

THORNDOWN PRIMARY SCHOOL
Minutes of the Finance & Premises Committee Meeting
Wednesday, 6 May 2015 at 7.00 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, 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.		
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 were no items to consider under Any Other Business.		
3.	Review of minutes and action points of the previous meetings		
3.1	The minutes of previous meeting, held on 5 March 2015, 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 were reviewed. All of the six Action Points had been cleared, or were on the meeting agenda.		
4.	Headteacher's report		
4.1	The Headteacher explained that the only two items she wanted to discuss were both on the agenda, the new Budget and the Catering Contract.		
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READ & AGREED AS A TRUE RECORD

5.	Chair's Action		
5.1	There was no action to report.		
6.	Budget Monitoring 2014/2015 & Ratification of Budget for 2015/2016		
6.1	The School Budget for 2014/2015 has been closed with the approval of the LA.		
6.2	The Budget Plan for 2015/2016 was prepared with Ray Byford, the Schools Financial Adviser, from the LA.		
6.3	The plan had been circulated to the committee before the meeting and was discussed in detail in the meeting. This included discussion about the amount of growth funding contained in the Revenue Funding section, the amount of money for SEN and for Pupil Premium.		
6.4	Traditionally Staffing Costs are the largest expenditure on a school budget. The amount to be spent on training in 2015/2016 has been reduced as a significant amount of training took place in 2014/2015.		
6.5	The Head reported that 25 hours needed to be lost from the Teaching Assistant budget. A recent review of needs had indicated that these could be met from the reduced hours. The process was explained in detail and governors were satisfied that correct processes were being followed. The process will be carried out by the Deputy Head working closely with EPM. The Personnel Committee had already mandated the Head to initiate this process.		
6.6	Expenditure on services were reviewed, and the water bill should be significantly reduced now building has stopped. Weekly monitoring of the electric and water use is undertaken by HC.		
6.7	Overall the budget is fairly conservative this year. A review of the Cleaning contract will take place next year, once the Catering contract has been resolved.		
6.8	An issue regarding Refuse collection with Hunts DC has been resolved to the school's satisfaction.		
6.9	Governors asked why the estimated carry-forward in the budget is significantly smaller for next year, and the year after. This was explained by the costs of the class structure, which is for 17 classes, when numbers currently allow for only 15 classes. As the school grows in size the increasing number of children will mean additional funding which has not be included in the plan.		
6.10	The Capital Budget was also discussed with concerns about the limited budget provided to manage such a large building.		
6.11	The committee approved the School Budget Plan for the financial year 2015/2016, for Thorndown Primary School, as presented at the meeting.		

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7.	Standing items		
7.1	Feedback from the Health & Safety sub-committee: The new Health & Safety sub-committee has now met twice, It has produced a list of action points, and a number of risk assessments have been completed. A new Health & Safety Policy was reviewed which will be a work in progress until all the action points have been put in place. The policy was very comprehensive and refers to the Fire Policy, and other policies such as CCTV. The new Health & Safety Policy and the Fire Policy were ratified for use in the school, and will be reviewed annually.		
7.2	There was nothing to report on fundraising schemes for the development of for new changing rooms.		
7.3	School Crossing: The new 'Zedbrite' crossing lights have yet to be installed. DT reported that new plans are being drawn up for further traffic calming measures to be installed, with additional parking restrictions.		
8.	Catering contract		
8.1	The Headteacher reported that as part of the tendering process the school has received five bids for the Catering contract. Using agreed criteria a shortlisting process was initiated which has selected the two best options, from ABM (Bedford) or Lunchtime (Cambridge).		
8.2	To help make the final decision the new Parent Forum will be asked to help judge the quality of the food on offer at presentations on Monday, 18 May 2015, when the two tenders will also be interviewed. In addition, the Head and others, including parents, staff and pupils, will visit other schools supplied by the tenders to sample the service provided.	May 15	Head
8.3	The final decision to be discussed at the next full GB meeting on Thursday, 21 May 2015.	May 15	Clerk
8.4	It was noted that repairs and maintenance of the Kitchen equipment would need to be considered by this committee.		
9.	Capital Plan/Maintenance Strategy		
9.1	A new Capital Plan will be prepared following the agreement to the new budget for 2015/2016.	Jun 15	HC
10.	Review of Work Schedule including introduction of new Asset Register		
10.1	A concerted effort is being made to complete the introduction of a new Asset Register, which will include the cost of replacement books for the Library.	Jun 15	HC
11.	Review of Policy Schedule		
11.1	The new Health & Safety Policy and the Fire Policy were ratified earlier in the meeting. See 7.1 above.		

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11.2	A new CCTV Policy, and CCTV Impact Assessment, were circulated prior to the meeting and after discussion this policy was ratified for use in the school. This will be reviewed every two years.		
11.3	The Clerk to add a review of the Lettings Policy to the agenda for the next meeting of this committee, on Thursday, 18 June 2015.	Jun 15	Clerk
11.4	It was noted that there has been no change to the Scheme of Delegation, or Best Value Statement.		
12.	Any Other Business		
12.1	There being no other business the meeting closed at 8.11 pm.		

Finance & Premises Committee Action Points – 6 May 2015

AP No. F&P.	Action Point	By Whom	Outcome
1.14/15	8.2 The Catering contract presentations will be on Monday, 18 May 2015, when the two tenders will also be interviewed. In addition, the Head and others, including parents, staff and pupils, will visit other schools supplied by the tenders to sample the service provided.	Head	
2.14/15	8.3 The Catering contract decision to be discussed at the next full GB meeting on Thursday, 21 May 2015.	Clerk	Completed
3.14/15	9.1 A new Capital Plan will be prepared following the agreement to the new budget for 2015/2016.	HC	
4.14/15	10.1 A concerted effort is being made to complete the introduction of a new Asset Register.	HC	
5.14/15	11.3 The Clerk to add a review of the Lettings Policy to the agenda for the next meeting of this committee, on Thursday, 18 June 2015.	Clerk	Completed