



Beetham Church of England (Aided) Primary School

Governing Body

Minutes of a meeting of the Finance and Resources Committee held in St Michael and All Angels Church on Wednesday 29th September 2021 at 5.30pm

Present: Mr Chris Christou (CC - Chair of F&R Committee, Foundation Governor)
Mrs Abi Johnson (AJ – 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)

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 notified.	
4. Election of Chair for 2021/22 Academic Year	
<i>SC took over as Chair and CC was elected as Chair for a further year. (Proposed: SE. Seconded: JL)</i>	

5. Review of F&R Committee Terms of Reference	
<p>The TOR were reviewed by the committee. One amendment to current wording actioned:-</p> <ul style="list-style-type: none"> <i>To maintain a register of Pecuniary Interests and non-Pecuniary Interests insofar as they could possibly be construed to be relevant to any matters in future discussions</i> 	
6. Minutes of the Meeting held on Monday 21st September 2020	
<p>The minutes approved by the FGB on the 19.01.21. were noted.</p>	
7. Matters Arising from the Minutes	
<p>7. Asset Register – action point carried forward</p> <ul style="list-style-type: none"> Action:- AJ/DW to include serial numbers, dates and location where possible <p>7. Maintenance Schedule – action point carried forward</p> <ul style="list-style-type: none"> Action:- To remain on the agenda and be updated as soon as possible. SE confirmed that she would assist AJ <p>7. Health and Safety Audit – action point carried forward. Noted that DW/WN had met prior to WN leaving and all checks were up to date. Recent testing of fire alarms undertaken</p> <ul style="list-style-type: none"> Action:- AJ to check the position in relation to whether an external 3 yearly H&S audit was necessary at this stage of the year or not. AJ also to contact the alarm provider regarding the current position at the lodge and possible re-location of the garden room siren. Walkie talkies introduced and also used when staff were at the school field <p>8. Joinery Work – work discussed at the last meeting now completed</p> <p>All other matters covered on the agenda.</p>	<p>AJ/DW</p> <p>AJ/SE</p> <p>AJ</p>
8. Buildings Work – Review and Planning	
<p>Flooring – AJ highlighted some issues in relation to uneven flooring in the school where parquet flooring had been laminated over and there had been some damp ingress. AJ confirmed that this would be monitored and quotes sought in the event that the position worsened and caused a trip hazard</p> <p>Porch – leak to be rectified</p> <p>Dishwasher – some issues with leakage highlighted</p> <p>Drains – ongoing issues but would be regularly rodded</p>	

9. Maintenance Schedule	
<ul style="list-style-type: none"> Action:- To remain on the agenda and be updated as soon as possible as highlighted under Agenda Item 7 	AJ/SE
10. Budget Review	
<p>The latest budget report was discussed by the committee. Overspend of just under £1K predicted as opposed to an underspend of £2K. Given the additional Covid-related expenditure incurred, the committee concurred that this was a positive position overall. Income from FOBS towards the field also awaited.</p> <p>CC/AJ confirmed that the budget setting meeting for next year with Andy Baker was taking place on the 21st October.</p> <p>The need for urgent investment in technology at the school, particularly staff laptops that linked to the server, was highlighted. Issues with the current position were outlined. It was agreed that in principle an allocation of £5K should be allocated to this and brought to the attention of the full Governing Body. CC/AJ to discuss the best way of funding this with Andy Baker</p> <ul style="list-style-type: none"> Action:- CC/AJ to discuss the purchase of ICT equipment with Andy Baker on the 21st October and update governors accordingly Action:- AJ to complete the required information for the school website regarding pupil premium/recovery/sports fund income. Governors to be sent copies of all reports for their feedback 	AJ/CC AJ
11. School Improvement Plan Review	
<p>AJ highlighted the review of the SIP with staff. Full update to come to the Full Governing Body. Technology highlighted as a key strand as highlighted above.</p>	
12. Policy Update	
<p>AJ highlighted that a number of policies had been circulated for review. The considerable work done by WN in updating policies last year was discussed and the need for a policy tracker was again raised. SC to send a template to AJ.</p> <ul style="list-style-type: none"> Action:- SC to forward a policy tracker template to AJ for her to populate with statutory and non-statutory policies and forward to governors 	SC/AJ
13. Health and Safety Update	
<p>As discussed earlier in the agenda.</p>	

14. Subject Reviews	
<ul style="list-style-type: none"> Action:- <i>Current arrangements for subject link governors and other link governors to be agreed. Programme of regular reviews to be established, particularly for core subjects/SEND/Safeguarding/Pupil Premium/Health and Safety</i> 	AJ
15. Any Other Business	
None raised.	
16. Confidential Items	
Not applicable.	
17. Date of Next Meeting	
TBC.	

Signed: (Chair)	
Date:	