



Minutes

GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

Committee: Finance & Premises Date: 6th November 2018 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	
Beccy Ibbotson	
Paul Hayes (arrived 5.10pm)	

Agenda Items:	
Declaring an interest in the agenda	
Approval of Terms of Reference	
Election of Chair and Vic Chair	
Minutes of the previous meeting	22 nd June 2018
Finance Report Scrutiny	
Matters arising.	
Premises Issues	
Policy Review	Critical Incident Plan
Governor Visits	
Date of next meeting	22.01.19 4.30-5.30pm

SUMMARY OF RECOMMENDATIONS OR DECISIONS

225. Declaring an interest in the agenda.

No interests were declared.

226. Approval of Terms of Reference

The F&P reviewed the terms of reference for the F&P meeting within the Governors Handbook reviewed in FG meeting Thursday 11th October minute number 2116. The governors unanimously agreed and approved the terms.

227. Election of Chair and Clerk

PHa proposed by LBo to continue as Chair (PHa confirmed he would continue by email) for the sub committee which was seconded by Hll.



Bib proposed by LBo to continue as Clerk which was seconded by Hll

228. Minutes of the previous meeting & Matters Arising – 21st June 2018

219 207 LBo to approach The Maynard and The Barrel to see if they can offer support. CDo offered to approach the shop / The Goat – LBo and Hll have approached The Maynard to support with the Bingo. CDo approached the shop and they have offered a donation to the school of £1000 which CDo is getting finalised.

Blb to forward bank details to CDo – **Action Blb**

219 209 Finance Governors Self Assessments – BHa outstanding – Actioned

219 209 The School Accounts have been audited and the accounts are all in order – Actioned

219 213 Reduction of costs to be investigated -

Grounds maintenance costs - The governors agreed to terminate the contract for the ground maintenance. A letter will be written to the contractor from the governors explaining that the decision is purely financial and not due to his workmanship –

Action Hll

A discussion was had about making the maintenance of the area a community activity led by the Eco Committee within school. JCa volunteered to take the lead to work with the children to put a plan in place to manage the area. A conversation was had about making the pond area a wilderness area. – **Action JCa**

Teachers2Parents – Blb has investigated other leading names that offer schools texting services. Although some basic packages are priced below what we currently pay the on cost of the additional text bundles would take us over budget. On average we are sending between 1500 – 2000 texts per month so companies that offer a service priced per text would also work out more expensive. Blb showed the governors the standard cost for T2P which is £600.00 per year. If we sign up for a three-year contract, then the price will reduce to £565.00 per year. The governors suggested that we try and get a reduction on the deal for a three-year period –

Action Blb

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. Blb to continue to investigate. JCa said that Stuart might be able to suggest a way forward – **Action Ongoing**

219 213 Budget Contingency plan to be put in place – **Action Ongoing**

219 214 After School Provision is now up and running. The governors discussed the general success of the club and the positive feedback that has been received from parents so far. Blb provided the governors with a breakdown of the profit that



had been made last half term. It was agreed to leave the funds in the School Account and review moving the monies into the budget before the end of the financial year.

219 214 POB offered to approach Steven Drury in the view of inviting him into school and the possibility of sponsorship – POB has written to him and left two messages but unfortunately he has not replied – Action closed

The governors had a discussion about the possibility of approaching local companies i.e. Breedon 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**

221 Apprentice Levy – A discussion was had about the money that the school has to pay on an annual basis and whether this can be utilised by a school of our size. It was agreed that a letter should be written to the local MP – **Action Hll**

PHa entered the meeting at 5.10pm.

221 A banner is on the external railings and we are now regularly putting articles into the Grindleford News – Actioned

221 First impressions of the school have been reviewed. LBo informed the governors about a Condition Data Collection Programme that was carried out on the 5/11/18 by Rider Levett Bucknall. The surveyor collected information about any repairs that were needed within the school and any items that needed replacing. One of the things he mentioned was the fencing outside. We will receive a report in 8 – 10 weeks that will detail the items that will be repaired and replaced and the level of funding that we will receive. This report will be feedback to the governors and reviewed at that time.

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

229. Finance Report Scrutiny

LBo ran through the letter from Andy Walker dated 20/9/18 and the budget letter dated 23/10/18 which were made available to the governors prior to the meeting. A discussion was had that although we were still running at a deficit great work had been done to improve the situation and the level of carry over being used had greatly reduced.





[REDACTED]

[REDACTED]

A transfer has been made from our Option 1 account of £4000.00 as authorised by Hll and LBo following the meeting with the patch officer. This leaves a balance of £4020.26 in the account as of the 18/10/18.

The meeting also highlighted an amount of £583.49 which had been charged to general ledger code 317010 which should have been under Option 1. This amount has been transferred over.

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 – **Action Blb**

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 – **Action Blb**

Blb informed the governors of a VAT reclaim that had been made from the School Account which has generated an income of £160.04.

The governors had another discussion about the After School profit and moving it across to the budget. It was decided that this will be reviewed before the end of the financial year. A complete review of the After School provision would be carried out midway through the year – **Action ongoing**

230. Premises Issues

LBo informed governors earlier in the meeting about the Conditional Survey which may provide funding for some items to be replaced. More information will be available when we receive the report.

We have recently had our DCC landlord visit who raised no issues.

It was discussed about organising a painting party to paint the fence – **Action ongoing**

No other premises issues.

231. Policy Review

Critical Incident Plan – The policy was made available to the governors prior to the meeting. The policy was agreed and approved.



PHa raised the question of whether this policy should be on the internet as it contains mobile numbers for staff and some governors. Blb to remove from the website immediately and investigate – **Action Blb**

232. Governor Visits

No F&P related visits this term.

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

Date of the next meeting: 22nd January 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: