

Bevendean Primary School

Minutes of the Finance, Personnel & Premises Committee

held on Thursday 2nd October 2014

Present: Jo Whitmore (Chair), Mark Back, Rachal Daniels, Teresa Goble, Wendy King, Mo Marsh, Joyce Owen, Trudy Roberts, Jane Harrower (Business Manager), Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** Meeting was quorate

2. **Apologies:** None

3. **Consideration of apologies:** NA

4. **Election of Chair**

Jo Whitmore had indicated her willingness to stand again for the post of Chair. In the absence of any other nominations, she was deemed elected

5. **Notification of A.O.B**

The Finance Manager had some items which would be covered by the agenda

5. **Minutes of last Meeting**

The minutes of the meetings of the meeting held on 5th June 2014 were approved.

6. **Matters arising**

(i) Kitchen arrangements re extra free school meals

A governor asked how the kitchen is coping and was told that arrangements are working well

(ii) Sports funding

A governor asked whether there might be sufficient sports funding to purchase an outdoor "gym" circuit. This will be discussed under Finance, see 8 n) below.

(iii) Texting system

Two alternative systems had been trialed. One was very good but would be considerably more expensive than the current system, so no change has been made. It was agreed that texting forms an important part of communication with parents and is very valuable.

JH also reported that following the next issue, the newsletter will be e-mailed to parents with hard copy available for those who request it. Copies will also be available in the school office. JH confirmed that the newsletter is always posted on the school website

(iv) 6R windows

These have been installed and are looking lovely

(v) Traversing Wall

This has been installed and is greatly enjoyed by the pupils with excellent feedback

(vi) Risk assessment re tablets

The tablets have just been put into use in the classrooms. A risk assessment will be brought to the next meeting. Asked why this was necessary, it was explained that it would cover the possibility of damage to or loss of the tablets

(vii) New office photocopier

This is now in place and is very good

7. Finance

Business Manager's report

The report had been circulated to, and read by, the committee. The following points / questions were raised:

- a) The budget share stands at £1,859,850 following a deduction of £857 in respect of only 49 pupils in Nursery in the summer term
- b) Pupil numbers stand at 404 which remains steady. 21 travellers are back on roll
- c) £551 remains in the DFC following the expenditure on windows in 6R
- d) Pupil Premium spending is to be analysed through the Autumn Term to ensure that spending is consistent across the year. WK will report on summer term data at the next meeting
- e) Although no Council works had been planned for 2014/15, structural damage to the water tower has been identified which should come under the council budget. Scaffolding is currently in place but it is hoped that this will be removed shortly and that the work will be done in a holiday period to avoid risk to the pupils
- f) Discussion was held on the possibility of installing Solar PV. The following points were made / questions raised:
 - (i) It is vitally important that this is of value to the children's education
 - (ii) It is important to know how long it would take to pay back such a big outlay?
 - (iii) Since feed-in tariffs have changed, is this still a viable option?
 - (iv) How much would the system rely on sunshine?
 - (v) Are there projects from which pupils will derive greater benefit?
 - (vi) If such a sum were available, what are the alternative options on which it could be spent?
 - (vii) Are grants still available? The answer to this is no
 - (viii) Will it be cost-effective
 - (ix) Will the budget share be altered to reflect money received in repayment from the national grid?
 - (x) With budgets diminishing overall, this should be approached with caution

It was agreed that JH should continue to investigate and bring her findings to a future meeting.

- g) JH reported that Paul Davis has now been made substantive head at Stanford Junior School. It was proposed to the meeting that recruitment for a new deputy should be deferred until the new year with a view to appointing for September 2015. It is too late now to appoint for January and a potentially substantial change of staffing at Easter would have a detrimental effect on the pupils concerned.

Asked whether the budget would cope with this situation, JH confirmed that it will and WK added that the teacher currently on a one-term appointment will be retained for the year and will benefit from professional development support in the process.

It was agreed that the recruitment process would be dealt with as suggested.

Out-turn (attached)

Please note that all governors may see a copy of the out-turn on request at the school office

JH took the committee through the out-turn statement making the following points:

- g) Still awaiting news of payrise for support staff, which could be 1% backdated to April 2014
- h) A spend of £4000 was reported against EC support staff relating to an Early Help intervention for which £6000 had been put in the previous budget and the difference carried forward
- i) Training costs are currently showing a surplus as only one MAST had been undertaken. However, other needs may well occur during the year
- j) Utility costs are all on track with the water bills finally up-to-date
- k) The new curriculum has put pressure on the consumables budget: the pink and green system needs a significant amount of stationery. A governor pointed out that there appears to be considerable waste in exercise books and suggested that pupils could continue using old ones when they move up a school year. It was agreed this should be considered.
- l) The school no longer subscribes to the Schools Library Service. Replacing it is a budget for the outright purchase of topic books. Asked whether this is an annual recurring cost, JH confirmed that the topic books can be used year on year
- m) Swimming is still not happening. The swimming pool may reopen in November
- n) The LEA contributions (other) include £13500 Hi Needs funding
- o) At this stage of the year, budget is broadly on track
- p) Discussion took place over how to spend the £20000 from the short-term contingency fund which it had been agreed could be vired into other budget headings

