

**THORNDOWN PRIMARY SCHOOL**  
**Minutes of the Finance & Premises Committee Meeting**  
**Thursday, 12 November 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, Paul Mumford, Paul Bullough and Sophie Dale.  |               |             |
| 1.2         | Non-Governors Present: Helen Cooper and David Clark (Clerk).   |               |             |
| 1.3         | The meeting was quorate with all eight governors present.  |               |             |
| 1.4         | Apologies for absence: None.   |               |             |
| 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>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 meetings held on 17 September 2015 - see below</b>  |               |             |
| 3.1         | 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.   |               |             |
| 3.2         | Action Points 1, 2 and 6 had all been completed.   |               |             |
| 3.3         | Action Point 3 – HC to add the Governors' Allowances Policy to be added to the Governor area of the school website;  | Nov 15        | HC          |
| 3.4         | Action Point 4 - Currently CCS employs the cleaners and provides management services for cleaning the school premises. The school has asked CCS to quote for providing training and cover for cleaners employed by the school. The | Dec 15        | Head/<br>HC |

Primary Finance Premises 14.01.16  
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|           |   |        |      |
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|           | possible need to go out to tender can then be considered by the Committee.  |        |      |
| 3.5       | Action Point 5 – HC has reached agreement with Cambridge Water about the issue of excessive water charges and the builders are being sent a bill.   |        |      |
|           |   |        |      |
| <b>4.</b> | <b>Headteacher’s report</b>   |        |      |
| 4.1       | Please see Budget Monitoring in item 6 below.   |        |      |
|           |   |        |      |
| <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 the BCR report, and the notes circulated to the committee at the meeting.  |        |      |
| 6.2       | The school is still waiting for income from Teachers Sickness claims of £13k.   |        |      |
| 6.3       | Currently there is an underspend on teacher’s salaries but this does not take into account backdated pay rises which have yet to be paid.   |        |      |
| 6.4       | Staff training has reduced now that all staff have undertaken the required training in their priority areas.  |        |      |
| 6.5       | The school is still waiting for £12k income from insurance claims relating to the lightning strike.   |        |      |
| 6.6       | An embargo has been put in place on the general curriculum spending and the amount of photocopying has been reduced by using an access code.  |        |      |
| 6.7       | There is a 70% take-up for school meals and the Caterers are hoping to reach 85%. A new Chef has been appointed and new initiatives are encouraging more children to take a school meal on a regular basis.   |        |      |
| 6.8       | The purchase of a new ICT server was approved at the last meeting but the cost did not include installation and re-mapping the laptops. The committee agreed to spend £5k for a replacement, with instillation and data transfer.   |        |      |
| 6.9       | Governors asked about the number of part-time employees and the need to advertise for more full-time staff. It was noted that the budget plan for 2016/2017 would take in to account the growth of the school and the need for new staff. There was likely to be £70K additional income based on additional numbers of children and growth funding of up to £100k. Expenditure would increase as two new classes were needed, with the need for new staff and additional resources. The Head is looking to attract a member of staff from the Graduate Teacher Programme. | Dec 15 | Head |

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| <b>7.</b>  | <b>Discuss attainment priorities for the academic year and to look at cost implications</b>   |  |  |
| 7.1        | It was confirmed that the budget is linked to attainment priorities, and this was particularly relevant in Year 5 and Year 6 where the classes are kept separate to allow for a focus on the education of these children.   |  |  |
| 7.2        | Governors asked if the spending embargo (see item 6.6 above) would impact on the achievement of the children. The Headteacher responded that there were sufficient resources available but this would be monitored closely.   |  |  |
|            |   |  |  |
| <b>8.</b>  | <b>Review of maintenance strategy &amp; introduction of new Assets register</b>   |  |  |
| 8.1        | There was no further progress to report at this time.   |  |  |
|            |   |  |  |
| <b>9.</b>  | <b>Standing items</b>   |  |  |
| 9.1        | The Health & Safety Committee had met in October and carried out a site inspection. Some issues were raised in Kids Club, and these are all in hand. This included a cupboard blocking a fire exit, which has since been moved. A new external gate is being installed as well. The action plan written last year is being implemented and Risk Assessments are on-going. Accident Books have also been reviewed. DT/HC have both attended the relevant Health & Safety training. |  |  |
| 9.2        | Changing rooms - there was no further progress to report.   |  |  |
| 9.3        | The installation of a raised platform at the School Crossing has been delayed due to an objection. The installation of the new 'Zedbrite' crossing lights should be going ahead.  |  |  |
|            |   |  |  |
| <b>10.</b> | <b>Update on on-line School Travel Plan</b>   |  |  |
| 10.1       | The School Travel Plan is in line for a Bronze Award. A fund-raising event is planned for December so that a scooter rack can be installed.   |  |  |
|            |   |  |  |
| <b>11.</b> | <b>Review of revised Policy Schedule and Work Schedule</b>  |  |  |
| 11.1       | The Committee reviewed the updated Work Schedule which indicated all the planned activities for this term have been completed.  |  |  |
| 11.2       | The Committee also reviewed the updated Schedule of Policies which indicated all the planned policy reviews for this term have been completed.  |  |  |
|            |   |  |  |
| <b>12.</b> | <b>Any Other Business</b>   |  |  |
| 12.1       | The Chair thanked PM/PB for their work on the GB as this was to be their last committee meeting.  |  |  |
| 12.2       | There being no other business the meeting closed at 8.28 pm.  |  |  |
|            |   |  |  |

Primary Finance Premises 14.01.16

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**Finance & Premises Committee Action Points – 12 November 2015**

| <b>F&amp;P 2<br/>2015/2016<br/>AP No:</b> | <b>Action Point</b>   | <b>By Whom</b> | <b>Outcome</b> |
|---|---|----------------|----------------|
| 1.  | 3.3 HC to add the Governors' Allowances Policy to be added to the Governor area of the school website.      | HC             |                |
| 2.  | 3.4 The school has asked CCS to quote for providing training and cover for cleaners employed by the school. | Head/HC        |                |
| 3.  | 6.9 The Head is looking to attract a member of staff from the Graduate Teacher Programme.                   | Head           |                |