

THORNDOWN PRIMARY SCHOOL
Minutes of the Finance & Premises Committee Meeting
Thursday, 18 June 2015 at 7.30 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. Christine Curtis for Item 1 only		
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: Paul Bullough.		
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.		
1.7	Feedback from Ofsted:		
1.7.1	The outcome of the school appeal to Ofsted was received today. The response was long and detailed but did not overall uphold the appeal. Grades and outcomes remain unchanged.		
1.7.2	One sentence, in the initial bullet point, has been altered and this reads better now.		
1.7.3	Two aspects of the complaint were found to have been of legitimate concern and these have been dealt with internally by Ofsted.		
1.7.4	The school can anticipate that it will be inspected again in about 18 months. In the meantime the LA has re-checked the school again and agrees with the self-evaluation judgement, that the school is a good school.		

Primary Finance Premises 17.09.15

READ & AGREED AS A TRUE RECORD(CHAIR)

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 other additional items to consider under Any Other Business.		
3.	Review of minutes and action points of the previous meeting		
3.1	The minutes of previous meeting, held on 6 May 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. Two of the five Action Points had been cleared, and the remaining three Action points were on the meeting agenda.		
4.	Headteacher's report		
4.1	The Headteacher informed the committee of a forthcoming 'snagging' meeting with the builders.		
4.2	She also explained that the sculpture that has been commissioned has been made, but that installation had been delayed as the polished concrete base is not ready.		
4.3	An official opening ceremony, which will be a fairly informal affair, has been arranged for Saturday, 26 September 2015.		
5.	Chair's Action		
5.1	There was no action to report.		
6.	Budget Monitoring 2015/2016		
6.1	The latest BCR for 2015/2016 had been circulated to the committee before the meeting, with a briefing note for discussion purposes. There was little to report on the current BCR.		
6.2	One teacher is on long-term sick, while another has been absent for four weeks. An insurance claim has been made for the first teacher and a claim will need to be submitted for the second teacher.		
6.3	The next BCR in September will need more detailed discussion.		
6.4	A suggested Capital Plan was included in the briefing note with the need for money to be set aside for a programme of re-decoration.		
6.5	The need to set aside money for a new ICT server was considered in the plan, and the need a back-up system was discussed.		

7.	Standing items		
7.1	There have been no further meetings of the new Health & Safety sub-committee since the last committee meeting. It was reported that issues around Health & Safety matters are now discussed routinely by staff.		
7.2	There was nothing to report on fundraising schemes for the development of new changing rooms, although HC had been in discussions with St Ives Rangers about their use of other facilities and their costs.		
7.3	School Crossing: There was nothing to report on the installation of the new 'Zedbrite' crossing lights. FN had received no reply to the letter he wrote to both local County Councillors following an incident at the school crossing.		
8.	Catering contract		
8.1	The Headteacher reported that Lunchtime (Cambridge) had been awarded the Catering contract, and are due to start on 1 September 2015.		
8.2	All staff are now aware of the new contractors, who have already been in to school to provide catering for different events.		
9.	Capital Plan/Maintenance Strategy		
9.1	The Capital Plan was discussed in item 6 above.		
9.2	As part of the Maintenance Strategy all contracts have been put in place, with work planned in the school over the summer holidays. This includes mechanical and electrical testing.		
9.3	The Headteacher has met with the Property Manager who is very pleased at the progress made by the school. He will produce a contract for the routine repairs and maintenance of the Kitchen equipment which will now need to be considered by this committee.		
10.	Review of Work Schedule		
10.1	The introduction of a new Asset Register is in hand.		
11.	Review of Policy Schedule		
11.1	A new Accident Investigation Policy had been circulated to the committee before the meeting. The Clerk to make a few minor alterations to the policy, which was then approved for use in school on a two-year review cycle.	June 15	Clerk
11.2	The Clerk had circulated a version of the Lettings Policy to the committee. HC to provide the Clerk with a more up-to-date version, which needs discussion about costs for hiring the facilities before final approval. To help with this HC agreed to research levels of charging in other schools and local facilities.	June 15	Clerk/HC

12.	Any Other Business		
12.1	New User Agreements for both Playgroup and Play and Learn.		
12.1.1	It had been agreed that there was a need to discuss new agreements for both Playgroup and Play and Learn.		
12.1.2	Proposed new charges were included in User Agreements circulated to the committee before the meeting. These come with a template spreadsheet that calculates overall charges based on information supplied.		
12.1.3	The Headteacher was keen to be more involved with both these user groups, for educational purposes.		
12.1.4	There was much discussion about the use of the enhanced facilities and costs, and the organisational difficulties encountered by these groups.		
12.1.5	It was agreed that the Head and HC would meet with both groups to work through the introduction of the new User Agreements from 1 September 2015.	July 15	Head/HC
12.2	The committee were reminded about the Summer Fair after school on Friday, 19 June 2015.		
12.3	There being no other business the meeting closed at 8.29 pm.		

Finance & Premises Committee Action Points – 18 June 2015

AP No. F&P.	Action Point	By Whom	Outcome
1.14/15	11.1 The Clerk to make a few minor alterations to the new Accident Investigation Policy (2year review cycle).	Clerk	
2.14/15	11.2 HC to provide the Clerk with a more up-to-date Lettings Policy, and to research levels of charging in other schools and local facilities.	HC/Clerk	
3.14/15	12.1.5 The Head and HC to meet with both Playgroup and Play and Learn to work through the introduction of the new User Agreements from 1 September 2015.	Head/HC	