



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 14th May 2018 at 7pm

Present: Mr Chris Christou (CC - Chair of F&R Committee, Parent Governor)
Ms Wendy Nicholas (WN - Headteacher)
Mr Dennis Wright (DW – Foundation Governor)

Apologies: Mrs Jenny Beresford-Jones (JBJ – Foundation Governor)
Mr John Lomax (JL - Chair of Governing Body, 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 for absence were accepted from JBJ and JL.	
2. Governors' Declaration of Interest in Agenda Items	
None declared.	
3. Notification of AOB and Confidential Items	
None raised.	
4. Minutes of the Meeting held on Monday 22nd January 2018	
The minutes were agreed as a true record and signed by CC. (<i>Proposed: CC. Seconded: DW.</i>)	
5. Matters Arising from the Minutes	
5.7. Rainbow Room <ul style="list-style-type: none"> • WN confirmed that draught excluders had now been fitted to the doors and sealing the fireplace would be looked into if the temperature in the room remained an issue 	

<p>5.7. Asset Register and Maintenance Schedule</p> <ul style="list-style-type: none"> CC presented two spreadsheets that he had compiled for both of the above. Governors thanked CC <p><i>Action:- CC/WN to populate the asset register and maintenance schedule, ideally during the holiday period</i></p> <p>5.7. Policy Update – see Agenda Item 10</p> <p>9. Schools Financial Values Statement</p> <ul style="list-style-type: none"> CC confirmed that he had spoken to a bookkeeper who was willing to audit the fundraising account at nil charge <p><i>Action:- CC to give the contact details of CK to the bookkeeper for her to make contact prior to CK's departure</i></p> <p>14. Home School Agreement</p> <ul style="list-style-type: none"> WN confirmed that the updates had been actioned and it was ready for September <p>All other matters covered in the agenda.</p>	<p>CC/WN</p> <p>CC</p>
<p>6. Buildings Work – Review and Planning</p>	
<p><u>School Extension</u></p> <p>WN highlighted that the bid to the Diocese had been unsuccessful as had the approach to Pure Leisure.</p> <p>WN highlighted that having taking pre-planning advice, planning permission had been submitted for siting a classroom portacabin next to the Beehive. The portacabin would accommodate 15-20 children.</p> <p>Governors reviewed and discussed the 2 quotes that had been received to date from Lune Valley Pods and JT Construction, noting that revised quotes would need to be sought to reflect the revised proposed dimensions of the portacabin and the need for electrics to be included.</p> <ul style="list-style-type: none"> <i>Action:-</i> <ul style="list-style-type: none"> <i>WN to update governors at the Governing Body meeting the following week and seek agreement to proceed subject to planning permission being obtained</i> <i>WN to contact Dale Hill from the Local Authority with regard to potential funding support</i> <p><u>Replacement Play Trail</u></p> <p>WN highlighted that the Diocese had contacted her with regard to submitting a bid to their new Healthy Pupils Capital Fund initiative.</p> <p>In view of the fact that the proposed new portacabin would mean the loss of part of the school's existing adventure trail, governors unanimously gave their support to a bid of circa £8,000 for replacement play equipment with a contribution of circa £2,000 plus 2% from the school.</p>	<p>WN</p> <p>WN</p>

