



## Minutes

### GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

**Committee:** Finance & Premises      **Date:** 23<sup>rd</sup> January 2019 4.30 – 5.30pm

**Chaired By:** Leonie Boulton      **Clerked By:** Beccy Ibbotson

Present:	Apologies for Absence:
Jane Campbell	
Leonie Boulton	
Peter O'Brien	
Helen Illingworth	
Carolyn Downes	
Paul Hayes ( arrived 4.45pm)	
Tim Shephard	
Beccy Ibbotson	

Agenda Items:	
Declaring an interest in the agenda	
Minutes of the previous meeting	6 <sup>th</sup> November 2018
Matters arising.	
Premises Issues	
Finance Report Scrutiny	
Policy Review	
Governor Visits	
Date of next meeting	09.04.19 4.30-6pm

### SUMMARY OF RECOMMENDATIONS OR DECISIONS

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

No interests were declared.

The governors welcomed TSh to the meeting.

**234. Minutes of the previous meeting & Matters Arising – 6<sup>th</sup> November 2018**

228 219 207 Blb has forwarded the bank details to CDo for the Shop donation – Actioned and money received.

228 219 213 Reduction of costs to be investigated -  
 Grounds maintenance costs – Hll has written to the contractor (copy of letter in the



folder for governors to view) the contractor was very understanding of our position – Actioned

The maintenance of the trim trail to become a community activity led by the Eco Committee within school – **Action JCa & LBo to organise a date.**

Teachers2Parents – a three year contract was negotiated. The governors agreed the terms by email – Actioned

BT – Blb has been looking into changing the supplier of the telephone system. The alarm runs through the same line and due to having no mobile signal the cost of either providing a separate line or hard wiring the alarm into the broadband would make the system more expensive – **Action Ongoing**

228 219 213 Budget Contingency plan to be put in place. It was agreed that a separate date should be made to put a plan in place – **Action Blb to set a date**

The governors had a discussion about the possibility of approaching local companies for sponsorship. It was discussed that companies could be targeted to sponsor particular projects within school. JCa offered to put together a campaign that could be taken to companies which would show them what they would be getting for their money. Hll said that she would be happy to approach companies – **Action Ongoing**

228 221 Apprentice Levy – some further research had been done into this and some schools are utilising the levy. LBo to take the issue to the next cluster meeting to Tim Dutton for advice on how we can use the levy – **Action ongoing**

229 The 50% funding that the school paid for the playground installation has come out of the general budget. The patch officer advised this could be moved over to be deducted out the devolved formula capital account – Actioned

229 POB highlighted an error in the budget letter where the number of pupils hadn't been carried over from year to year correctly. The numbers are lower than what we will actually have. Once the correction is made the figures will improve – Blb to contact the patch officer – the spreadsheet was updated and placed in the Google drive for Governors to view - Actioned

229 A complete review of the After School provision would be carried out midway through the year and a decision on moving the funds will be made at that point – **Action ongoing**

230 It was discussed about organising a painting party to paint the fence – Action closed due to survey that was completed.

231 It was confirmed that the Critical Incident Plan did not need to be on the internet



so was removed immediately – Actioned

The minutes were agreed by those present as being a true record.

PHa entered the meeting at 4.45pm.

PHa suggested that a meeting should be held to work on the contingency plan that the F&P committee would like to put in place. **Blb to circulate dates. Action Blb**

### **235. Premises Issues**

No premises issue to report.

We are waiting for the report to come through from the recent survey giving details of any funding we will receive for future repairs.

### **236. Policy Review**

#### **Benchmarking**

The governors and LBo ran through and discussed the benchmarking documents that had been made available to the governors prior to the meeting. The new benchmarking document has found to be very helpful and discussed at length.

The largest cost, as governors are aware, is staffing costs which is due to us continuing to run three classes. It was agreed by the governors that is where they want to see the greatest spend and an area that brings the most benefit to the children.

Educational consultancy as compared to others is considerably higher. The governors were unsure what expenses were included in this heading. Wider Opportunities and the HTMP is believed to be two of the costs but these would not explain the level of the expense. Blb to investigate to try and find the detail behind the figure – **Action Blb**

The level of spend on support staff is high due to the SEN needs within the school.

The document raised points that will be taken into consideration when discussing the contingency plan.

Benchmarking was unanimously agreed by the Governors.

#### **Finance Governors Self-Assessment**

The document was made available to the governors before the meeting.

POB, PHa, Hll, JCa forms returned JCa and TSh forms outstanding – **Action JCa and TSh**



### **Financial Competencies of School Staff**

LBo and Blb forms completed – Action completed

### **Inventory**

The spreadsheet was made available to the governors prior to the meeting.

The inventory check has been completed and two items have been identified as broken beyond repair.

Governors gave unanimous permission for these items to be removed and the items destroyed.

Blb to remove the two items from the SAP inventory listing – **Action Blb**

Inventory was unanimously agreed by all Governors.

### **School Fund Audit**

PHa confirmed that Neil is happy to audit the School fund again. PHa and Blb to liaise to get the information to him. **Action PHa / Blb**

### **SFVS**

The SFVS was made available to the governors prior to the meeting. JCa suggested that there should be an addition to item 1 reading 'These are then collated and training opportunities identified'.

With this change made the governors unanimously agreed the document.

SFVS to be taken to full governors for approval. **Action ongoing.**

### **School Dinner Policy**

The School Dinner Money Policy was reviewed. It was agreed that any bad debts would be bought to the F&P committee if there was a concern about late payment that would result in the debt being referred to DCC.

Policy unanimously agreed.

### **237. Finance Report Scrutiny**

LBo ran through the latest spreadsheet with the governors. The governors discussed the savings that had been made and that the budget was looking healthy for this year and next.

A saving has been made on grounds maintenance and a further saving on photocopying which will further improve the figures. Hll highlighted that the cost of grounds maintenance has not been removed from future years which will have an impact on the figures. This will be removed when the patch officer comes in next term.



The governors noted that we are still running a deficit budget and relying on the carry over. The aim is to continue to work towards a position that we are using none of the carry over and running a balanced budget. The governors wanted to minute that the financial position of the school has dramatically improved. This is due to a lot of work to save money and cut costs and the amazing amount of contributions made to the school through fundraising, donations and match funding.

**238. Governor Visits**

JCa to visit school council / eco committee – **Action JCa / LBo**

**239. Any other business**

PHa made a suggestion to the subcommittee that the length of the F&P meeting should be extended to run for an hour and a half due to meeting always running over. This was unanimously agreed by all governors.

PHa suggested that the committee should focus on how the budget affects the development and attainment of the children. Although this area is covered in ASLT the governors felt this would help to align the F&P thinking with the aims of the ASLT. Item to be added to the agenda of the next meeting – **Action Blb**

**Date of the next meeting: 9<sup>th</sup> April 2019**

Meeting closed at 6pm

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

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

**Date:**

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

**Date:**