



Finance & Resources Committee

Minutes of Finance & Resources Committee Meeting Friday 13th October 2017, 3:45 pm

Present: Claire Frohnwieser (Chair) (CF), Michelle Masters (Headteacher) (MM), Becky Stewardson (BS), Stephanie Leary (School Business Manager) (SLeary), Nicola Penny (NP), Simon Brooks (SB),

Apologies: Clare Schofield (CS)

	Action
Apologies for absence: Apologies received from CS, apologies accepted	
Minutes from previous meeting and matters arising Outstanding actions arising from minutes of 7 th July 2017: <ul style="list-style-type: none"> • The speed hump has been painted white over the summer – many thanks to Eric for doing this. • The Risk Register has been updated and distributed to governors. • Fire safety procedures have been updated and are visible around the school • Safeguarding training: none has been offered so far, MM to follow up. • Roof replacement quotes: MM advised this was ongoing as the roofers have not come out yet. • Teambuilding for staff and governors: the governors will help on the Christmas Decorating evening (24th November) and bring drinks and nibbles. • Repainting school: it was felt that there was no urgency and the school was in a good state of repair and this could be postponed until next financial year. • Education Support Funding and Impact on 2017/2018 Budget: this had been discussed in detail in the recent FGB given our recent intake. One of the parents has involved Theresa May who contacted Jane Winterbourne at WBC regarding our funding. • Premises maintenance contracts: SLunn has organised the PAT 	MM MM

<p>testing (completed last term).</p> <ul style="list-style-type: none"> • Parent communication costs: SLunn has a call with ESchools on 16/10/17 to progress. It was felt that we should aim to get an app live by Christmas. NP has offered any support on set up or testing. • The Lockdown plan has been updated by the Juniors and an hour needs to be allocated next INSET day to brief staff. <p>The minutes were approved by the Committee and signed by CF</p>	<p>SLunn</p>
<p>Budget monitoring including SEN update</p> <p>CF issued a summary prior to the meeting detailing main variances between annual budget and forecast. £24,021 of SEN funding has now been approved following various applications by MM on behalf of the new SEN children entering Foundation Stage. Additional funding is hoped to be received in April.</p> <p>Planned maintenance and re-decoration has been put on hold because of the additional SEN spend.</p> <p>The Education Support Staff budget has increased to £185k (from £179k) to cover the additional needs of the SEN children entering the school in September. The Staffing and Pay Committee approved an additional 2.3 SEN cover to supplement the current 10 SEN support staff we have.</p> <p>It was felt that the money previously set aside to upgrade smartboards and teacher laptops should remain. SLunn to amend the forecast accordingly.</p> <p>The water bill has increased and we have queried with Juniors why this is the case. In the meantime, Eric is reviewing the water meter each month.</p> <p>Capital funding stands at £41k and we do not anticipate needing to spend any this financial year.</p>	<p>SLunn</p>
<p>Documents and Policies</p> <p>The following documents and policies were reviewed and agreed:</p> <ul style="list-style-type: none"> • Finance Terms of Reference (CF to send to SLunn so that it can be added to the website) • Risk Register • Inventory Register <p>It was noted that the Schools Financial Regulations had been updated on the website.</p> <p>There are 15 policies which need updating and these will be issued to the Committee by email by end October.</p>	<p>CF</p> <p>CF</p>

<p>Benchmarking review</p> <p>SB talked through the benchmarking review he had completed last year. He confirmed that he is happy to do the next review. SLeary to forward the website link.</p>	<p>SLeary</p>
<p>Any Other Business</p> <p>It was requested that a governor user access was set up on the website in order to upload minutes of meetings.</p> <p>Our neighbour who lives next to the school drive has a gate in his fence which opens onto school premises. This is a safeguarding issue as a member of the public could gain access at any time. MM to speak to Mr Foster and organise a joint legal letter to the neighbour.</p> <p>NP asked to discuss school lettings. Currently set at £15 an hour, they were last increased in 2016 (from £12). It was discussed whether this felt appropriate and agreed that it did. However, there have been ongoing issues with Karate, who never return the hall to normal after they use it on a Saturday morning. It was requested that SLunn give Karate notice to find another location.</p> <p>MM is staying late to help out at the disco this evening. At the last indoor disco in March, equipment was damaged and older siblings wandered into out of bounds areas. Classrooms have been taped off to try and prevent this from happening again.</p> <p>Mrs Killick has requested the teachers and TAs supporting the Robin's Nest group could be thanked for their hard work. It was agreed and recognised how hard the staff had been working, volunteering to give up their lunch breaks etc and suggested that they were given a M&S voucher to say thank you.</p> <p>The School Funds Account will be emailed to Committee members once it has been audited for approval.</p> <p>The Pupil Premium funding was discussed (which is for one child). Equine assisted therapy, gymnastics and mindfulness sessions have been arranged.</p> <p>The Sports Premium expenditure report will be issued by Nic Merritt on her return to work and added to the website.</p> <p>The meeting closed at 5.00pm.</p>	<p>SLunn</p> <p>MM</p> <p>SLunn</p> <p>MM</p> <p>CF</p> <p>NM</p>

Signed.....Position.....Date.....