Sept 14	HC
10.2	DT raised the issue of the School Crossing Patrol. While the Town Council cannot afford to install a new crossing (£50k) it had investigated installing 'Halo Lighting' instead. This is a cheaper option (£5k) and bids can be made to CCC for the rest of the funding. The Town Council would contribute £1k towards this. The committee would like to contribute to this as well, but HC needs to check the regulations to see if the school funds can be used in this way. This item to be added to the next meeting agenda.	Nov 14	HC/Clerk
10.3	There being no other business the meeting closed at 8.59 pm.		

Finance & Premises Committee Action Points – 18 September 2014

AP No. F&P.	Action Point	By Whom	Outcome
1.14/15	4.3 HC to confirm the outcome of discussions between builders and contractors re new perimeter fence.	HC	
2.14/15	4.4 The Head to produce a report on how to arrange for a tendering process re CCS.	Head	
3.14/15	5. 5 New changing rooms to be a standing agenda item for the committee.	Clerk	
4.14/15	7.5 The Capital Plan to be added to the next meeting agenda.	Clerk	
5.14/15	8.2 The Clerk to supply HC with a final version of the Terms of Reference and send them to the Full GB for ratification.	Clerk	
6.14/15	8.3 HC to supply the Clerk with a final version of the Critical Incident Plan for Full GB for ratification.	HC	
7.14/15	9.2 The Whole School Pay Policy to be added to the next meeting agenda.	Clerk	
8.14/15	9.3 A new Asset Register will be introduced by HC.	HC	
9.14/15	9.5 Lettings Policy - this is to be reviewed in the summer term 2015.	Clerk	
10.14/15	10.1 HC to check the wording of the conditions and contact the relevant authorities regarding the Community Use Plan.	HC	
11.14/15	10.2 HC to check the financial regulations to see if the school funds can be used to install 'Halo Lighting'. The item 'School Crossing' to be added to the next meeting agenda.	HC/Clerk	