

Bramingham Primary School
Minutes of the Meeting of the Finance, Sites & Buildings and
Health & Safety Committee Meeting
held on 16th October, 2019

Present:

Co-opted Governors

Barbara Robinson
 Phil Turner (Chair of Committee)

Other

Jayne Smith – Bursar
 Josiane Batten - Clerk

Staff Governor

Craig Essam

Sharon Flowers (Headteacher)

		Action
	<u>Chair of Governors</u> PT , Chair of the Finance, Sites & Buildings and H&S Committee welcomed the governors to the meeting and thanked them for attending.	
1.	<u>Apologies for Absence</u> All committee members were present. <i>The meeting was quorate.</i>	
2.	<u>Declaration of pecuniary and personal interest forms and Governor Protocol</u> The governors confirmed that they had completed and signed a Declaration of Pecuniary and Personal Interest form and a Governors' Code of Conduct. They all confirmed that they did not have any pecuniary or personal interest relating to the meeting.	
3.	<u>Terms of Reference (Appendix 1)</u> A draft Terms of Reference for the Finance, Sites & Buildings and Health & Safety Committee prepared by CE and JS was reviewed and amended by the governors. SF offered to look further into NGA/DfE and other school's Terms of Reference to ensure all legal, statutory requirements and areas of the Committee were covered. These Terms of Reference will take into account up-to-date requirements. She will then communicate them to the committee for adoption by the Committee members.	SF
	<u>Finance</u>	
4.	<u>Period 6 (Appendix 2)</u> PT confirmed that he had met with JS prior to the meeting and they went through the figures. Income & Expenditure Analysis for Period 6 – 2019/2020 - it was noted that the figures showed on average 50% spent. Income: <ul style="list-style-type: none"> ➤ SEN Funding - PT pointed out that it showed 102%, JS explained that as we had more EHCPs, we had received extra funding. She also explained that she had been in discussion with the SEN team at the LA and asked them to provide details as to whom the funding relates to. 	

	<p>There could still be more funding due to us. PT enquired whether this was a recurring issue, JS felt that this was due to reduced staffing at the LA.</p> <ul style="list-style-type: none"> ➤ Income Facilities and Services 28% - JS pointed that the figures produced by the LA are a month behind. JS actual figure is 51%. ➤ Income from Catering – the actual figure is 54%. JS wanted to have it noted that generally the actual figures are better than what the report portrays as they are a month behind. ➤ Contributions to Visits etc 23% - SF explained that we were concerned with some of our more expensive trips, we are trying to encourage greater contributions to trips, a text went out to parents to make them aware of the situation, this had a positive outcome, contributions greatly improved. PT enquired whether teachers were able to organise a fundraising exercise to raise funds towards a trip for their class. A suggestion was also made by PT to check out a coach company, Coach Hire 4U, which is known for being very reasonable. JS and Sophie who organises trips will check it out. <p>Expenditure: Overall we are 51% spent, 1% over, the amount this represents is still significant, SF felt that there is a need to monitor this closely.</p> <ul style="list-style-type: none"> ➤ Staff Development & Training - BR pointed out that it is standing out as low at 37%, but we are aware. SF added that the School Plan will show how much training remains in house. ➤ Building Maintenance and Improvement is also low at 20%, JS advised the governors that there is a lot of maintenance coming through. ➤ Brought in Service – Curriculum – quite high at 109%, Partnership Education and some of the SLAs are slightly more than was originally budgeted. SF asked whether it will continue to rise. JS checked and Partnership Education fee is for the year. JS will check for next time whether there were extra SLAs. ➤ Brought in Prof Services – Other – Supply – we have had to use more supply but we had budgeted for this. We know that we will have to use supply as we were not able to overstaff ourselves this financial year. <p>SF informed the governors that we are a lot worse off than this time last year but we have a couple of children, who are supported, whose EHCPs have been put through to the authorities, if they are successful this will create extra income.</p>	<p>JS</p> <p>JS</p>
5.	<p>Quarterly Return (Appendix 3) JS explained that when the budget was set, we were predicting a contingency of £53,000. Looking at the quarterly return, figures for periods 1 – 6 are actual figures but when you look at the budget monitoring report, it predicts what you will have left at the end of the year, it shows that we will have £55,094 over; we would have preferred to have more, we are hoping for extra income from grants. It is a very tight budget and we would ideally like to be £70,000 over.</p> <p>Our SIA, who was in today, is very happy with our figures, he visits schools who are running on a deficit budget.</p> <p>We have two teachers who will be going on maternity leave. Interviews will be taking place to recruit teaching staff to cover 1 of the maternity leaves.</p> <p>PT asked for clarification on the recruiting for maternity cover.</p> <p>CE – will the teacher recruitment have a big impact on the budget.</p> <p>JS – No, it should not as we also will be using an existing teacher who already works part-time at the school (she was used for cover), she will increase her hours to full time, to cover the other maternity leave.</p> <p>Maternity pay will in part be covered by insurance, we do not get this pay out</p>	

