



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

Committee: Finance & Premises Date: 27 April 2017 3.20pm

Chaired By: Paul Hayes

Clerked By: Beccy Ibbotson

Present:	Apologies for Absence:
Leonie Hill	Jane Campbell - due to work commitments
Helen Illingworth	
Paul Hayes	
Barbara Kwiecinski	
Peter O'Brien	
Beccy Ibbotson	

Agenda Items:	
Declaring an interest in the agenda	
Voting in of Chair	
Minutes of the previous meeting	24 January 2017
Matters arising.	
Finance report scrutiny	
Premises Issues	1. Kitchen Refurbishment 2. Tree Survey 3. PTA Storage Shed
Policy Review	1. Pay Policy 2016
Governor Visits	PO'B Visit Feedback
Date of next meeting	Aut 2 2017 - TBC

SUMMARY OF RECOMMENDATIONS OR DECISIONS

181. Declaring an interest in the agenda.

No Interests were declared.

182. Voting in of Chair

Paul Hayes was unanimously voted in as Chair in the 24/1/17 meeting.

183. Minutes from Previous Meeting



Agreed as a true record.

184. Matters Arising

163, (153), (121) Inventory now on the SAP system. A spreadsheet was sent out to the governors detailing what had been inputted. Action complete.

R11 A daily checklist has been agreed and is monitored by BI. Action completed.

148 Progress has been made on the list of H&S actions. The Risk Assessments still need to be completed - **Action BI**

156 Works completed but fire escape door out to the bins needs a second coat of paint.

164 Playground - Governors agreed to write a letter of complaint to the company. Quotes to be obtained from three companies for alternative surfaces that would be fit for purpose. Suggestions included tarmac and fake grass. NoMow have been contacted and have given an estimated cost. They are coming out to give a firm quotation.

POB questioned how wise it was to lay the new surface on a surface that was defective. It was agreed that the quoting companies would need to give reassurance and guarantees. LH suggested approaching the PTA for funding.

165 Critical incident policy - Action completed

171 Head Teacher Salary has been proposed, agreed and fed into Annex 1. HI and JC have been working on a marketing spreadsheet. Adverts have been placed in Westside and the Peak Advertiser. Leaflets have been distributed in an estate agent and several cafes. It was agreed that publications need to go out earlier next year.

171 Kitchen refurbishment - was initially scheduled for Easter time but this date has slipped. Mark Lowe is co-ordinating the project and has informed us that the tender received has come in at a much higher amount than the budget. He is liaising with the company.

LH has spoken to him about the asbestos that was disturbed to take a sample. The concern is that the fix is only temporary. Governors agreed to the spend for the rewiring work. **Action LH and PH to chase.**

174 Finance Governors Self Assessment - action completed.

175 Financial Competencies of School Staff - action completed.



176 Inventory - action completed.

177 The School Fund has been audited by Neil Roden. There were several invoices missing from the paperwork that Neil has highlighted. These have all been sourced and BI showed the governors the completed files. PH said that Neil was happy to audit the accounts again next year.

178 SVFS - the document has been signed and sent - action completed.

180 JC has been working on pupil numbers with HI. POB visited and observed a lunchtime and PH has visited to look at alarm and is now the first responder.

186. Premises Issues

Kitchen - already been discussed.

Tree Survey - following the report from DCC there were concerns about branches overhanging the playground and causing a slip hazard. The report has identified that two trees need removing and two need to be crowned. BI has applied to Peak Park for planning permission - **Action BI to chase.**

PTA Storage Shed - Peak Park have confirmed that planning is not required for this. The base has been completed during the Easter holidays. LH to speak to the PTA to see if they will fund the purchase of the shed.

187. Governors Visits

POB has visited and observed a lunch time. He has submitted his report which was really positive.

188. Finance Report Scrutiny

The governors were present at the Annex 1 and Annex 5 meeting with Catherine Cooper and were happy with the preparation.

The governors expressed how impressed they were with BI's input.

The documents will be finalised by Catherine and would be taken to the FG for approval and signing by BK.

POB expressed his concerns about running at a negative and continuously using the carry over figure to accommodate the yearly spend. It was agreed that it was acceptable for this period but it was something that needs to be looked into for the future. POB suggested that for the autumn meeting that a range of scenarios are drawn up that show how the budget can be approved and a balanced budget can be achieved. It was suggested that this was done as committee. - **Action to start suggesting ways how the budget can be affected - All**

189. Policy Review

Pay Policy 2016 reviewed and agreed by all governors - to be taken to FG

Meeting ended at 4.20pm



Date of the next meeting: 20th June 2017

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

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

Date:

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

Date: