

THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

Minutes of the Leadership, Financial Management, Health & Safety Committee Meeting held on 1 February 2019 at 8.00am

Present

R Townsend; A Turner; S Clarke ; C Crossland, R Coates and L Metcalfe

Apologies

None

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p>Minutes of last meeting</p> <p style="text-align: center;">Minutes reviewed and approved</p> <p style="text-align: center;">Actions covered and discussed.</p>	
2.	<p>Health and Safety</p> <p>The H&S KPI report, School Self Audit and Health and Safety report had been circulated prior to the meeting.</p> <p>No major health and safety issues were noted and RT went through the action outstanding from the last H&S audit and progress on these matters. These are set out below.</p> <p>Outstanding actions from last year’s audit</p> <ul style="list-style-type: none"> • Gate stopped - Completed • Coat pegs - Completed <p>Proposed actions:</p> <ul style="list-style-type: none"> • Fence between the carpark and the field- PENDING MUGA development • Medical administration policy update - Completed • Staff e-learning training for Manual Handling and other H&S specific E-learning courses • HT to successfully complete the three day H&S training - • Glass covering for windows in the main corridor between the hall/ classrooms -PENDING • Handling cash risk assessment update-completed • Inspection of playground static items -PENDING • Gymnastic equipment - completed • PAMP training – Caretaker booked for April 2019, Headteacher booked September 2019 <p>The committee then commenced a walk around school inside and out. No major issues were identified and given that the MUGA work was due to commence in the next few weeks, this would change the outside space.</p> <p>It was noted that the paint on some external windows required attention – school to follow up.</p>	
3.	<p>Finance</p> <p>AT said that the December figures were not available as due to other priorities</p>	

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	<p>the December numbers were not submitted, and are to be submitted with Jan numbers. It was proposed that the January numbers are circulated once available.</p> <p>At the next finance meeting we will go through the budget for next year and YTD performance.</p>	
4.	<p>MUGA update</p> <p>RT explained that the MUGA works were ready to start. It had previously been envisaged that the initial ground works would be carried out by D Sykes, as part of his contribution to the school agreed with him due to the development of houses he was undertaking. Although this was agreed in principle a number of months since, this was not a formal agreement and RT had not been able to get a final commitment from him.</p> <p>It was agree that RT would contact him to establish whether he is able to provide the works and if not what other support may be available.</p> <p>The company who is doing the rest of the MUGA development has quoted for the ground works and it was agreed that if D Sykes is unable to help, that we should go ahead with this quote. The funds available for the MUGA were adequate to cover this cost.</p>	
5.	<p>Sport Premium</p> <p>The sports premium for the current and previous year has been largely taken up by the MUGA development. It was discussed that if we are to get similar funding for the next year, we ned to think of way to spend the money for the</p>	To follow up at budget meeting
6.	<p>Leadership - Appraisals</p> <p>RT said that all appraisals had been carried out. RC raised questions regarding objective setting and linking to SDP areas of focus.</p> <p>RT said that each member of staff had objectives linked to the SDP.</p>	