<p>Action:- WN to update governors on the outcome of the bid to the Diocese. WN to also ask the Diocese for evidence to support their request for payment of £1,000 towards previous school projects</p>	<p>WN</p>
<p>7. Asset Register and Maintenance Schedule</p>	
<p>Discussed under Agenda Item 5.</p>	
<p>8. Budget Review</p>	
<p>CC discussed with governors the 3 year budget that would be submitted for approval by the Governing Body at their meeting the following week.</p> <p>A 3 year surplus position from 2018/9 onwards was welcomed by governors WN and school staff were congratulated.</p> <p>WN highlighted unanticipated expenditure as follows:-</p> <ul style="list-style-type: none"> • £550 for planning permission fees • £500 annual fee for Kym Allan Health and Safety Consultants • Andidrain drain survey fee £462 <p><u>Drain Survey</u></p> <p>The drain survey was reviewed and discussed by governors.</p> <p>Action:- WN to arrange for the damaged section of pipe to be replaced as part of the building work associated with the new portacabin</p>	<p>WN</p>
<p>9. School Development Plan Review</p>	
<p>All areas on track and no areas of concern raised.</p>	
<p>10. Policy Update</p>	
<p><u>Charging 1 (in school activities e.g. swimming, school dinners)</u> <u>Charging 2 (Nursery, Breakfast/After School Clubs and Extra-Curricular Activities)</u></p> <ul style="list-style-type: none"> • Governors reviewed a sample nursery fees policy and proceeded to discuss with WN the need for two completely separate policies to cover the different areas of charging at the school. The need to split out the fundraising account so it was completely separate from all our operational income/expenditure was also raised • Governors agreed that parents/carers should be required to sign up to the nursery in advance to secure their place(s) and commit to paying fees for a complete half term • The need for the school to set clear monthly deadlines for payment of all fees was stressed together with the need for a clearly laid out procedure for chasing up non-payments • Governors highlighted the need for WN to incorporate into the charging policies the fact that activities relied solely on parental contributions and were not funded by the Diocese/LA. Non-payment would therefore mean that the facility would no longer be offered 	

<ul style="list-style-type: none"> Governors stressed that when parents/carers signed up to activities they should be required to formally sign to say they would adhere to the content of the policies <p><i>Action: - WN to progress the above and report back to governors at the Governing Body meeting on the 22nd May</i></p> <p><u>Governors' Allowances</u></p> <p>CC reviewed the policy and confirmed that no changes were required. CC signed it on behalf of the committee.</p>	<p>WN</p>
<p>11. Subject Reviews</p>	
<p>WN highlighted that this term's reviews were behind schedule and this would be discussed in more detail with governors the following week.</p>	
<p>12. Health and Safety Update including Health and Safety Contract</p>	
<p>WN reported that she had received the 5 year fixed wiring inspection report and no remedial work was required. She reminded governors that the gas boiler had been serviced in January and all legionella/pest control tests were up to date.</p>	
<p>13. Maintenance and Use of the School Field</p>	
<p>WN/CC confirmed that they had received confirmation from the Diocese that the sale had now gone through on the Thursday of the previous week and WN was now looking into public liability insurance options.</p> <p>Governors discussed the need to develop an interim and long term plan for the use and maintenance of the field and to arrange for signage to be erected on the gate</p> <p><i>Action:- WN to set up a management committee for the field</i></p>	<p>WN</p>
<p>14. GDPR</p>	
<p>CC provided details and copies of his research into GDPR and the Data Protection Officer (DPO) role/responsibilities and WN highlighted that the school's Data Privacy notice had now been compiled.</p> <p>Governors discussed the need to appoint a named DPO as soon as possible so that the relevant forms could be sent out to staff/parents and carers for their approval. CC highlighted that it was the role of the DPO to offer advice and guidance but highlighted that liability lay with the school for ensuring that all data was handled correctly.</p> <p>WN highlighted that DPO support was not being provided via the local authority and some schools in the area were paying £690 for a Lancashire based external provider. All present concurred that this was not an option they wished to progress.</p> <p><i>Action: - In view of their legal experience and contacts, WN to contact JBJ/RW to check if they can take on the DPO role for the school. GDPR</i></p>	<p>WN</p>

<i>to be included on the agenda for the 22nd May meeting</i>	
15. Any Other Business	
Not applicable.	
16. Confidential Items	
Not applicable.	
17. Date of Next Meeting	
Committee Meetings TBC. (Full Governing Body – Tuesday 22 nd May at 7pm)	

Signed: (Chair)	
Date:	