

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 15 January 2015 at 7.30 p.m.**

<b>Membership of the Finance &amp; Premises Committee:</b>	
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

<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, Steve Mitchell, Rob Jagger, Debbie Townsend, Paul Mumford and Matthew Sweeney.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk).		
1.3	The meeting was quorate with seven governors present.		
1.4	Apologies for absence: None.		
1.5	Absent: Paul Bullough.		
1.6	Declarations of Interest: Rob Jagger has a wife who 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.		
<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 consider under Any Other Business.		
<b>3.</b>	<b>Review of minutes and action points of the previous meeting</b>		
3.1	The minutes of previous meeting, held on 6 November 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	The Action Points from the meeting of 6 November 2014 were reviewed. All eight Action Points had been cleared, or were on the meeting agenda.		
<b>4.</b>	<b>Headteacher's report</b>		
4.1	The Headteacher explained that she had received several visits from Headteachers of other schools to view the new building.		
4.2	Thought needs to be given to the need for a formal reception/ opening ceremony when the building is handed over at Easter 2015.		

Primary Finance Premises 05.03.15  
 READ & AGREED AS A TRUE RECORD .....

<b>5.</b>	<b>Chair's Action</b>		
5.1	There was no action to report.		
<b>6.</b>	<b>Budget Monitoring</b>		
6.1	The Headteacher and HC (School Business Manager) referred to a new BCR report and notes, circulated to the committee at the meeting.		
6.2	The main overspends in the budget were discussed, which included: <ul style="list-style-type: none"> <li>• Teachers Pay;</li> <li>• Supply Pay/Agency staff costs, which will need to be offset against other savings;</li> <li>• DBS checks will be an overspend during this financial year as all staff are brought up to date with a DBS;</li> <li>• Ongoing Staff Training and Development costs;</li> <li>• Building Maintenance; and</li> <li>• Utility Bills, including Water and Sewerage, Oil, Electricity (with HC in contact with Faithful and Gould over the size of the bills), and Gas.</li> </ul>		
6.3	The use of the new buildings is being carefully monitored, but it was noted that the school expected that it would have to use up some of its reserve budget, and that this would not be sustainable.		
<b>7.</b>	<b>Standing items</b>		
7.1	It was agreed that a longer term plan was needed and the development of a business plan for new changing rooms. Fundraising schemes will be researched by MS/HC and brought to the next meeting in March 2015.	Mar 15	MS/HC
7.2	Concerns over the provision of new perimeter fencing, within the build, were raised, as the contingency is being eaten into. The Full GB to discuss this matter on 29 January 2015, where it will consider if the school should offer to help meet the costs.	Jan 15	Clerk
7.3	Acoustics in Hall – this work has been completed.		
7.4	Health & Safety - see item 11.		
7.5	DT reported that she made a bid for funding for 'Halo Lighting' for the school crossing, to the County. Results would be published at the end of the month.	Feb 15	DT
<b>8.</b>	<b>Sustainable Catering</b>		
8.1	The committee considered the Tendering document that had been circulated prior to the meeting from Peter Sulston.		
8.2	He has worked in the education catering sector for over 15 years and set up the sustainable catering consultancy six years ago to focus on delivering high quality, sustainable catering services within tight financial		

	frameworks.		
8.3	The Tender document was written following a meeting with the Headteacher, and illustrates an agreed process, time scales, key milestones, tender panel, decision making and ensure that all school finance regulations are adhered to.		
8.4	Following a proposal from RJ, and seconded by PM, the committee agreed to proceed with the proposed tendering process, at a cost to the school of £2,625.		
<b>9.</b>	<b>Capital Plan/Maintenance Strategy</b>		
9.1	A new Capital Plan was prepared and discussed at the last meeting. A Maintenance Strategy is now being prepared by HC.	Mar 15	HC
<b>10.</b>	<b>Review of Work Schedule</b>		
10.1	The committee reviewed the tasks from the Work Schedule, including: <ul style="list-style-type: none"> <li>• The Community Use Plan has been accepted;</li> <li>• The introduction of new Asset Register is ongoing;</li> <li>• The Schools Financial Value Standard (SFYS) report will be discussed at the next meeting on 5 March 2015; and</li> <li>• Update of Pupil Premium Statement - SM to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting in March 2015.</li> </ul>	Mar 15	HC
		Mar 15	SM
<b>11.</b>	<b>Review of Policy Schedule</b>		
11.1	The committee reviewed the Health & Safety Policy, and Phil Hill (LA) is to be invited to tour the new buildings by the Headteacher to outline any issues and suggest changes.	Feb 15	Head
11.2	A Health & Safety sub-committee to be formed, including the Headteacher, Deputy, SBM, Caretaker, and DT.		
11.3	School Travel Plan – DT to review the on-line School Travel Plan and report back to the next meeting on 5 March 2015.	Mar 15	DT
<b>12.</b>	<b>Any Other Business</b>		
12.1	HC requested that a CCTV Policy be discussed at the next meeting on 5 March 2015. She will provide an electronic copy of the policy for the Clerk to circulate.	Mar 15	HC
12.2	The Clerk proposed to circulate the agenda and papers for the next meeting on 5 March 2015 earlier than usual.	Feb 15	Clerk
12.3	There being no other business the meeting closed at 8.47 pm.		

### Finance & Premises Committee Action Points – 15 January 2015

<b>AP No. F&amp;P.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.14/15	7.1 Fundraising schemes for new changing rooms will be researched by MS/HC and brought to the next meeting in March 2015.	MS/HC	
2.14/15	7.2 Concerns over the provision of new perimeter fencing to be discussed at GB meeting on 29 January 2015.	Clerk	Agenda item
3.14/15	7.5 Results of a bid for funding for 'Halo Lighting' for the school crossing, to be published at the end of the month.	DT	
4.14/15	9.1 A Maintenance Strategy is now being prepared by HC.	HC	
5.14/15	10.1 The Schools Financial Value Standard (SFYS) report will be discussed at the next meeting on 5 March 2015.	HC	
6.14/15	10.1 Update of Pupil Premium Statement - SM to arrange to visit the school to discuss Pupil Premium spending on Learning and report to the next Committee meeting in March 2015.	SM	
7.14/15	11.1 Phil Hill (LA) & the Headteacher to review the Health & Safety Policy, & tour the new buildings to outline any issues and suggest changes.	Head	
8.14/15	11.3 School Travel Plan – DT to review the on-line School Travel Plan and report back to the next meeting on 5 March 2015.	DT	
9 14/15	12.1 HC requested that a CCTV Policy be discussed at the next meeting on 5 March 2015. She will provide an electronic copy of the policy for the Clerk to circulate.	HC	
10 14/15	12.2 The Clerk to circulate the agenda and papers for the next meeting on 5 March 2015 earlier than usual.	Clerk	