

## Beetham Church of England (Aided) Primary School

### Governing Body

#### Minutes of a meeting of the Finance and Resources Committee held in Beetham Church of England (Aided) Primary School on Tuesday 9<sup>th</sup> May 2017 at 7.30pm

Present: Mr Chris Christou (CC - Chair of F&R Committee, Parent Governor)  
Mr John Lomax (JL - Chair of Governing Body, Foundation Governor)  
Mr Antony Wood (AW - Foundation Governor)  
Ms Wendy Nicholas (WN - Headteacher)

Apologies: Mr Julian Handy (JH - Foundation Governor)

In attendance: Mrs Sally Coyle (SC - Clerk to the Governing Body)

1. Welcome and Apologies for absence	ACTION
CC welcomed everyone to the meeting. Apologies were accepted from JH.	
2. Governors' Declaration of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
AOB – none raised.  Confidential Items – Agenda Item 6 - Budget Review ( <i>nursery update only</i> ).	
4. Minutes of the Meeting held on Monday 23 <sup>rd</sup> January 2017	
The minutes were <b>agreed</b> as a true record and signed by CC. <i>Proposed: AW. Seconded: CC.</i>	
5 Matters Arising from the Minutes	
4. Ofsted Report <ul style="list-style-type: none"> <li>• Full report reviewed by the Governing Body at the meeting held on the 31<sup>st</sup> January</li> </ul>	

<p><b>6.7. Loft Area</b> (and Rainbow Room windows discussed at previous meetings)</p> <ul style="list-style-type: none"> <li>Governors reviewed the quotes received and agreed that to maximise the limited space available at the school and provide more storage, the school should look to utilise formula capital funds and proceed with the proposed works to the loft. They should also install secondary glazing in the Rainbow Room to reduce issues with it being cold and new draught excluders should be installed to doors</li> <li><i>Total cost: £976 inc. VAT for the secondary glazing and £1,800 inc. VAT for the loft</i></li> <li><b>Action:- WN/CK to double check whether grants would be available for any element of the works and then progress accordingly</b></li> </ul>	<p>WN/CK</p>
<p><b>6.7. Parent Payments Bank Account</b></p> <ul style="list-style-type: none"> <li><b>Action:- CK to be asked to report back to the Governing Body on the 16<sup>th</sup> May regarding difficulties highlighted by WN concerning setting up the new account</b></li> </ul>	<p>CK</p>
<p><b>6.7. ICT Project Bid to the Diocese</b></p> <ul style="list-style-type: none"> <li>WN confirmed that the project bid had been successful and a new server and some additional equipment had been installed. Some teething problems were unfortunately being experienced which were being addressed</li> </ul>	
<p><b>6.7. Asset Register and Maintenance Schedule</b></p> <ul style="list-style-type: none"> <li><b>Asset Register – it was agreed that to move forward as soon as possible, instead of logging items over £50 in value, the register template provided by JH should be adapted by CK to suit the school and then higher priority assets over £1,000 should be logged in the first instance. Once actioned by CK, a date would then be set to engage the help of governors to populate the register in more detail. PAT testing records should also be used</b></li> <li><b>CK to continue to log all key purchases (over £50) with date of purchase/warranty details/serial number etc where applicable</b></li> <li><b>5 year maintenance schedule – it was agreed that once the Asset Register had been completed a maintenance schedule should be drawn up by the school, looking at the school as a whole e.g. exterior work, roofing etc and each individual room in terms of its needs e.g. decorating, floor sanding, lighting, furniture etc. Governors to assist WN/CK in compiling this where possible</b></li> </ul>	<p>CK/ALL</p> <p>CK</p> <p>WN/CK/ALL</p>
<p><b>6.13. Charging Policy</b></p> <ul style="list-style-type: none"> <li>Updates relating to Pupil Premium funding actioned by CC</li> </ul>	
<p><b>7. Issues with Toilets/Drainage</b></p> <ul style="list-style-type: none"> <li>WN confirmed that the issue had been assessed and it had been agreed that there was a need to remove the manhole in the girls' toilets on a monthly basis and rod the system to alleviate blockages</li> </ul>	