	<p>until teachers return to work after maternity leave ends. TAs numbers are being reduced naturally, trying to manage with reducing the number of hours of class TAs. CE questioned whether there were any concerns. SF explained that there are none at this stage but longer term could be more of a concern.</p>	
6.	<p>Capital Monitoring & Expenditure (Appendix 4) JS advised the governors that the Capital balance was £31,001, some of this will be spent on ICT. CE indicated that we were looking at purchasing three additional laptops and a class set of I-pads (16 plus trolley). BR explained the use of I-pads in class and their benefits. She also pointed out that in the past the school had a rolling programme of replacing IT equipment but with limited funding it had become more difficult. CE informed the governors that this will cost approx. £11,000 (16 I-pads plus 3 laptops), with the idea of keeping costs down. PT enquired as to what was the IT strategy in terms of replacement. CE – to replace one set of I-pads and replace one or two at a time when they go (battery issues, but batteries cannot be replaced as sealed units). SF added that in future we will need to decide between IT equipment or support staff, we will need to prioritise. BR ideally we would like to purchase I-pads on a rolling programme but this will depend on budgetary constraints. PT's view is that the sensible way would be to spend a little each year. CE expressed the view that he does not foresee any major IT outlay in the near future.</p> <p>The governors agreed to the purchase of 16 iPads and 3 laptops, CE will ensure that this will be done at best cost.</p>	
7.	<p>Scheme of Delegation to the Headteacher (Appendix 5) JS went through the document with the governors who approved the document.</p> <p>SF and PT signed the document.</p>	
8.	<p>Disposal & sale of assets JS advised the governors that we are storing a number of old wheelchairs/walkers which are no longer being used. A list was sent to Woodlands and we managed to sell one for £700. Our physios have checked them and confirmed that some are not worth keeping as they are obsolete, they cannot be sold and therefore are of no value. PT asked whether we had purchased items from other schools or used Ebay to sell the items we have. SF no, as the equipment is quite specific to the children in our provision. The Governors agreed that we should dispose of the obsolete wheelchairs/walkers.</p>	
9.	<p>Lettings Policy (Appendix 6) The policy was looked at by the governors, there were no changes to the document. The Governors adopted the Lettings Policy.</p>	
10.	<p>Regular lettings – review of charges JS informed the governors that it is an audit requirement to charge the Friends of BPS £50 for the hire of the hall for school discos, she asked whether they were happy for it to remain at £50. The governors agreed that there should not be any increase and that it should remain at £50.</p>	

	<p>She also enquired whether an increase should be considered for long term lettings (A Stars/Sunday Church) as there had not been any price increase for quite some time, 2/3 years.</p> <p>Discussion took place around the gain/advantages to our children:</p> <ul style="list-style-type: none"> • Benefit to the local community • Late opening of the school at no extra cost which enables teachers to work late if they wish to, late meetings, open evenings. <p>BR – are we covering our basic costs? SF – yes PT suggested having a clause in the policy that fees will be reviewed every year. JS - this cannot be done as they sign a document produced by the LA which does not mention review and cannot be changed.</p> <p>It was agreed that cost will be reviewed in April and to notify A Stars and the Sunday Church who use our premises.</p>	
	<u>Sites & Building</u>	
11.	<p>Health & Safety Audit Action Plan (Appendix 7) Following on from the H & S Audit, an Action Plan was received on 17th September. There were only 4 items which were noted and have been actioned.</p> <p>Further discussion took place about item 7.2 – suggestion of having a barrier installed at the gate entrance. The governors agreed that no change should be made.</p> <p>H & S Walk Round was planned for Thursday 14th November, 2019 @ 2pm, PT/CE/BR and site agent will be present.</p>	
12.	<p>Site Agent Updates</p> <ul style="list-style-type: none"> ➢ Fire doors double hut and Nurture Hut – doors to be replaced, ordered. ➢ Ramp to the Music Hut – hole in it, to be repaired. ➢ Finger safe for double hut – ordered. ➢ Wooden stepping log in EY playground – to be replaced. 	
13.	<p>CCTV SF informed the governors that we were looking at improving our CCTV system as our current system is failing. CCTV is particularly useful for incidents happening in the playground and generally around the school. Quotes were looked at:</p> <ul style="list-style-type: none"> • ADT (Johnson Controls) - £5,700 for analog system • Local firm from Barton (children go to our school) – verbal quote for HD system, approx. £6,000 for maximum. <p>It was suggested emailing SK, governor, to ask him to check if he has any contacts in the field.</p> <p>Governors are in favour to look further into replacing the CCTV system and agreed in principle to spend approx. up to £6,000, further quotes will be obtained.</p>	
14.	AOB	
14.1	<p>Health & Safety Policy CE has reviewed the H & S Policy (from the LA), it will be circulated amongst the committee members then taken to the Policy Group then adopted via email.</p>	JB

14.2	<p><u>Date of next meeting</u></p> <p>The date of the next Governing Body meeting, Tuesday 21st January, 2020 at 6.30pm.</p> <p>The meeting closed at 8.30pm</p>	
------	--	--

Signed

Chair of Governors