

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 6 November 2014 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, Paul Bullough, Frank Newton, Steve Mitchell, Rob Jagger and Debbie Townsend.		
1.2	Non-Governors Present: Helen Cooper and David Clark (Clerk).		
1.3	The meeting was quorate with six governors present.		
1.4	Apologies for absence: Paul Mumford and Matthew Sweeney.		
1.5	Absent: None.		
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 three 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 18 September 2014, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		
3.2	Eight of the eleven Action Points from the last committee meeting had been cleared before the meeting.		
3.3	Action Point 1 is on-going. Following discussions with the builders and contractors, there are two quotes being considered for new perimeter fencing.	Nov 14	HC
3.4	Action Point 8 is on-going, and HC will introduce a new Asset Register.	Jan 15	HC
3.5	Action Point 10 is on-going. HC has advised the relevant authorities regarding the Community Use Plan, and awaits a further response.	Nov 14	HC

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READ & AGREED AS A TRUE RECORD .....

3.6	It was noted that under Action Point 11, financial regulations do not permit the school to use school funds to install 'Halo Lighting'. DT is meeting with County to bid for some funding. FOTS to be asked to make a contribution.	Nov 14	DT
<b>4. Headteacher's report</b>			
4.1	The Headteacher explained that she had been in contact with the local bus companies to ask for their co-operation over the safety issues outside school.		
4.2	The Headteacher will set up a meeting with a local company used by other schools regarding the tendering process re CCS.	Nov 14	Head
<b>5. Chair's Action</b>			
5.1	There was no action to report.		
<b>6. 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>• Supply pay and agency costs;</li> <li>• Caretaker;</li> <li>• Administrative staff;</li> <li>• Staff training and Development;</li> <li>• Maintenance; and</li> <li>• Water Sewerage.</li> </ul>		
6.3	A new Capital Plan had been prepared by HC. Discussion took place on the amount of money to be paid for FFE in the new building. The need to build up more significant reserves over the next few years was also discussed.		
<b>7. Standing item – new changing rooms</b>			
7.1	No further action to report at this stage.		
<b>8. School Crossing</b>			
8.1	This item was covered earlier in the meeting – see item 3.6 and 4.1		
<b>9. Capital Plan</b>			
9.1	This item was covered earlier in the meeting – see item 6.2		
<b>10. Review of Work Schedule</b>			
10.1	The committee reviewed the Work Schedule and discussed a new maintenance strategy prepared by HC. The use of the new buildings is being monitored.		
10.2	HC has met with the school property manager who is organising a list of contractors and suppliers for all the equipment in the strategy and to review for best value. HC will provide a list of these costs and thought will be given to projecting likely annual costs for heating and lighting.	Nov 14	HC
10.3	A Health and Safety Inspection of the Boiler Room was		

10.4	discussed, while weekly and monthly checks of equipment are on-going.  Evacuation Procedures have already been practised and will be undertaken again before Christmas. Every register has a fire notice included with it.		
<b>11.</b>	<b>Review of revised Policy Schedule</b>		
11.1	The Whole School Pay Policy will be reviewed by Personnel Committee next week.		
11.2	The on-line School Travel Plan is now available. DT agreed to review this and report back to the committee.	Nov 14	DT
<b>12.</b>	<b>Any Other Business</b>		
12.1	Acoustics in the Hall. The architect is aware that this is a problem and quotes have been sought by the builders to complete this work.	Nov 14	HC
12.2	A new automated logging-in system was considered. Three quotes have been sought and specifications for all three quotes were considered. It was agreed that the quote from Lesar was the best quote for a number of reasons. Following a proposal from FN, seconded by RJ, the committee unanimously agreed to proceed with the purchase of a new automated logging-in system from Laser.		
12.3	BACS payments The committee discussed changing its current working practices, to include making all payments by BACS, rather than by individual cheques. It was confirmed that any two of four signatures would still be required for a BACS report to be authorised, and that this system was in use across the LA. Following a proposal from RJ, seconded by FN, the committee unanimously agreed to proceed with the use of BACS.		
12.4	There being no other business the meeting closed at 8.40 pm.		

### Finance & Premises Committee Action Points – 6 November 2014

<b>AP No. F&amp;P.</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.14/15	3.3 Progress on two quotes being considered for new perimeter fencing.	HC	
2.14/15	3.4 Introduction of a new Asset Register.	HC	
3.14/15	3.5 Update on Community Use Plan.	HC	
4.14/15	3.6 DT is meeting with County to bid for some funding for 'Halo Lighting'. FOTS to be asked to make a contribution.	DT	
5.14/15	4.2 The Headteacher to set up a meeting with a local company regarding the tendering process re CCS.	Head	
6.14/15	10.2 HC to provide a list of costs under maintenance strategy.	HC	
7.14/15	11.2 DT to review the on-line School Travel Plan and report back to the committee.	DT	
8.14/15	12.1 Progress on the quotes to resolve the issue of acoustics in the Hall.	HC	