

Minutes of Finance, Estates & Personnel Committee Meeting
Tuesday 30th January 2018



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

Those present:

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

Clerk: Mrs J Galloway

Meeting commenced at 7.00pm

1) Apologies for Absence

Apologies were received and accepted from Mr Hayes and Mr Hazell.

2) Declaration of Interest

There were no declarations of interest.

3) Approve Minutes of Finance, Estates & Personnel Committee Meeting of 07-11-17

The minutes of the Finance, Estates & Personnel Committee of 07-11-17 were approved and signed by the Chair as a true record.

4) Matters Arising

There were no matters arising which are not already covered under agenda items for this meeting.

5) Personnel Matters

The Year 4 class is currently being taught by Mr Fotheringham. Employment commenced with the school in January and he will teach the class through to the end of the Summer term. The Headteacher advised that he had settled well into the school and the pupils were making good progress.

Miss Alice Cox – will take up a post as an NQT from September and depending on her finish date at university, may be available to start in school at the end of the Summer term.

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:

- Roof – The condition of internal ceilings continue to deteriorate after each heavy rainfall. The meeting scheduled to take place with Julia Steed on 8th February has had to be re-scheduled due to the school receiving a SIAMS inspection on this date
- Fire Extinguishers – These have now been replaced as necessary

There were no further comments or questions on the report.

7) Health & Safety Update

There was currently nothing to report on this agenda item. A Health & Safety walk around is due to be undertaken with Mr Hazell / Headteacher.

8) Safeguarding

All areas continue to be monitored by the safeguarding Governor.

Minutes Approved : Signed  Dated 27/03/18

9) Policies for Approval

Lettings Policy – The Governors received a copy of the policy prior to the meeting (see attached). There were no changes to the policy other than to amend ‘Governing Body’ to ‘Local Governing Body’. The policy was approved for a further year.

ACTION: Clerk to update Policy on school server and website where necessary.

10) Budget Update

The Governors were provided with a copy of the December Management accounts which had been annotated. Points / questions raised:

- The budget is currently on track
- Pupil Premium funding will be adjusted when budget is re-submitted
- SEN Funding – currently being clawed back by CCC as pupil has left the school and funding had been paid in July 2017. Amount will be amended in re-submitted budget
- Sports Premium funding has increased since budget was set last year. Figure to be adjusted in revised budget
- Budget to be re-submitted by February half term.
- Revised budget will provide a more balanced budget to that set last year
- Carry forward figure has not yet been received
- Mr Taylor will meet with the Finance manager to go through revised budget before submission

There were no further questions or comments on the budget.

11) AOB

The Headteacher advised the LGB that a date had been confirmed for a SIAMS inspection. This will take place on Thursday 8th February. The Headteacher requires two Governors to meet with the inspector. The Governors will be Mr Taylor and Mr Casey – as RE Governor. There will also be a meeting with the incumbent. The Headteacher provided Governors with a copy of the self-evaluation document which has been submitted to the inspector.

The Headteacher reminded Governors to forward any comments / queries on the SEF as requested at the LGB meeting of 12th December.

There was no further business.

12) Dates of next meetings

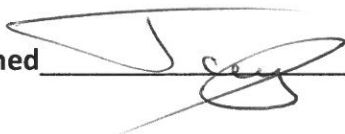
The dates for the next meetings are arranged as follows:

Local Governing Body – Tuesday 20th February 2018

Committees Meeting - Tuesday 27th March 2018

The meeting closed at 7:30pm.

Minutes Approved : Signed



Dated

27/03/2018