



**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 21<sup>st</sup> September 2020 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 Sarah Easton (SE – Foundation Governor)

Apologies: -

In attendance: Mrs Sally Coyle (SC - 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 declared.	
<b>3. Notification of AOB and Confidential Items</b>	
<b><u>AOB</u></b> <ul style="list-style-type: none"> <li>• Google Classrooms</li> </ul> <i>(All other items highlighted by WN covered during the meeting)</i>	
<b>4. Election of Chair for 2020/1 Academic Year</b>	
<b><i>SC took over as Chair and CC was elected as Chair for a further year. (Proposed: SE. Seconded: DW.)</i></b>	

<b>5. Review of F&amp;R Committee Terms of Reference</b>	
The TOR were reviewed by the committee. No changes necessary.	
<b>6. Minutes of the Meeting held on Tuesday 14<sup>th</sup> January 2020</b>	
<i>The minutes were agreed as a true record (Proposed: DW. Seconded: SE)</i>	
<b>7. Matters Arising from the Minutes</b>	
<p><b>7.7. Asset Register</b> – action point carried forward</p> <ul style="list-style-type: none"> <li><b>Action:- WN/DW to include serial numbers, dates and location where possible</b></li> </ul> <p><b>7. Maintenance Schedule</b> – action point carried forward</p> <ul style="list-style-type: none"> <li><b>Action:- To remain on the agenda and be updated as soon as possible. Schedule for 2021 to be agreed by the end of this academic year</b></li> </ul> <p><b>11. Health and Safety Audit</b> – action point carried forward</p> <ul style="list-style-type: none"> <li><b>Action:- The need for an external 3 yearly H&amp;S audit to be undertaken was agreed</b></li> </ul> <p><b>13. SFVS</b> - actioned</p> <p>All other matters covered on the agenda.</p>	<p>WN/DW</p> <p>ALL</p> <p>WN</p>
<b>8. Buildings Work – Review and Planning</b>	
<p><b>Joinery Work</b> – WN highlighted that a range of joinery work needed to be undertaken including repairs to some rotten window frames/doors/ seating at the back of school.</p> <ul style="list-style-type: none"> <li><b>Action:- WN to circulate quotes for joinery work to the committee</b></li> </ul>	WN
<b>9. Maintenance Schedule</b>	
<ul style="list-style-type: none"> <li><b>Action:- To remain on the agenda and be updated as soon as possible.</b></li> </ul>	ALL
<b>10. Budget Review</b>	
CC confirmed that the latest budget update had been received and would be circulated to committee members/the full governing body and discussed at the FGB meeting on the 29 <sup>th</sup> September.	

<p>Key points highlighted:-</p> <ul style="list-style-type: none"> <li>• Currently predicting an additional overspend of £2,000 more than anticipated</li> <li>• Teachers' pay grant - 2.75% increase confirmed which was higher than anticipated</li> </ul> <p><b><u>Additonal costs due to Covid-19</u></b></p> <p>WN highlighted that there would be additional costs on top of this due to Covid 19 – cleaning materials, paper towels, plastic gloves, hand sanitiser, heating etc.</p> <ul style="list-style-type: none"> <li>• <b><u>Action:- WN to check whether the school was eligible for Covid-19 grants</u></b></li> </ul> <p><b><u>Staffing</u></b> – WN highlighted that staff insurance cover did not cover Covid-19 related absences. In the event of staff absences, other staff would cover as much as possible, however it was noted that additional supply cover costs would also be incurred. This currently applied in the case of one staff member who was currently self-isolating for a 2 week period.</p>	<p>WN</p>
<p><b>11. School Improvement Plan Review</b></p>	
<p>WN highlighted that the existing priorities were all still relevant and just needed updating accordingly for the 2020/1 academic year. No additional priorities to be added</p>	
<p><b>12. Policy Update</b></p>	
<p><b><u>Charging and Remissions Policy – the committee approved the policy (Proposed: DW. Seconded: CC)</u></b></p>	
<p><b>13. Health and Safety Update</b></p>	
<p>WN confirmed that all checks were up to date and action had been taken to repair the fire alarm and external lighting.</p>	
<p><b>14. Subject Reviews</b></p>	
<ul style="list-style-type: none"> <li>• <b><u>Action:- Subject reviews to be completed via Zoom. Timetable and template to be compiled</u></b></li> </ul>	<p>WN/SC</p>
<p><b>15. Any Other Business</b></p>	
<p><b><u>Google Classrooms</u></b> – DfE grants available to set up Google Classrooms. To be progressed</p>	
<p><b>16. Confidential Items</b></p>	
<p>None.</p>	

<b>17. Date of Next Meeting</b>	
TBC.	

Signed: (Chair)	
Date:	