



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 26th September 2016 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
SC welcomed everyone to the meeting. Apologies were accepted from JH.	
2. Governors' Declaration of Interest in Agenda Items	
None.	
3. Notification of AOB and Confidential Items	
None.	
4. Election of Chair for 2016/17 Academic Year	
A self-nomination was received from CC and this was unanimously accepted by the committee. <i>Proposed: AW. Seconded: JL.</i>	
5. Review of F&R Committee Terms of Reference	
The TOR were unanimously accepted by the committee subject to the inclusion of a listing of statutory policies. <i>Proposed: AW. Seconded: JL</i>	

<p>6. Minutes of the Meeting held on Monday 9th May 2016</p>	
<p>The minutes were agreed as a true record and signed by CC.</p>	
<p>7. Matters arising from the Minutes</p>	
<p>5. Girls' Toilets – WN reported that work had now been completed using funds received from the Diocese (£10,000), £5,900 from the formula capital fund and a 10% contribution from the fundraising account (£1,590)</p> <p>5. Lottery Grant for Garden Area - £10,000 Lottery grant now received and CK/WN will finalise plans over the coming weeks</p> <ul style="list-style-type: none"> • <u>Action:-</u> WN to report back at the next meeting <p>5. Rainbow Room / Loft Insulation – WN reported that a second quote for the windows was being obtained and, to reduce costs, it was now hoped that the installation of loft installation could be something that a group of parent helpers could possibly assist with</p> <ul style="list-style-type: none"> • <u>Action:-</u> WN to report back at the next meeting and liaise with parents in the meantime with regard to installing loft installation <p>5. Fundraising Account Letter to Parents – actioned and included on the website.</p> <p>5. Free School Meals – CK reported that all new starters had been given an application pack but there had unfortunately been no take-up</p> <p>5. Parent Payments Bank Account - CK confirmed one further letter needed to be issued by the school and then the account at Barclays Bank in Milnthorpe would be set up</p> <ul style="list-style-type: none"> • <u>Action:-</u> CK to finalise details of the new bank account and liaise with parents accordingly <p>5. School ICT Support – CK confirmed that Ed-IT Solutions had now been appointed to provide support and so far the new arrangement was working very well. A quote for potential additional work/equipment over and above the routine maintenance contract had been put forward for the school's consideration and this would be put forward for funding support from the Diocese</p> <ul style="list-style-type: none"> • <u>Action:-</u> WN/CK to report back on the project bid at the next meeting <p>6. Asset Register and Maintenance Schedule</p> <ul style="list-style-type: none"> • Asset Register - governors discussed the fact that the current asset register was out of date and currently contained no useful information such as date of purchase of items/warranties etc. This would impact on any possible insurance claim and also hindered future budget planning. The following was therefore agreed:- 	<p>WN</p> <p>WN</p> <p>CK</p> <p>WN/CK</p>

<p><u>Action:-</u></p> <ul style="list-style-type: none"> ○ CK to use the existing PAT testing records as a starting point for compiling a spreadsheet inventory for logging all existing school assets ○ CK to engage the help of governors in populating the spreadsheet, logging items over £50 in value and grouping items of lesser value together ○ CK to start logging all key purchases from now on (over £50) with date of purchase/warranty details/serial number etc where applicable <p>• Maintenance Schedule – governors discussed the need for a proper maintenance schedule to enable the committee to budget accordingly and to assist the school in scheduling work and booking in contractors. The following was agreed:-</p> <p><u>Action:-</u></p> <ul style="list-style-type: none"> ○ 5 year maintenance schedule to 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 	<p>CK</p> <p>CK/ALL</p> <p>CK</p> <p>WN/CK</p> <p>ALL</p>
<p>8. Buildings Work – Review and Planning</p>	
<p>Covered under Agenda Item 7 above.</p>	
<p>9. Maintenance Schedule</p>	
<p>Covered under Agenda Item 7 above.</p>	
<p>10. Budget Review</p>	
<p>Governors discussed the current budget situation in detail. Specific variances raised included:</p> <ul style="list-style-type: none"> • VAT reclaim pending for July credit card purchases • An issue with the water company meaning the school had not been charged for over a year and was now in receipt of a backdated bill for £2,000 <p>Income was down £13,000 on the year and it was agreed that CK/CC would liaise with Andy Baker and go through the figures in detail to clarify expected income/expenditure to date. It was highlighted that this figure was likely to relate to either SEN income that had not yet come in to school, the lottery grant or a transferral from the fundraising account that had not yet been actioned.</p> <p><u>Action:-</u> CK/CC to circulate an updated detailed 3 year budget update to the committee and a summary sheet for the full Governing Body meeting on the 4th October</p>	<p>CC/CK</p>

<p>11. Schools Financial Values Statement</p> <p>CK reported that the above form was due to be submitted in February. Most of the information was already included and just needed updating.</p> <p>Action:- CK to complete the form and liaise with governors accordingly for the appropriate review and sign-off</p>	<p>CK</p>
<p>12. School Development Plan Review</p> <p>WN highlighted that the SEF had been distributed by email earlier in the week and the SIP would follow in advance of the 4th October meeting.</p>	
<p>13. Policy Update</p> <p>SC confirmed that CK would be bringing the policy tracker to the 4th October meeting and all statutory policies would be updated prior to then, reviewed by governors and then signed off. The non-statutory policy list would be reviewed and policies updated or removed as applicable.</p> <p>Governors' Allowance Policy – the policy was approved by the committee. <i>Proposed: CC. Seconded: AW</i></p> <p>Charging Policy – the policy was approved by the committee subject to WN obtaining advice about charging pupils in receipt of Pupil Premium payments and updating it accordingly. <i>Proposed: CC. Seconded: AW.</i></p>	<p>WN</p>
<p>14. Health and Safety Update</p> <p>Governors verified that all H&S was up to date and included recent PAT testing. Finger shields had now been fitted plus a draught excluder for the back door. A quote was being obtained for 2 new burglar alarm sensors.</p>	
<p>15. Subject Reviews</p> <p>WN confirmed an updated schedule for 2016/17 would be discussed at the 4th October meeting.</p>	
<p>16. Any Other Business</p> <p>None raised.</p>	
<p>17. Confidential Items</p> <p>None.</p>	
<p>18. Date of Next Meeting</p> <p>Committee meeting dates TBC. (<i>Governing Body – 4th October; SIP – 22nd November</i>).</p>	

Signed: (Chair)	
Date:	