



**REPORTING BACK THE COMMITTEES DECISIONS AND RECOMMENDATIONS  
GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY**

**Committee: Finance & Premises**

**Date: 24 January 2017 5.30pm**

**Chaired By: Leonie Hill**

**Clerked By: Helen Illingworth**

<b>Present:</b>	<b>Apologies for Absence:</b>
Leonie Hill	
Helen Illingworth	
Paul Hayes	
Jane Campbell	
Barbara Kwienski	
Beccy Ibbotson	
Peter O'Brien	
Jenny Doyle	

<b>Agenda Items:</b>	
<b>Declaring an interest in the agenda</b>	
<b>Voting in of Chair</b>	
<b>Minutes of the previous meeting</b>	
<b>Matters arising.</b>	
<b>Finance report scrutiny</b>	
<b>Premises Issues</b>	1. Kitchen Refurbishment
<b>Policy Review</b>	1. Benchmarking 2. Budget Setting Procedure 3. Finance Governors Self Assessment 4. Financial Competencies of School Staff 5. Inventory 6. School Fund Audited 7. SFVS 8. School Dinner Policy
<b>Governor Visits</b>	
<b>Date of next meeting</b>	

**SUMMARY OF RECOMMENDATIONS OR DECISIONS**

**167. Declaring an interest in the agenda.**

No interests were declared

**168. Voting in of Clerk**

Paul Hayes was unanimously voted in as Chair



### **169. Minutes of Previous Meeting**

Agreed as a true record.

### **170. Matters Arising**

**162**

**(153)**

**(121)** Inventory still not transferred to SAP but will be once training completed. Aim to complete by next F&P **Action LHi/BI**

**R11** Leonie meeting with Richard to complete daily checklist **Action LHi**

**148** List of H&S actions are still outstanding **Action LHi**

**156** Works completed but still to complete door at fire escape out to the bins

**164** Playground still to be followed up **Action LHi**

**165** Critical Incident Policy – Beccy Ibbotson to access a copy **Action BI**

JD confirmed Chair of Govs needed to attend critical F&P meetings but not all meetings

### **171. Finance Report**

Discussed Finance Report

Coding issues with charges incorrectly allocated but will be resolved going forward JF, PH and BK to discuss Head Teacher salary and to feedback their proposals in time for Full Govs in April **Action JF, PH, BK**

Low pupil numbers for next year. Increase again for the following year. Agreed to look at how to publicise the school more to encourage more pupils to join **Action HI, PH, JC**

### **171. Premises**

Kitchen refurbishment. Environmental Health Officer visited. DCC agreed a mini refurbishment as previously allocated money will not cover full modernisation. Changes will satisfy EHO. Electrician has visited re rewiring as electricians an issue and not covered by DCC allocated monies. Assured that electricians report would be supplied asap and back to DCC with full quote by Full Govs. Hopefully less than £15k quoted by DCC. Kitchen issues should be resolved by summer term. **Action LHi**

### **172. Benchmarking**

Discussed and reviewed. The school seems to be around average in all areas, bar supply costs, where we are very low due to our staffing structure.

### **173. Budget Setting Procedure**

PO'B raised strategic planning as a topic and asked how we can look at the budget over a three year projection rather than just the forthcoming year. This was discussed in detail. LHi suggested that this was a rolling agenda item for the F&P sub committee as a Finance Report will be presented at each meeting. Happy with current procedure in principal but adding strategic planning for 18/19 budget. Nov/



Dec finance meetings should be the time point for strategic reviews.

**174. Finance Governors Self Assessment**

Most submitted, we need to catch up with Full Gov members who may not have grasped they have to do it aswell. **Action: LHi/Bib**

**175. Financial Competencies of School Staff**

School Competencies assessment has been completed for teaching staff. Bib still outstanding. **Action: LHi/Bib**

**176. Inventory**

The inventory still needs to go on to the SAP system. Now Bib has finished her initial SAP training this will hopefully be completed by the next F+P. **Action: LHi/BiB**

**177. School Fund Audited**

PH to ask Neil Roden if he will do this again and to liaise with Beccy to pick up the documents to pass over. **Action PH/BI**

**178. SVFS**

This is the School self assessment financial audit that gets sent off to DCC and then onto Dfe. It should be agreed at sub and then again at FG. Document was discussed and agreed. **Action: LHi to make sure goes to FG**

**179. School Dinner Policy**

This was reviewed and agreed by all.

**180. Governor Visits**

Visits scheduled for PHa to look at the alarm code and be a first responder and for PO'b to email times to come in and observe lunchtimes/breaktimes and a wet lunch/break.

JC to email re pupil numbers and what we can do to be proactive. **Action JC**

**Date of next meeting**

**Thursday 27 April 2017 at 4.30pm due to meeting with Patch Officer 27 April 2017 – 1.30pm**

Meeting ended at 6.59pm

These minutes are agreed by those present as being a true record.

**Signed :.....( Chair of Committee)**  
**Date:**

**Signed :.....( Chair of Governors)**  
**Date:**