

Bevendean Primary School
Minutes of the Finance, Personnel & Premises Committee
held on Thursday 8th October 2015

Present: Rachal Daniels, Martyn Giddens, Teresa Goble, Garry Meyer, Jo Whitmore, Martin Brown (Business Manager), Glenys Harries-Rees (Clerk)

1. **Quoracy of meeting:** Meeting was quorate
2. **Apologies:** Mark Back, Mo Marsh
3. **Consideration of apologies:** All apologies were accepted
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.

JW welcomed Martin Brown, the new Business Manager, to the meeting.

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

Appointment of Deputy Head: to be covered by the agenda

5. **Minutes of last Meeting**

The minutes of the meetings of the meeting held on 21st May 2015 were approved.

6. **Matters arising**

- (i) Approval of Budget for 2015 – 2016

The budget had been approved by the Full Governing Body on 2nd June 2015. A copy signed by the Chair had been submitted to the Council.

- (ii) Hall letting to evangelical group

Nothing further has happened on this as the group concerned have not been back in touch.

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 £1,840,007.00
- b) Pupil numbers stand at 400 with 18 travellers are back on roll. These were the numbers submitted on the census
- c) All major works have now been completed. Damage resulting from the flooding and other issues will be paid for via the Council's insurance.

The new kitchen is working well and has been well received by the catering staff.

- d) A new school website is being set up. It is already live and should be fully populated and functioning by half term. It will include a VLE platform for pupils, parents and carers

e) To avoid processing large amounts of cash through the school office, a cashless system will be worked towards, asking parents to use ParentPay, using the link on the website, or cheques. The aim is to achieve the majority of payments being paid in these ways by Christmas. Governors asked the following questions:

Q: What are payments made for?

A: Dinners, clubs, school trips

Q: Why can payments not be made by BACS?

A: Identifying and reconciling payments via BACS can be difficult and time consuming. The ParentPay system is more straightforward

Q: Is the ParentPay additional charge to the school or the payee?

A: To the school – this is a small charge

Q: What will still be paid in cash?

A: Small payments which fall under the minimum payment threshold for ParentPay

f) Concerns regarding the poor attendance of traveller children at the start of term are being addressed. MG is in contact with B&H re strategies to manage and improve matters

g) The Lettings Policy has been revised in line with guidance from B&H. There have been no amendments to the pricing structure. Current lettings are unlikely to bring £7,000 income as predicted in the budget. However, enquiries about hiring are in the pipeline.

A more structured way of invoicing has been agreed with Dene Valley Football Club which should avoid problems with payment.

The policy was approved.

h) Five applications for the position of Deputy Head have been received and all have been shortlisted. It was confirmed that references would be taken up immediately, subject to permission from the candidates indicated on the application form. Asked when a new Deputy Head would start, it was explained this depended on whether an internal or an external candidate was appointed. The latest start date would be January 2016

Out-turn

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

There has been a change in format in the out-turn. MB will discuss the current out-turn with JW before it is circulated to the governors. Future out-turns will be presented with commentary at future meetings.

MB made the following points:

a) The PP funding has increased by £20,000.

b) The staffing budget is healthy – the actual situation will be clearer once the Deputy Head has been appointed

8. Restructuring process

This is in process.

9. Dates of future meetings

It was agreed that meetings would continue to be held on Thursday afternoons. GHR will circulate a full list of dates to all governors.

10. Scheme of Delegation

B&H have provided a new template for Scheme of Delegation (circulated before the meeting) requiring amending the school document (also circulated). The revised Scheme of Delegation will be brought to the next meetings.

Changes already made to the school ordering process to ensure a clear paper trail on all purchase orders. Asked what happens if the Headteacher is unavailable, it was confirmed that the Deputy Head would be authorised to sign in his absence. The SoD will be further amended to reflect this.

Signatories on the School Fund account need to be changed from the previous to the current administration. This was approved.

9. Capability Policy

This will be brought to the next meeting

10. SFVS

This will be brought to the next meeting

11. Date of next meeting

Thursday 5th November at 3.30 pm. There will be a meeting of the pay sub-committee immediately before and members of this committee are asked to meet for a prompt start at 3.00 pm

12. AOB: None

There being no further business, the meeting closed at 5.25 pm

Signed _____ Date _____

Action	By	Person responsible
Out-turns to be presented with commentary to future meetings	Ongoing	MB
Restructuring report to be presented at next meeting	5/11/15	MG
List of meeting dates to be circulated to all governors	ASAP	GHR
Scheme of Delegation to be revised to include Deputy Head as signatory	As part of revision	MB
Revised Scheme of Delegation to be brought to next meeting	5/11/15	MB
School Fund Account signatories to be changed	ASAP	MB
Capability Policy to be brought to next meeting	5/11/15	MG / SLT
SFVS to be brought to next meeting	5/11/15	MB / MG / SLT

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