

Minutes of Finance, Estates & Personnel Committee Meeting
Wednesday 11th January 2017



Committee members: EH - Headteacher, RT, JH, PH, AW, FC

Those present:

Miss E Heanes - Headteacher
Mr R Taylor – Chair
Mr J Hayes
Mr P Hazell
Mrs F Cameron
Mr A Westcott

Clerk: Mrs J Galloway

Meeting commenced at 7.50pm

1) Apologies for Absence

All Committee members were present.

2) Declaration of Interest

There were no declarations of interest.

3) Approve Minutes of FEP Committee Meeting of 09-11-16

The minutes of the Finance, Estates and Personnel Committee of 09-11-16 were approved and signed by the Chair as a true record.

4) Matters Arising

Asbestos Policy – The School buys into the County Council Health & Safety Service Level Agreement and they have provided this model policy. The County Council manages Asbestos on behalf of the school via the Service Level Agreement. The Governors agreed to adopt the policy. The school to advise the DEMAT that the policy has been adopted.

ACTION: School to advise DEMAT of Policy adoption.

5) Personnel Matters

The Headteacher advised that there were no recent updates from EPM.

6) Estates Report

Governors were provided with a copy of the report prior to the meeting (see attached). The Headteacher updated Governors further as follows:

- A cheaper quote for play bark has been sourced and this will be purchased this term
- The school is awaiting clarification of costs involved in building work which may be necessary when the taps are replaced in the children's washrooms
- Additional slabbing is to be installed around the Reception class area as this can become a very muddy area when the weather is wet. A further quote is being sought. Governors expressed concern that the school needs to ensure the drainage is sufficient when the work goes ahead.

Minutes Approved : Signed

Dated

09/03/17

- The Governors discussed the Reception class toilet drains and the recent blockage. It was agreed that the situation will be monitored over the next twelve months and see how things progress rather than go ahead with the descaling at an unknown cost and possible damage to the floor.

Roof Leaks - The Governors discussed at length the problem with roof leaks. It was agreed that the school would go ahead with a visit from an independent buildings surveyor – PCM Services Ltd to provide further assessment of the roof. The appropriate action plan will be decided upon after receipt of this survey.

ACTION: School to contact PCM Services to undertake a further survey of the roof
Ensure any new slabbing does not create 'pools' of water

7) Health & Safety Update

The Governor for health and safety is due to visit shortly to undertake a walkaround. No issues were outstanding at the end of last term.

8) Safeguarding Audit

All Local Authority schools underwent Safeguarding audits last year. The DEMAT are now carrying out Safeguarding Audits in all of their schools. The school underwent a Safeguarding Audit this week. The audit was initially meant to happen in the Autumn term but this was postponed to the Spring term. The audit went well. The report has not yet been received. Once the report is received the Headteacher will discuss any findings with the Safeguarding Governor. Any actions from the report can be brought to the next Committee meeting.

9) Policies for Approval – Estates

Lettings - The Governors received a copy of the policy prior to the meeting (see attached). The Governors discussed the policy. One amendment was necessary. Page 1 – Point 3 – final paragraph to read 'appropriate insurance tax on the insurance fee is required'

ACTION: Clerk to update Policy on school server

10) Budget Update


The Governors were provided with a management report as of the end of December. Points made, raised and discussed from this were as follows:

- Following a visit from Julia Steed from the DEMAT the school has been provided with the correct updated carry forward from 2015-2016. The DEMAT have also requested that all schools resubmit a budget to address any changes since September or any other necessary amendments and to include the updated agreed carry forward
- The 2016-2017 Budget is mostly on track there are a few anomalies which need to be looked into and this will be done prior to resubmitting the budget
- Catering income and expenditure will be looked at in more depth this year to be able to report a realistic figure to Governors, support from DEMAT / PSF will be sought as necessary
- A Finance meeting is being held at the end of the month for Finance admin staff
- The school has not yet been advised of the DFC balance for the school

The Governors queried:

- Expenditure of IT Support services (BUR5135) – percentage higher than expected
- ICT Costs to be looked at – (BUR5300 & BUR5310) – budgets overspent
- Catering income – very high
- Curriculum costs are split over various subjects – all subject leads have been advised of their allocation and details are recorded on a spreadsheet
- Julia Steed had stated the school should have an up to date fixed asset register. This will be worked on over the course of the year

There were no further questions or comments on the budget.

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11) AOB

The school received a further visit from the DfE just before Christmas. Seven DEMAT schools were visited over three days. The school has received no formal letter regarding the visit.

The visit went well, it was felt that the purpose of the visit was to make sure the individual schools within the DEMAT are doing well and that the DEMAT has the capacity to support the schools. The visit was very intense and went through everything the school is doing to move forward.

The Headteacher will share the letter with Governors when received.

The school is moving from SIMS to Pupil Asset from 1st April 2017 for the school's Management Information System. This will mean parents will not be able to use the 'Agora' online payment system which currently integrates with SIMS. Agora does not integrate with Pupil Asset therefore a new online payment system will need to be set up for parents. Parents will need to be advised of the change as soon as possible.

The Clerk provided Governors with a Training News flyer.

There was no further business.

12) Dates of next meetings

The dates for the next meetings are arranged as follows:

The meeting of the LGB has been amended to Wednesday 8th February (instead of 7th – due to Parent Evening meetings).

Local Governing Body – Wednesday 8th February 2017
Committees Meeting - Thursday 9th March 2017

The meeting closed at 9.00pm.

Minutes Approved : Signed  Dated 09/03/17