



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 21st January 2019 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)
 Mr John Lomax (JL - Chair of Governing Body, Foundation Governor)
 Mrs Jenny Marks (JM – Foundation Governor)

Apologies:

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

1. Welcome and Apologies for absence	ACTION
CC welcomed everyone to the meeting.	
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 8th October 2018	
The minutes were agreed as a true record and signed by CC. (<i>Proposed: DW. Seconded: JM. The decision was unanimous</i>)	
5. Matters Arising from the Minutes	
7. Schools Financial Values Statement <ul style="list-style-type: none"> • CC confirmed that contact details of the bookkeeper willing to audit the fundraising account at nil charge had been forwarded to the school 	

<p>8. Outdoor Classroom Repair Works</p> <ul style="list-style-type: none"> CC/WN confirmed that the snagging points in relation to the outdoor classroom had now been resolved <p>10. Budget Review</p> <ul style="list-style-type: none"> CC highlighted that an updated budget report had been provided at the last Governing Body meeting as discussed <p>All other matters covered on the agenda.</p>	
<p>6. Peer Review Report</p>	
<p>Governors congratulated WN and staff on an excellent report, highlighting how well the school was run in every aspect – academic, social, community and church.</p>	
<p>7. Buildings Work – Review and Planning</p>	
<p><u>New Outdoor School Classroom</u></p> <p>WN highlighted that there had been a leak at one of the lodge windows. The beading seal above the window had been re-sealed and the affected area would be re-plastered.</p>	
<p>8. Asset Register</p>	
<p><u>Action:-</u> To remain on the agenda and be updated as soon as possible</p>	<p>ALL</p>
<p>9. Maintenance Schedule</p>	
<p><u>Action:-</u> To remain on the agenda and be updated as soon as possible</p>	<p>ALL</p>
<p>10. Budget Review</p>	
<p>CC discussed the current budget position with governors, confirming that the most up to date reports would be circulated in advance of the Governing Body meeting the following week.</p> <p><u>Key highlights:-</u></p> <ul style="list-style-type: none"> End of year predicted surplus of £12,420 on the budget plan but now looking at an increased surplus of £20,278 (latest outturn report showing £11,552 midway through the year) Variances due to change in water rates banding, additional £2,000 donation from the Adnan Trust (on top of £8,000 already committed), £10,000 from the LA for continuity of provision <p>Governors discussed the building work quote for the front porch (£45,000), raising concern that it was so high.</p> <p><u>Action:-</u> WN to forward the quote for the front porch to CC for his feedback</p>	<p>WN/CC</p>

<p>11. School Improvement Plan Review</p> <p>Governors reviewed the priorities relevant to the committee, noting progress made in relation to the establishment of the Field Committee. WN also highlighted that a Christmas raffle donation of £686 had been received from Billerud which would cover part of the match funding for goal posts at the field.</p>	
<p>12. Update on Play Equipment</p> <p>WN highlighted that the bid to the Diocese had been successful and a new Playdale modular tower would be installed during the half term break. Governors reviewed the breakdown of costs, noting the need for the school to pay the VAT element and 15% project fee from its formula capital fund.</p> <p>WN highlighted that a quote of £960 had been put forward for removal of the old equipment, however this would now be actioned by parents and the local community and only the cost of hiring a skip would therefore be incurred.</p>	
<p>13. Policy Update</p> <p><u>Fees Policy (Nursery)</u></p> <p>WN highlighted that a pro-forma had been issued to parents and there was a clear demand for full-time provision. This would run from 8.45am to 2.45pm at a charge of £4 per hour (extension to 3.15pm for an extra £1). Moving to a full time model would be cost effective and only 2 children would be needed for it to pay for itself.</p> <p>Governors concurred that this was a very positive move forward for the school and should be progressed. WN highlighted that she was meeting with Early Years Advisor, Ann Breeze, the following week and would update governors accordingly.</p>	
<p>14. Health and Safety Update</p> <p>WN highlighted that a follow-up inspection from Kym Allan was due and the school would also be commissioning a safeguarding audit.</p> <p>JM confirmed that she would attend the Kym Allan Health and Safety training on the 6th February.</p>	
<p>15. Pupil Premium Report</p> <p>WN confirmed that the pupil premium report had been updated and was now on the school website.</p>	
<p>16. Subject Reviews</p> <p>Update to be provided at the Governing Body meeting on the 29th January.</p>	
<p>17. Any Other Business</p> <p>None raised.</p>	

18. Confidential Items	
Agenda Item 12 - Play Equipment	
19. Date of Next Meeting	
Committee Meetings TBC.	

Signed: (Chair)	
Date:	