

Beaford Community Primary and Nursery School

Minutes of Governors Meeting for Finance, Personnel & Premises

Monday 10th November 2014

Summary of Outcomes & Decisions

- Terms of reference for the committee were agreed and will be recommended to the FGB at the next meeting on the 19th November.
- The purchase of a new server and upgrade of software was agreed.
- The finance policy was reviewed and will be agreed at the FGB meeting on 19th November.
- The pay policy, maternity and flexible working policy were agreed.
- Feedback from the H&S visit was provided with an action plan.

Present: Annette Yates (AY), Mark Bowen (MB), Kate Scrivener (KS)

Minutes taken by: Helen Wright (HW)

1 Apologies Accepted

1.1 No apologies

2 Declaration of Interest

2.1 MB sells eggs to the school kitchen.

3 Minutes of Last Meeting

3.1 The minutes from the July meeting and budget meeting were agreed and signed by MB.

4 Review of Actions

Action 38 – Ongoing - Complete the accessibility plan.

Action 40 – Ongoing - AY and HW to complete data handling policy and risk assessment. HW will investigate if DCC can help with this.

Action 42 - Ongoing HW to arrange for actions identified on the asset management plan and electrical safety report to be completed.

Action 43 – Complete. MB to feedback to governors details about a syndicate for installation of solar panels. MB provided details of schemes where the school could install solar panels. It was decided that MB and HW would contact companies who specialise in installing panels in schools to find out further details and costs.

5 Terms of Reference

5.1 Terms of reference for the committee were reviewed and agreed. These will be included on the agenda at the next full governing body meeting for approval. A copy is attached.



Terms of Reference
for finance 14.pdf

Finance

6 Monitor Statement

- 6.1** The old monitor system is no longer supported by DCC and has been replaced by a new system called FRS (Financial Reporting System). The return to DCC for this term needs to be from FRS. A forecast was provided for governors and they were advised that as HW has not yet received training on this system the forecast was not in the best format for governors to be able to easily identify spending in each cost centre. As governors had looked at the monitor in detail in October it was agreed that the FRS report would be reviewed again at the next meeting.
- 6.2 School Budget Share** - Additional broadband costs have been incurred this year to upgrade the service. Early years funding is higher than originally budgeted due to a higher number of children in the nursery and it was agreed to increase the budget to £34390. The nursery lunch club budget will be increased to £6900. The PE expenditure has all been budgeted with £1080 on coaching, £600 on transport, £1000 on swimming, £1000 to GTS for sports, £2000 on equipment and development and £2655 on TA hours.

6.3 Extended Schools

- 6.3.1 It is predicted this will break even over the year if attendance remains the same.

6.4 Capital

- 6.4.1 £2005 has been spent on upgrading the kitchen for the universal free school meals. £1830 will be claimed back from DCC for this.

7 Capital Expenditure

- 7.1 Quotes for a new server and upgrading of software to Windows 7 and Office 2013 have been received. Since the quotes were received the school have been advised that we do not need to pay the licenses for Windows and Office (totalling £2152.14 on the quote) as the upgrade of software is included in the schools current licensing agreement. Governors agreed to the purchase and installation cost of a new server and software. It was also agreed to buy a new machine for the admin office and use the original machine in the practical area (as this machine is too old to support Windows 7).
- 7.2 NPS has recently completed its buildings survey of the school and the mechanical and electrical survey will be completed shortly. When the report is completed a new asset management plan will be written prioritising maintenance work.

8 CFR Review and Action Plan

- 8.1 Actions and outcomes on the 2013/2014 benchmarking action plan were reviewed. When the CFR data for last year has been received a comparison will be made with the areas on this action plan to see if there has been any impact on spending.
- 8.2 Due to problems with access to the CFR website this will be completed at the next meeting, together with an action plan for the year.

9 Policies

- 9.1 **Finance** – This has been updated so the finance committee can approve the charging policy in line with the terms of reference. The policy was reviewed and agreed. It will be approved by the FGB at the next meeting. A copy of the policy is attached.



financepolicy oct
2014.pdf

Personnel

10 Review Staffing Contracts

- 10.1 Governors agreed to go to part 2 minutes.

11 Policies

- 11.1 The Pay Policy, Maternity and Maternity and Adoption Leave policies were all reviewed and agreed.
- 11.2 The Flexible Working policy was reviewed. It was agreed that flexible working requests would be authorised by the head teacher, first committee of governors and the chair and governors. The policy will be recommended to the FGB at the next meeting.

Health & Safety / Premises

12 Feedback from H&S Visit

- 12.1 MB completed the school risk assessments on 30th September. An action plan has been completed and is attached. Progress on these will be reviewed at the next meeting.



Health & safety
actions from Sept 201

13 Policies

- 13.1 **Security** – MB reviewed this policy and recommended it for approval. There are no changes from last year. Governors approved the policy. A copy is attached.



security 2014.pdf

14 Date of Next Meetings

- 14.1 Thursday 12th February – 9.00am (moved from Thursday 29th Jan)
- 14.2 Thursday 19th March – 9.00am
- 14.3 Thursday 25th June 9.00am

15 Summary of Actions

Action 38 – Ongoing - Complete the accessibility plan. This will be done in September as part of the health and safety inspection by GJ.

Action 40 – Ongoing - AY and HW to complete data handling policy and risk assessment. HW will investigate if DCC can help with this.

Action 42 - HW to arrange for actions identified on the asset management plan and electrical safety report to be completed.

Action 43 - MB to feedback to governors details about a syndicate for installation of solar panels.

Minutes Authorised By:

Date: