

Minutes of Finance, Estates & Personnel Committee Meeting
Tuesday 27th March 2018



Committee members: EH - Headteacher, RT - Chair, JH, PH, MP, AW, FC, BV, RP

Those present:

Miss E Heanes - Headteacher	Mr R Taylor - Chair
Mrs F Cameron	Mr A Westcott
Mrs B Vaghela	Mr P Hazell
Mrs R Poole	Mrs M Pidoux

Clerk: Mrs J Galloway

Meeting commenced at 7.00pm

1) Apologies for Absence

Apologies were received and accepted from Mr Hayes.

2) Declaration of Interest

There were no declarations of interest.

3) Approve Minutes of Finance, Estates & Personnel Committee Meeting of 30-01-18

The minutes of the Finance, Estates & Personnel Committee of 30-01-18 were approved and signed by the Chair as a true record.

4) Matters Arising

Agenda item 5 – The Headteacher advised that Miss Alice Cox will be commencing employment at the beginning of July.

Agenda item 10 – No confirmed carry forward figure has been advised.

There were no further matters or questions arising from the previous minutes.

5) Personnel Matters

The Governors were provided with copies of the following policies from the DEMAT (via the Governor Hub).

- ❖ Pay Policy
- ❖ Whistleblowing Policy
- ❖ Grievance Procedure
- ❖ Disciplinary Procedure
- ❖ Capability Policy
- ❖ Appraisal Policy

The Headteacher advised that these policies were for information only and are automatically adopted by the LGB as they are DEMAT produced policies therefore do not need to be approved by the LGB.

There were no comments or questions on the policies / procedures.

ACTION: Clerk to update policies / procedure onto school network.

6) Estates Report

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

- A number of small repairs and jobs have been completed around the school.
- Roof – continues to be a work in progress, the school is still awaiting a quote for work.
- Additional quotes are being sought for Paving, Fencing, Air-Conditioning repairs, Shower replacement and cleaning guttering.
- A number of small jobs are due to be completed after the Easter break.

There were no further comments or questions on the report.

Minutes Approved : Signed

Dated

15/05/2018

7) Health & Safety Update

The school recently experienced an unplanned fire drill when smoke in the mobile set off the fire alarms. The school was evacuated quickly and safely and the fire brigade called. Upon investigation by the fire brigade it was discovered that a cloth had been left on top of the cooker and a ring on the ceramic hob had been left turned on low setting. The cloth consequently smouldered causing a build of smoke.

All staff have been made aware of the incident and signs have now been placed by the cooker to ensure it is turned off at the mains after use. A secondary check is also being made daily by the cleaner.

8) Safeguarding

All areas continue to be monitored by the safeguarding Governor. All training is up to date and there are no issues to report.

9) Fire Safety

Following on from the evacuation of the school a fire safety officer has visited the school. These visits are automatically triggered after the fire brigade are called out to an incident. The Headteacher met with the fire safety officer to go through the schools' procedures and policies and look around the school. Everything was in order and no concerns were raised.

Staff are due to receive updated Fire Safety training on the next professional day.

10) Budget Update

The Governors were provided with a copy of the February Management accounts which had been annotated.

Points / questions raised:

- The budget was readjusted and re-submitted to the DEMAT prior to the February half term. The re-submitted budget has been approved and is the new current budget
- The budget is currently on track
- Carry forward figure has not yet been officially confirmed
- DEMAT management fees for 2018-2019 have been set at 6%
- The school is currently looking at a new cleaning contract as the current provider - CCS, is closing down. One quote has been sought and another company have arranged to meet. The school will also investigate the cost of employing an in-house cleaner/caretaker.
- Mr Taylor and Mr Hayes will meet with the Finance Manager and Headteacher to agree budget figures for 2018/2019 after Easter break
- The budget figures for 2018-2019 have been released. The school will be receiving approx. £43K less in the budget for the 18-19 year due to a fall in pupil numbers
- A three year budget is to be agreed and submitted
- The DEMAT are expecting surplus budgets to be set. Schools who cannot set a surplus budget must submit notes to explain why this is the case

There were no further questions or comments on the budget.

11) Dates of next meetings

The dates for the next meetings are arranged as follows:

Local Governing Body – Tuesday 24th April 2018

Committees Meeting - Tuesday 15th May 2018

The meeting closed at 7:30pm.

Minutes Approved : Signed  Dated 15/05/2018