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| | <ul style="list-style-type: none"> • Governors discussed budgeting for the SEN room, this had been put on hold due to quotes coming in well above the £10,000 budget. Governors heard that a feasibility study had been commissioned for a possible nurture group space, which if based at Parc Eglos, could be used across the Trust, which would also help with grants and other funding. • <i>Governors expressed concern that the pool ceiling survey had still not been actioned.</i> The meeting heard that an in depth survey had been completed fairly recently, and a copy was available for governors to see. <u>It was proposed that this document may have the information required, particularly whether the damage was cosmetic or structural, and may present an opportunity to question the surveyors rather than commission a whole new survey.</u> The discussion then focussed on the need for governors to have clear lines of communication with the appropriate people to ensure that any urgent actions identified by governors relating to buildings and premises were addressed. Four clear action points were agreed: <ol style="list-style-type: none"> <u>1.</u> Governors to be made aware of the appropriate people to contact to address any urgent actions identified by governors. <u>2.</u> Examination of the previous survey of the pool ceiling/roof. <u>3.</u> Appoint a deputy of premises maintenance to cover in Mr Pennell's absence. <u>4.</u> Mr Pennell would be invited to attend the next finance meeting. • The staff toilet in the nursery had been completed. <i>Governors asked why the dividing panel between cubicles did not reach the floor.</i> The meeting agreed to check if this was a legal requirement before taking any further action. <p>Item 5 - The school trailer was not required to have a chassis plate. Item 10 - The school was not required to inform the insurance company of any changes to the premises.</p> | <p>Finance governors</p> <p>JW</p> |
| 5. | <p>Budget Report</p> <p>Governors discussed the budget report circulated at the meeting, notable variances:</p> <p><i>Cleaners</i> - the supply insurance claim should offset the unfavourable variance.</p> <p><i>Lunchtime supervisor</i> - teaching assistants had been recruited to cover at lunchtimes; this was working well and a much more positive outcome for the pupils.</p> <p><i>Teaching Assistants</i> - There were increasing numbers of pupils requiring one to one support. There was a review planned for the deployment of TAs in the future, in light of this.</p> <p><i>Refuse & Recycling</i> - this variance was due to the overfilling of the waste bins which incurred excess charges. There were also 7 skips ordered for clearance of curriculum areas of which only two had been allowed for in the budget.</p> <p>Governors discussed school site security following the Ofsted visit. Electric gates were recommended but the costs would be around £50,000. A suggestion was made for a buzzer system for school/preschool to allow</p> | |

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| | access through locked gates during the school day. <i>Governors agreed to look into the costs for an alternative security system, ideally by the next FGB meeting on the 8th March, but no later than 24th March.</i> | TT |
| 6. | <p>3 Year Budget</p> <p>Governors heard that the indicative funding figures for the coming financial year had been received. The designated school grant would be £64,082 lower than the current year. Changes to national insurance and teacher superannuation which would come into effect in April would have a significant impact on future budgets. On a positive note, there were 75 first choice applications for the reception year in September and 60 places.</p> | |
| 7. | <p>Benchmarking</p> <p>The benchmarking information was circulated at the meeting. The information related to the financial year up to March 2015, and compared schools nationally based on similar NOR.</p> <p>The main points discussed were:</p> <ul style="list-style-type: none"> • E05 - Admin/clerical staff. Parc Eglos was the highest in terms of cost per pupil. This was due to the costs incurred from the Trust co-ordinator and Business Manager for the Trust. • E06 - Catering. Parc Eglos was second lowest of six schools, as the school runs its own kitchen. • E15 - Water and Sewerage costs were among the highest due to the swimming pool. • E24 - Special Facilities. The school rated highest, most likely due to Pathways and Boomerang. • Delegated funding was low in comparison to others nationally. • 'Other Central Funding' was the highest in comparison, most likely due to Teaching School status. | |
| 8. | <p>SFVS</p> <p>The draft copy of the SFVS return was circulated at the meeting. Mr Trip and Mrs Collins will endeavour to have the draft finalised and ready for approval at the FGB meeting on the 8th March.</p> | TT and MC |
| 9. | <p>Teaching School</p> <p>Covered earlier in the meeting.</p> | |
| 10. | <p>Pupil Premium & Sports Premium</p> <p>Governors heard that an up to date report on the Sports Premium was present on the school website.</p> <p>The Pupil Premium update was ongoing.</p> | |
| 11. | <p>Premises Maintenance & Development</p> | |

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| | <p>Governors discussed the finding from the latest Health and Safety walk round. The urgent issues were identified were discussed, particularly how the actions were to be addressed. While the list had been emailed to Mr Pennell, it was clear that there needed to be deadlines included for the remedial work.</p> <p>The meeting also looked in detail at the premises defect log book. It was proposed that an electronic version available on the school's public drive could make it easier for staff to report any defects they came across. Mr Tripp agreed to draft a template on an excel spreadsheet for the purpose; governors also agreed to have a similar, but separate, sheet for the issues raised during the health and safety walk rounds, which would include a column to allow Mr Pennell to report back to governors.</p> | TT (by 29/02/16) |
| 12. | <p>Health & Safety</p> <p>Covered under item 11.</p> | |
| 13. | <p>Date of Next Committee Meeting</p> <p>Thursday 28th April 2016 at 4.30pm</p> | |
| | <p>Other Items raised</p> <p>Mrs Collins asked if governors would agree to write off a figure of £789.60 relating to aged debtors.</p> <p><i>Governors asked if these debts related to children still enrolled at the school.</i> Mrs Collins would check, but was confident that they did not.</p> <p><i>ACTION TAKEN: Governors agreed to write off any debts related to children who were no longer enrolled at the school.</i></p> | |

The meeting concluded at 7.20pm

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| <p>Summary of Action Points</p> <ul style="list-style-type: none"> ● Feedback from trial of LearnPads by next meeting - BD & JB ● SDP Costings to be completed as soon as practicable. - JB & MC ● "Financially Experienced" person to be confirmed for check of Private Fund - TT ● Pool Ceiling Survey to be read by governors. - Finance committee ● SFVS audit return by 8th March - TT & MC ● New template for Defect log and H&S Walk round issues by 29th Feb- TT ● Investigation of the new staff toilet panel - JW ● Costs for a new site access system by 24th March - TT |
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SIGNED DATED.....

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