



## Minutes

### GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

**Committee: Finance & Premises    Date: 9<sup>th</sup> April 2019 4.30 – 6pm**

**Chaired By: Leonie Boulton / Paul Hayes**

**Clerked By: Beccy Ibbotson**

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

Agenda Items:	
<b>Declaring an interest in the agenda</b>	
<b>Minutes of the previous meeting</b>	<b>22<sup>nd</sup> January 2019</b>
<b>Matters arising.</b>	
<b>Finance report scrutiny</b>	
<b>Premises Issues</b>	
<b>Effect of budget on development and attainment of children</b>	
<b>Finance Report Scrutiny</b>	
<b>Policy Review</b>	No policies to review
<b>Governor Visits</b>	
<b>Date of next meeting</b>	<b>18<sup>th</sup> June 2019</b>

### SUMMARY OF RECOMMENDATIONS OR DECISIONS

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

No interests were declared.

**241. Minutes of the previous meeting & Matters Arising – 22<sup>nd</sup> January 2019**

234 Maintenance of the trim trail – 11th May has been set as a community gardening day. JCa has sent out details of the items that are going to be tackled. JCa to send details to BIb about the community day to advertise to parents - **Action JCa**

234 Phone / Alarm change – BIb updated the Governors that the alarm company had quoted



and are fitting an Emizon IP signalling system which doesn't utilise a telephone line. Which meets the guidance received from DCC legal department. This will involve a one off cost of £293.40 plus VAT and ongoing annual charges of which are £62.00 more than we currently pay. Once this is completed quotes will be gained for the upgrading the telephone system  
**Action Ongoing**

Paul Hayes entered the meeting at 4.45pm.

234 228 219 213 Budget Contingency plan to be put in place – Actioned – Date booked Tuesday 7<sup>th</sup> May - **Action BIb to update calendar and handbook**

234 The governors had a discussion about the possibility of approaching local companies for sponsorship. JCa and HII to look into further – **Action Ongoing**

234 228 221 Apprentice Levy – LBo to take the issue to the next cluster meeting to Tim Dutton for advice on how we can use the levy – LBo didn't attend meeting due to a Safeguarding issue in school - **Action ongoing**

234 229 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**

*A discussion was had about reviewing and refining the provision. The governors want to understand the impact on teaching staff and challenge the impact on staff workload.*

**Action BIb to add to agenda on 7th May contingency meeting**

236 Educational consultancy in Benchmarking as compared to others is considerably higher. BIb spoke to our patch officer who could only presume that the figure is due to our Sports Funding going into the Professional Fees cost code but they don't have visibility of where the figures were taken from. Governors agreed that they are confident the budget is being spent on the correct items - Action completed.

236 Finance Governors Self-Assessment  
JCa and TSh forms outstanding – **Action JCa and TSh**

236 BIb to remove the two items from the SAP inventory listing – Actioned

236 School Fund Audit

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

236 SFVS to be taken to full governors for approval. Actioned and sent to county.

238 Governor visits - JCa to visit school council / eco committee.

*The governors challenged the HT why school council and the eco committee had not run this year. The HT replied that interventions had taken priority and that the committees will resume in September.*



239 Item to be added to the agenda of the next meeting 'Effect of budget on development and attainment of the children' – Actioned

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

PHa resumed chairing position.

## **242. Finance Report Scrutiny**

The finance documents were made available to the governors prior to the meeting.

Governors confirmed that they have all looked through the documents.

### **Staffing Documents**

PHa ran through the document and LBo confirmed that the staffing level will continue as per the document if Grip funding continues to be received.

Teachers pay award - LBo confirmed this is worked out on the basis of schools having 100 pupils.

In terms of 4 year budget, the governors acknowledged that they were extremely happy with the massive improvement of the figures in future years. The tight monitoring of the budget, altering suppliers and marketing of the school to increase intake numbers had led to this improvement.

LBo confirmed to the governors that 70 pupils is the limit but numbers have gone upto 74 in the past. The floorspace is large enough for 86 pupils but the facilities do not stretch that far.

Governors asked if the hours reflect the hours that are needed for TA support. LBo responded that we have the top level of funding but need to find the first £6000 for each child that has funded support.

LBo informed the governors of the extra payment we had received into devolved fund of just over £5000. The government had pledged £10k for all 'average' primary school.

The governors challenged the income figure of £10k in the budget for next year and if this should be increased to £17k. HT responded that we could not be confident of receiving £17k next year and felt that £10k was perhaps a cautious figure but definitely achievable.

Breakdown of contributions that made up the figure for last year to be supplied to the F&P committee for the Contingency meeting - **Action B1b**

### **Budget Information**

Governors expressed how useful it was to see how the school block funding was made up.



LBo explained the funding of high needs and that we have to find the first £6k. The additional contingency SEN money received did help with this.

F&P unanimously agreed the Annex 1 and 5. Documents to go to Full governors - **Action B1b**

### **243. Premises Issues**

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

It was suggested that the community day helps to tidy the outside space.

F&P to make a list of urgent jobs that need to be addressed that can be taken to the Spring and Autumn community day.

A list of regular items that the community day will undertake to be drawn up - **Action ongoing**

### **244. Effect of budget on development and attainment of children**

- Maintaining 3 classes
- Maintaining a high level of high quality intervention
- HLTA providing PPA coverage and interventions
- Allowing all children to get the most out of their education
- School council and Eco committee has been affected but will reform next year.

### **245. Policy Review**

No policies to review.

### **246. Governor Visits**

18.03.19 - Hll visit with Patch Officer

11.05.19 - JCa community day

05.04.19 - JCa visit with RPe to community day.

TSh to come in and discuss music in planning

PHa Health and Safety governor to visit to review Risk Assessments

### **247. Any Other Business**

Cleaning and caretaking - LBo informed the governors that the price of the contract has gone up again this year and that after consultation with HR and Doveholes that the school could make a cost saving employing our cleaner directly. This would also provide her with job security.

The consultation process is 2 months and HR are due to come in on Thursday 11th April. The school would need to source cleaning materials and incur a one off cost for a new Hoover.



The governors challenged the HT in regards to negatives to the school and responsibility of COSH. LBo informed the governors that the only benefit we would lose would be cover in the event of sickness but we have only ever received sporadic cover in the past. The COSH documents are in place and will be transferred to the school Risk Assessment files.

The governor's confirmed they were happy to proceed with this decision. It was understood that this change was not reflected in the budget figures.

Hll gave feedback to the governors on the Preparing for Ofsted training course (see separate notes)

The governors felt that the in house training session by LBo on the Ofsted framework along with the SIP meeting held earlier in the year means that the L&M team are strong. It was identified that different subjects. i.e. ICT and music need to be focused on and work has started. This will give us a skeleton structure to roll out to other subjects such as history / geography.

Governors training to be consolidated on to one spreadsheet - **Action B1b**

The governors acknowledged the Summary of Financial Management Skills and agreed that they are in a strong position with a good skill base.

**Date of the next meeting: 18th June 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:**