

MINUTES of a meeting of the Finance & Premises Committee of Parc Eglos School
held at the school on 1st November 2016 at 10.30am

PRESENT: Mr Tom Tripp (Chair)
Mr Marc Talbot
Mr John White
Mr Brett Dye (Head)

IN ATTENDANCE: Mrs Jayne Banner (Deputy Head)
Mrs Maria Collins (Business Manager)
Mr Martyn Pennell (Site Manager)
Mr Luke Haslam (Clerk)

		ACTION
1.	APOLOGIES & AOB Apologies were received and accepted from Mrs Julia Worsdell and Mr Peter Jenkinson.	
2.	DECLARATION OF BUSINESS AND PECUNIARY INTERESTS No new declarations of interests were made at this meeting.	
3.	MINUTES OF THE LAST MEETING 05.05.2016 Governors approved the previous minutes as a true record and the Chair signed them as such.	
4.	MATTERS ARISING FROM THE PREVIOUS MINUTES Governors reviewed actions from the last meeting, It was requested that the Pool Survey and SFVS/Benchmarking data be shared as this had not been completed. Outcomes from discussion and investigation into sourcing additional funding between Mr Tripp and Mrs Banner had been productive but would now require grant applications, visiting a model school also discussed. Pupil Premium reports would be presented at the next Full Board Meeting.	LH JB/TT
5.	PREMISES MAINTENANCE AND DEVELOPMENT Mr Pennell joined the meeting for this discussion and updated governors on the school site: <ul style="list-style-type: none"> • Work to seal water leak completed, some concern recently arose that this was still persisting but this appears not to be the case. • JDS were quoting on work to repair a boundary wall that had been previously discussed. 	

	<ul style="list-style-type: none"> • 5-yearly electrical tests completed over the summer break, no urgent high-priority actions had been identified. The majority of actions had been resolved internally but advice from JDS was being sought on six items that need outside expertise, governors queried whether a delay in resolving these posed any risk to pupils or staff. advice was that this did not pose a risk but actioning these items was required to receive a satisfactory report. • A number of lighting units in class 6B were no longer working, a quote had been obtained for LED replacements throughout year 3/4 and in 6B at £1894 NET. Governors asked whether it was possible to cost the whole New Build and resolved to support the project if pricing remained competitive. • Governors were advised of flooding to a corridor and classroom 2B, replacement carpet was being claimed under the school insurance policy. Governors asked what steps had been taken to prevent the same area flooding in future. staff responded that due to classroom being below a sloped area there was limited scope to completely eliminate risk to this area, flooding had come about from exceptionally high rainfall in a short period of time and affected many schools, risk of the same area being flooded again was considered low as a result. Governors resolved to add this area as an item on their Health and Safety walkaround. • Work to provide remote secure access on a playground gate had been completed but some technical issues had arisen, suspected to be linked to different types of cable being used to communicate CCTV and gate control to the nursery and school offices, governors were advised Mr Pennell was linking with the contractor to resolve the issue. • An area outside the nursery has some erosion of the Tarmac path, work being completed internally to keep this area safe. • Foundation staff were seeking a hot tap and an outside tap, however cost to install this in these areas was a concern. • Tree Survey completed with no concerns raised. • Legionella report being undertaken, no anticipated concerns. • Bus being regularly cleaned and maintained, windows currently present no concerns. • A Health and Safety audit of the school is due, inclusion of swimming pool in the audit will be requested. Some question over whether audit is paid for now, governors suggested purchasing the SLA if this proved a more cost-effective way to source the audit. <p>Governors highlighted a concern that parents had brought to their attention about Bamboo stalks outside the Y3/4 classroom.</p> <p>Mr Pennell left the meeting at this point.</p>	JW
6.	<p>BUDGET REPORT 2015/16</p> <p>Governors discussed the budget report with staff, noting that TA staffing expenditure was coming in higher than previously projected.</p>	

	In discussion around fees for school meals/visits governors requested guidance be distributed to parents about setting reminders on Parentpay. Governors asked that debt chasing letters from the Nursery be updated to reflect the new Chair of Governors.	School Office LH
7.	TEACHING SCHOOL The Head advised that positive feedback was being received from Clients and other partner Teaching Schools.	
8.	PUPIL PREMIUM & SPORTS PREMIUM Governors were advised Mrs Collins was linking with school coordinators to produce the annual statements for Pupil Premium and Sports Premium.	
9.	DATE AND TIME OF NEXT FINANCE AND PREMISES MEETING Tues 17th January 2017 @ 8.00am	
10.	ANY OTHER RELEVANT BUSINESS No additional business was presented at this board meeting.	

The meeting concluded at 12.05pm

Summary of Action Points
<ul style="list-style-type: none"> • Pool Survey and SFVS/Benchmarking to be shared with the committee. • Visit to model school and investigation into targeting specific grants to be undertaken before the winter break. • Pupil premium reports to be presented at next full board meeting. • Guidance to be circulated to parents about setting payment reminders on Parentpay. • Governors requested a copy of the digital Site Task list.

SIGNED

DATED.....

Chair's Initials.....