



**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 Monday 19<sup>th</sup> January 2016 at 7.30pm**

Present: Mr Chris Christou (Chair of F&R Committee, Parent Governor)  
Mr Antony Wood (Foundation Governor)  
Mr Julian Handy (Foundation Governor)  
Ms Wendy Nicholas (Headteacher)  
Mr John Lomax (Chair of Governing Body, Foundation Governor)

Apologies: -

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

<b>1. Welcome and Apologies for absence</b>	<b>ACTION</b>
CC welcomed everyone to the meeting.	
<b>2. Governors' Declaration of Interest in Agenda Items</b>	
None.	
<b>3. Notification of AOB and Confidential Items</b>	
None.	
<b>4. Minutes of the Meeting held on Monday 28<sup>th</sup> September 2015</b>	
The minutes were agreed as a true record and signed by CC.	
<b>5. Matters arising from the Minutes</b>	
<p><b>Girls' Toilets</b> – WN reported that Buildings Project Manager Neil Shepherd had compiled a bid for funding from the Diocese and the outcome of this was awaited.</p> <p><b>Garden Area</b> - WN reported that a lottery grant of £10,000 had been secured to redevelop the back garden area and plans were being drawn up.</p> <p><b>Rainbow Room</b> – JH provided details of a local joiner who could quote for installing internal wooden window frames and secondary glazing.</p> <ul style="list-style-type: none"> <li>• <b>Action:-</b> WN to report back at the next meeting</li> </ul>	<b>WN</b>

<p><b>Fundraising Account Letter to Parents</b></p> <ul style="list-style-type: none"> <li><b>Action:-</b> WN to ensure the latest information is included on the school website</li> </ul> <p><b>Grants</b> – successful lottery bid as highlighted above.</p> <p><b>Free School Meals</b> – WN reported that no response had been received from parents.</p> <p><b>Budget Synopsis</b> – the committee reviewed the budgetary control report and WN was questioned by governors on the individual variations to budget.</p> <ul style="list-style-type: none"> <li><b>Action:-</b> Governors asked for an itemised list of changes aggregating to the change to Budgeted Surplus figure to be compiled in advance of next week’s full governing body meeting. Also for the budget update to make clear which items would be ‘subsidised’ and to what extent, by the fundraising monies</li> <li><b>Action:-</b> It was agreed that to simplify the current budgetary arrangements a separate bank account should be set up for Parent Payments. This would include income from breakfast/tea club, trips, music and swimming lessons. The same signatories should be used.</li> <li><b>Action:-</b> WN to liaise with CK and the school’s IT consultant to compile a detailed breakdown of his costs over the last year including his hourly rate and callout rate, with a view to looking to negotiate a new contract for routine maintenance work and a separate additional rate for the installation of new equipment. WN to update governors at the next meeting</li> </ul> <p>All other matters covered in the agenda.</p>	<p>WN</p> <p>WN/CK</p> <p>WN/CK</p> <p>WN</p>
<p><b>6. Buildings Work – Review and Planning</b></p>	
<p>WN updated governors on a number of areas of concern in addition to the Rainbow Room windows discussed under Agenda Item 5. These included the poor state of repair of drainpipes and associated brackets plus the broken drain by the Rainbow Room.</p> <p>The following was agreed:-</p> <p><b>Action:-</b> JH to check items with WN and either incorporate into the school’s current routine maintenance list or, if necessary, ask Les Earle to quote for rectifying.</p> <p>WN also raised the need to clear out the loft and insulate it.</p> <p><b>Action:-</b> SC to put on the agenda for the following week in order to engage governor support. WN to obtain quotes for insulation.</p> <p>WN requested approval from governors to spend up to a maximum of £150 to sort out the willow tunnel. Governors approved this request.</p> <p>WN highlighted the need to review the school’s general maintenance schedule.</p> <p><b>Action:-</b> JH to forward a copy of the agreed maintenance schedule to WN</p>	<p>JH/WN</p> <p>SC/WN</p> <p>JH</p>

<p><i>(Post meeting note - JH believes this relates to the asset register. The excel spreadsheet was then populated with additional information such as decoration, floor sanding and other topics with relevant dates for annual and biannual maintenance where applicable. JH/WN to track down a copy of the document or look to create a new version)</i></p>	<p><b>JH/WN</b></p>
<p><b>7. Budget Review</b></p>	
<p>See Agenda Item 5.</p>	
<p><b>8. Variations to Budget</b></p>	
<p>See Agenda Item 5.</p>	
<p><b>9. Deficit Budget Plan</b></p>	
<p>See Agenda Item 5. It was noted that the school was still on track to move back into a surplus position next year as anticipated.</p> <p>Governors requested further information from WN regarding the reception intake for September 2016.</p> <p>WN/CK reported that with 5 leaving Year 6 and a predicted intake of 10 into reception the total on roll for September was expected to be 58. More information regarding the exact reception intake would be available from Cumbria County Council shortly. Potential staffing models were discussed including the extension of Beverley Tattersall's contract and additional TA provision in the afternoons. The committee noted the need to formalise staffing requirements as soon as possible.</p> <p><b>Action:-</b> <i>WN to keep the committee informed on confirmed numbers for September so that staffing requirements can be agreed.</i></p>	<p><b>WN</b></p>
<p><b>10. School Development Plan Review</b></p>	
<p>WN confirmed that the plan had been reviewed at the staff INSET day. The committee reviewed the plan and were pleased that good progress was being made on the large majority of items.</p>	
<p><b>11. Policy Update</b></p>	
<p>WN reported that all up to date policies were now held in a central file and published on the website. A policy tracker had also been compiled. CK would be allocating policies to each committee and governors would be updated at next week's meeting.</p>	
<p><b>12. Health and Safety Update</b></p>	
<p>Work progressing well on action points arising from the recent audit.</p>	
<p><b>13. Subject Reviews</b></p>	
<p><b>Action:-</b> <i>AW to undertake Computing this half term; JH/VS to undertake</i></p>	

<i>Numeracy review next half term; CC to undertake PE review by the end of the academic year.</i>	
<b>14. Any Other Business</b>	
None raised.	
<b>15. Confidential Items</b>	
None.	
<b>16. Date of Next Meeting</b>	
Monday 9 <sup>th</sup> May, 7.30pm.	

Signed: (Chair)	
Date:	