

## Minutes

### GRINDLEFORD PRIMARY SCHOOL GOVERNING BODY

Committee: Finance & Premises Date: 18<sup>th</sup> June 4.30 – 6pm

Chaired By: Leonie Boulton

Clerked By: Beccy Ibbotson

Present:	Apologies for Absence:
Leonie Boulton	Paul Hayes (work commitments)
Carolyn Downes	Jane Campbell (tended her resignation 28th June)
Peter O'Brien	
Helen Illingworth	
Helen Fulson	
Tim Shephard	
Beccy Ibbotson	

Agenda Items:	
Declaring an interest in the agenda	
Minutes of the previous meeting and matters arising	9 <sup>th</sup> April 2019 & 7 <sup>th</sup> May 2019
Finance report scrutiny	
Premises Issues	
Review After School Provision	
Review amounts that make up Contingency Income figure	
Policy Review	Guidance to Finance and Non-financial Staff
Governor Visits	
Date of next meeting	TBC

### SUMMARY OF RECOMMENDATIONS OR DECISIONS

Due to PHa being absent LBo agreed to chair the meeting.

#### 248. Declaring an interest in the agenda.

No interests were declared.



## **249. Minutes of the previous meeting & Matters Arising – 9<sup>th</sup> April 2019**

241 234 Community day on the 11<sup>th</sup> May was a great success and included parents and a few local people from the village - Actioned

241 234 Quotes will be gained for upgrading the telephone system **Action Ongoing**

241 234 228 219 213 Budget Contingency plan to be put in place. Calendar and handbook updated – Actioned

241 234 The governors had a discussion about the possibility of approaching local companies for sponsorship. JCa and Hll to look into further – **Action Ongoing**

241 234 228 221 Apprentice Levy – LBo updated the governors on a workshop that Blb attended on Tuesday 11<sup>th</sup> June about Apprentices and how we can make use of the apprenticeship levy on offer. Information was gained about the different types of apprenticeships that current staff could complete. Our HLTA could do an apprenticeship to an M6 teacher level once a science qualification is achieved. There is also the chance for TA's to complete the Level 3 course.

The governors challenged the head teacher on the financial implications. LBo confirmed that the levy would cover all the course fees. The impact on the school would be the 20% of time that an individual needs in work time to complete further learning.

Information to be passed onto staff members to gauge interest - **Actioned**

241 234 229 Complete a review of the After School provision – Actioned on agenda.

241 236 Finance Governors Self-Assessment  
TSh form outstanding - it was agreed that the forms are due to be completed in the new academic year so TSh will complete this form then – Actioned.

241 236 School Fund Audit  
The School Fund has been audited. See attached email from auditor - Actioned

242 Breakdown of contributions that made up the figure for last year to be supplied to the F&P committee – Actioned on agenda

242 F&P Annex 1 and 5 documents to go to Full governors for agreement - Actioned

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



247 Governors training to be consolidated on to one spreadsheet - Actioned

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

### **250. Minutes of the previous meeting & Matters Arising – 7<sup>th</sup> May 2019**

3. Cost of patch officer to cost scenarios verses purchasing the spreadsheet – Blb informed the governors that the spreadsheet cost £700 for the year and the patch officer is £60.00 per hour.

It was agreed that if this is taken further that the patch officer would be booked to spend an hour working through the scenarios.

6. Research on forming a federation – governors will actively read articles and information about this subject. Although it is not something we are going to pursue at present.

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

### **251. Finance Report Scrutiny**

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

LBo ran through the figures and asked if any of the governors had any questions. It was noted that a Grip funding which we are hoping to receive isn't in the figures as yet. It was clarified that all the costs were in for the cleaning contract.

The governors discussed the huge impact that match funding has on the income figure. It was agreed that a document needs to be put together to go out in book bags to try and raise awareness - **Action Blb**

Helen Fulson entered the meeting at 5pm.

### **252. Premises Issues**

The woodworm issues were resolved in half term. The works completed were done as part of the guarantee.

### **253. Review After School Provision**

Governors had visibility of the spreadsheet prior to the meeting.

The biggest expensive is the staffing. For two nights a week a TA is employed which means that LBo has a night off and other member of staff only have to commit to one night. In the first term there were larger outgoings due to fridge, hand blender and toaster being purchased.



Overall the after school care is making a good profit. Feedback from parents and children is really positive.

Governors challenged the head teacher on the negatives of the provision. They agreed they had to be objective despite the profit to ensure that the staff were safeguarded and there were no negative impacts. Also, how do they know what the parents / children think. They also want to know if alternative childcare is being used and if so why / are people not using the provision as they can't pay by vouchers.

LBo responded that she often gets positive feedback from parents and children but possibly a questionnaire could be set up to gauge people's views. She felt that staff were happy with the arrangement but suggested that the governors should talk to staff members to find out their views.

Governors come into an ASC session and have tea and talk to children. So they can hear the pupils voice – TSh offered to come into a session – **Action TSh**

Action - questionnaire to be set on survey monkey to parents – **Action Blb / LBo**

Action – governors to talk to staff to get their opinion – **Action ongoing**

#### **254. Review amounts that make up Contingency Income figure**

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

POb offered to run the charity auction night. A possible date to be set before Christmas. Letters to businesses and email to parents for pledges. **Action POB**

#### **255. Policy Review**

##### Guidance to financial and non-financial staff

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

The governors agreed the policy.

255. Governors visit

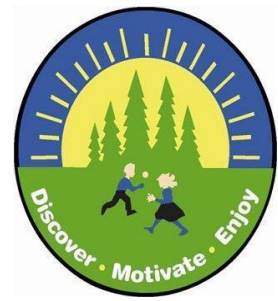
TSh to visit Tuesday or Wednesday evening to see the ASC provision and get the child views.

HFu offered to come in to talk about Twinkl

**Date of the next meeting: TBC**

Meeting closed at 5.20pm

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



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

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