JH presented the following for consideration (full list attached):

- (i) Nigel Watson – team teaching / coaching with staff (£3K – AG071)
- (ii) Funding towards additional INA (£5K – AG561)
- (iii) Suspended ceiling for other Year 2 (c£3.8K – BM025)
- (iv) Updating equipment outside Nursery (£5K – DA090)
- (v) Curriculum equipment (£2K – DA090)

JH and WK explained that items (i), (ii), (iv), (v) were essential needs coming to a total of £15K. These items were agreed.

Asked what the learning benefit of the new ceiling would be, it was explained that deaf children would benefit considerably

It was suggested that the installation of a new outdoor gym circuit would be of greater benefit to the pupils

Following discussion it was agreed that the remaining £5K should be reserved with a view to considering the installation of gym equipment. This should be reviewed at the February meeting when the financial position will be clearer.

JH will now make the necessary virements agreed above and inform the Council.

8. Scheme of Delegation

This remains unchanged apart from replacing Paul Davis with Trudy Roberts as the third signatory and increasing the monthly limit for the school debit card from £2500 per month to £4000. This was approved.

9. Pay Policy

This had been circulated before the meeting. WK explained that the only significant changes are:

- (i) the alteration of the differential between Heads and Deputies
- (ii) Staff are to be paid at an hourly rate of time and a half when doing learning / training in their own time

The governors approved the policy.

10. Code of Conduct

This had been circulated before the meeting. WK explained that each school is required to have a Code of Conduct. The updated version had been shared with staff during the September INSET days. The code includes clear guidance on appropriate physical contact with children.

It was confirmed that the code applies to governors.

The governors approved the policy.

It was agreed that the code should be included in the pack for new governors.

11. Safer Recruitment Policy

The policy had been circulated before the meeting. Although there is no change in practice, WK explained that the wording of the document had been changed substantially in some areas to meet statutory requirements.

At Bevendean, Governors and volunteers are deemed as doing regulated activity and now require a DBS check. This is already in place.

Following national guidance, accusations against staff which are proved to be unfounded will no longer be mentioned in references. This is not the policy of Brighton and Hove LA, but the governors agreed that it should be the school policy.

The governors approved the policy.

Asked where the DBS programme for staff, volunteers and governors is at, JH confirmed that a good rolling programme has been established.

12. SFVS

This had been circulated before the meeting. JH pointed out the areas where it had been updated (highlighted version attached).

It was suggested that Section 17 should include the use of the Parentpay system which demonstrates an efficient use of resources. This was agreed.

Asked where the Business Continuity Plan is held, JH informed the committee that a copy is held in the safe, WK and Murdo Skimming, the Site Manager, each have a copy at home and that Trudy Roberts would be given one to keep at home.

It was agreed that, with the amendment of Section 17, the SFVS should be signed by the Chair of Governors and submitted to the Council.

13. Health and Safety Policy

WK reported that the policy now included an update concerning the administering of medicines.

It is now required that spare asthma inhalers should be kept at school. Following a query concerning hygiene issues, the governors were assured that the member of staff responsible, Debbie Earle follows very strict hygiene guidelines.

Asked about epi-pens, it was confirmed that children who need them have their own pens and no spares are held at the school. It was agreed that the system should be carefully checked, particularly looking at how instructions are given to visiting teachers.

The governors approved the policy.

14. Date of next meeting

Thursday 6th November at 3.30 pm. Members of the pay sub-committee were asked to meet for a prompt start at 3.00 pm

15. AOB: None

There being no further business, the meeting closed at 4.35 pm

Signed _____ Date _____

Action	By	Person responsible
Risk assessment to be done re potential damage to tablets	Next meeting	JH / WK
WK to report on summer term PP data	Next meeting	WK
Further investigation re Solar PV to be done	When appropriate	JH
Ongoing use of exercise books into new school years to be considered	Ongoing	WK and staff
Purchase and installation of outdoor gym circuit to be considered	February meeting	GHR / JH
Council to be informed re agreed virements	Immediately	JH
Code of Conduct to be included in the pack for new governors.	ASAP	GHR
Use of the Parentpay system to be included in Section 17 of SFVS.	Immediately	JH
Epi-pen system to be checked	Ongoing	WK/JH

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