



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 29th April 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	
AOB – End of Year Meal and Staffing.	
4. Minutes of the Meeting held on Monday 21st January 2019	
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	
All matters covered on the agenda.	

<p>6. Buildings Work – Review and Planning</p> <p><u>New Porch Area</u></p> <p>WN confirmed that an LCVAP grant of £34,000 had been received. £6,000 of formula capital funds would need to be added to this plus a school contribution of £4,000.</p> <p><u>Action:-</u></p> <ul style="list-style-type: none"> • <i>It was agreed that WN/CC would liaise with FOBS with regard to the required school contribution of £4,000 - £1,000 from the school budget, £1,000 from the governors' account and £1,000 from the school budget was put forward as the preferred option</i> • <i>WN to agree with FOBS the decision making process for how fundraising funds were allocated</i> <p><u>Lodge – New Seal</u></p> <p>WN confirmed that the new window seal had been put in and the damaged area re-plastered.</p>	<p>WN/CC</p> <p>WN</p>
<p>7. Asset Register</p>	
<p><u>Action:-</u> <i>The asset register was discussed and DW confirmed that he would make a start on populating the template provided by CC, prioritising high value items to begin with</i></p>	<p>DW</p>
<p>8. Maintenance Schedule</p>	
<p><u>Action:-</u> <i>To remain on the agenda and be updated as soon as possible</i></p>	<p>ALL</p>
<p>9. Budget Review</p>	
<p>CC confirmed that he and WN were meeting with Andy Baker the following day.</p> <p><u>Action:-</u> <i>CC to email an update to the committee following the meeting with Andy Baker and present it at the FGB meeting on the 14th May</i></p>	<p>CC</p>
<p>10. School Improvement Plan Review</p>	
<p>Points raised:-</p> <ul style="list-style-type: none"> • Excellent relationship with Billerud • £300 received from Beetham Sports Committee – to go towards new seating, toilets or toy storage • Play equipment – additional costs for stone base incurred 	
<p>11. Policy Update</p>	
<p><u>Fees Policy (Nursery)</u></p> <p>Governors concurred that payments should be made monthly in arrears and that charges would still apply in the event that a child was absent.</p>	

<p>Action:-</p> <ul style="list-style-type: none"> • <i>WN to update the policy and bring to the FGB for approval on the 14th May</i> • <i>WN to review nursery fees next year in view of the high quality provision being offered</i> 	<p>WN WN</p>
<p>12. Health and Safety Update</p>	
<p>Action:- <i>JL/BS to undertake the annual health and safety check at school</i></p> <p>WN confirmed that Kym Allan Associates had also undertaken a safeguarding audit at the school and an action plan had been developed.</p>	<p>JL/BS</p>
<p>13. Subject Reviews</p>	
<p>Update to be provided at the FGB meeting on the 14th May.</p>	
<p>14. Any Other Business</p>	
<p>End of Year Meal – Friday 19th July, Netherwood Hotel.</p> <p>Staffing – WN updated the committee on arrangements to cover Mrs Horsman’s absence.</p>	<p>All to note</p>
<p>15. Confidential Items</p>	
<p>Not applicable.</p>	
<p>16. Date of Next Meeting</p>	
<p>Committee Meetings TBC.</p>	

<p>Signed: (Chair)</p>	
<p>Date:</p>	