

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 17 September 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
Sophie Dale	SD
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 and Paul Mumford.		
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 Bullough and Sophie Dale.		
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.		
<b>2.</b>	<b>Election of Chair &amp; Vice-chair</b>		
2.1	<b>Chair of Finance &amp; Premises Committee:</b> 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 2015/2016. This had been proposed by Debbie Townsend and was seconded by Rob Jagger.		
2.2	<b>Vice-Chair of Finance &amp; Premises Committee:</b> If the Chair is absent from a meeting, another Governor will be elected to take the Chair.		
<b>3.</b>	<b>Notice of change in order, or any other business</b>		
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 two items to consider under Any Other Business.		
<b>4.</b>	<b>Review of minutes and action points of the previous meeting</b>		
4.1	The minutes of previous meetings held on 18 June 2015, circulated prior to the meeting, were read, agreed and signed by the Chair as a true record of the meeting.		

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READ & AGREED AS A TRUE RECORD ..... (CHAIR)

4.2	Action Point 1 has been completed and Action Points 2 and 3 were on the agenda.		
<b>5.</b>	<b>Headteacher's report</b>		
5.1	The Headteacher explained that the new User Agreements for both Playgroup and Play and Learn to work had been sent out but had not yet been returned.		
5.2	Catering - the numbers of pupils having meals has increased dramatically with the introduction of new caterers. There is an impressive choice of food, with greater variety and much better quality food being served. The only downside is the pressure on the arrangements at lunchtime to get all the children served.		
5.3	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).		
5.4	Repairs and claims for the lightning strike on the CCTV mast in July have been paid by school and reimbursement is awaited. It was noted that the school building was not hit and that risk assessments have been completed.		
5.5	The Health & Safety sub-committee is due to meet but it was confirmed that there have been no reportable incidents and that the on-going update of risk assessments is in hand.		
5.6	The St Ives Youth Theatre group used the school during the summer holidays and are reportedly very keen to use the school for all their future meetings.		
5.7	Governors expressed their concerns about the school becoming so full so quickly when work on all the local developments is currently stalled.		
<b>6.</b>	<b>Chair's Action</b>		
6.1	There was no action to report.		
<b>7.</b>	<b>Budget Monitoring</b>		
7.1	The Headteacher and HC (School Business Manager) referred to the BCR report, and the notes circulated to the committee prior to the meeting.		
7.2	The school is still waiting for income from Teachers Sickness claims of £7,296, and another £2,000 has still to be processed. Governors asked about pay for those on long-term sickness, which is reduced after six months to half-pay.		
7.3	Governors also asked about the staff training and development commitment of £2,586 for Espresso, which is a system used primarily in Key Stage 1.		
7.4	Water rates are still under investigation by Cambridge Water as the direct debits are being taken that do not reflect our current usage but are based on historical usage.		

7.5	HC reported that the ICT server was close to capacity and was in need of replacement. The cost of a new server, with installation and data transfer, would be £3,000. Following a proposal by the Chair, which was seconded by RJ, the purchase of a new ICT server was approved.		
<b>8.</b>	<b>Review of Work Schedule, including Terms of Reference</b>		
8.1	The Committee reviewed the Work Schedule and a minor amendment was made. It was noted at that the School Travel Plan is about to be updated and that there were still issues in regard to poor parking by parents outside the school.		
8.2	The Committee reviewed the Terms of Reference which were amended to reflect the membership and the Resource Manager role was replaced by the School Business Manager. The Terms of Reference were approved and are to be sent to the Full GB for ratification.	Oct 15	Clerk
<b>9.</b>	<b>Review of Policy Schedule</b>		
9.1	<b>Lettings Policy</b>		
9.1.1	HC had researched levels of charging in other schools and local facilities. The current policy had been circulated to the committee prior to the meeting, and after discussion this was approved with no changes for this year. The timing of the review of this policy needs to be changed to the Spring term so that any increases in charging can be made for the following academic year.	Oct 15	Clerk
9.2	<b>Governors' Allowances</b>		
9.2.1	The Committee reviewed the Governors' Allowances Policy and after discussion this was approved with no changes for this year. The policy to be added to the Governor area of the school website.	Oct 15	Head
9.3	<b>Contract Regulations</b>		
9.3.1	HC confirmed that there had been no changes to the regulations.		
9.4	<b>Benchmarking</b>		
9.4.1	Benchmarking data was reviewed, against a school of similar size (3FE) in Huntingdon. A lot of the costs were very similar and any spending differences could be explained by the amount of money each school allocates to different cost centres.		
9.4.2	It was noted that Thorndown receives less funding than the comparable school, but this was due to FSM funding.		
9.4.3	One area of significant difference was in Cleaning And Caretaking, and it was agreed that the school should consider going out to tender for cleaning.	Oct 15	HC/Head
9.4.4	Another area of significant difference was in Water and Sewerage, where currently the school is being over-charged. This matter is being dealt with by the School Business Manager - see 7.4 above.	Oct 15	HC

9.4.5	A further area of significant difference was in Curriculum costs where the school has spent more money on learning resources. This was needed in order to bring the new building up to date with new equipment.		
<b>10.</b>	<b>Any Other Business</b>		
10.1	It was noted that at the recent GB meeting that the term of office for five Parent Governors ends on 31 December 2015. The Clerk and The Headteacher are organising the process for advertising and recruiting to these posts at the earliest possible timescale. The idea of publicising the role played was discussed, with the possibility of pupils interviewing a current Parent Governor for information for the website.	Oct 15	Clerk/ Head
10.2	The possibility of converting to Academy status was raised, and it was felt likely that at some point this year the GB may be approached and asked to consider this option.		
10.3	One standing item, not discussed during the meeting, was raised but there are no new developments regarding new changing rooms/fund-raising. The School Crossing and the installation of the new 'Zedbrite' crossing lights was also discussed at the recent GB meeting.		
10.4	There being no other business the meeting closed at 8.34 pm.		

#### Finance & Premises Committee Action Points – 17 September 2015

<b>F&amp;P 1 2015/2016 AP No:</b>	<b>Action Point</b>	<b>By Whom</b>	<b>Outcome</b>
1.	8.2 The Terms of Reference to be sent to the Full GB for ratification.	Clerk	Completed
2.	9.1.1 The Clerk to change the timing of the review of the Lettings Policy to the Spring term so that any increases in charging can be made for the following academic year.	Clerk	Completed
3.	9.2.1 The Governors' Allowances Policy to be added to the Governor area of the school website.	Head	
4.	9.4.3 The school to tender for cleaning.	HC/Head	
5.	9.4.4 The School Business Manager to continue to investigate water rates with Cambridge Water.	HC	
6.	10.1 The Clerk and The Headteacher are organising the process for advertising and recruiting to these posts at the earliest possible timescale.	Clerk/Head	