<p><b>9. Nursery Business Plan</b></p> <ul style="list-style-type: none"> <li>Covered under Agenda Item 6</li> </ul> <p><b>10. Schools Financial Value Standard</b></p> <ul style="list-style-type: none"> <li>CC confirmed that this had been signed off at the Governing Body meeting on the 31<sup>st</sup> January 2017</li> </ul> <p><b>15. Subject Reviews</b></p> <ul style="list-style-type: none"> <li><b><u>Action:-</u> CC to liaise with WN to agree a date for the Art Review</b></li> </ul>	<p>CC/WN</p>
<p><b>6. Budget Review</b></p> <p>CC highlighted that following a meeting with Andy Baker the new budget had been compiled and in line with the latest instructions from Cumbria County Council this was a 2 year budget not a 3 year one.</p> <p>Based on the projected pupil numbers for the school and the new nursery (2017/18: 58 and 2018/19: 64) the school would move from a deficit position into a surplus position by 2018-19. Figures were based on the existing funding formula, not the new national funding proposals.</p> <p>WN highlighted that 2 pupils had left the school at Easter which would impact on the figures shown, however it was anticipated that a family with 2 children who had visited the school that day would join in September and a further tour was taking place the following week. A banner was also being put up to promote that places were available.</p> <p><b><u>Action:-</u> Governors to review and approve the budget at the meeting on the 16<sup>th</sup> May</b></p> <p><b><u>Pre-school/Nursery Update</u> – see confidential minutes</b></p>	<p>ALL</p>
<p><b>7. Buildings Work – Review and Planning</b></p>	
<p>Discussed under Agenda Item 5.</p>	
<p><b>8. Maintenance Schedule</b></p>	
<p>Discussed under Agenda Item 5.</p>	
<p><b>9. Loft Insulation Update</b></p>	
<p>Discussed under Agenda Item 5.</p>	
<p><b>10. Beetham Pre-School/Nursery Update</b></p>	
<p>Discussed under Agenda Item 6. (<i>Confidential Minutes</i>)</p>	

<b>11. School Development Plan Review</b>	
<p><b>SIAMS</b></p> <ul style="list-style-type: none"> <li>• WN raised the need to address the SIAMS report development point regarding educating pupils about wider Christian Churches. She confirmed that pupils would be going to Grange to visit 4 churches and they would also visit the Catholic and Methodist churches in Milnthorpe. Further assistance from governors was sought</li> </ul> <p><b><i>Action:- In order to educate pupils with regard to other Christian Churches, all governors to forward to WN the details of anyone they knew who would be willing to visit the school or assist in any way</i></b></p>	ALL
<b>12. Policy Update</b>	
<ul style="list-style-type: none"> <li>• <b><i>Action:- WN confirmed that CK would update governors at the meeting on the 16<sup>th</sup> May. JL also highlighted the need for a governor sub-group to be established to help ensure policies were up to date</i></b></li> <li>• <b>TheSchoolBus</b> – WN highlighted that the school had signed up TheSchoolBus online system, similar to the The Key, which provided guidance and advice alongside statutory and good practice resources. 99 logins were available to the school</li> </ul> <p><b><i>Action:- WN to register all governors for TheSchoolBus system</i></b></p>	CK  WN
<b>13. Health and Safety Update</b>	
WN confirmed that the annual PAT testing was carried out on April 7 <sup>th</sup> and all Health and Safety checks were up to date. The 5 yearly testing of all electrics was scheduled for the end of August.	
<b>14, SIAMS Training Update</b>	
<b><i>Action:- Governors to note that Penny Hollander will be attending the SIP meeting on Tuesday 13<sup>th</sup> June to deliver SIAMS training to governors</i></b>	
<b>15. Any Other Business</b>	
None raised.	
<b>16. Confidential Items</b>	
Agenda Item 6 – Pre-school/Nursery Update	

<b>17. Date of Next Meeting</b>	
TBC	

Signed: (Chair)	
Date:	