

## THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

Minutes of the

15 May 2018. 6pm

Present

In Attendance

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

Apologies

A Sutton

Agenda Item	Discussion and Decisions	Action – who/by
1	<p>Minutes of last meeting</p> <p style="padding-left: 40px;">Minutes reviewed and approved</p> <p style="padding-left: 40px;">Actions covered and discussed.</p>	
2	<p>GDPR</p> <p>The school is well advance with GDPR readiness which comes into effect on 25 May 2018. A paper setting put what GDPR means for the school had been circulated to Governors.</p> <p>RT has almost completed the excel checklist on GDPR.</p> <p>Information on GDPR is to be sent to parents on 15 May and the policy to be circulated by the end of the week.</p> <p>RT/LM are currently doing a GDPR audit.</p> <p>The Data Protection Officer is to be Jo Moran (SBM at Netherthong Junior School) and LM will perform same role for them.</p> <p>The School will be ready for GDPR go live.</p>	
3	<p>MUGA</p> <p>The MUGA grant applications are progressing and the school should know of their success by half term. The school will then progress quotes in order to prepare a proposal to the Governors.</p>	
4	<p>The proposed budget was presented with a comparison to the previous year.</p> <p>Key points on the budget discussed were as follows:</p> <ul style="list-style-type: none"> <li>• Over 80% of the school budget is in relation to staff costs. These are based the current teaching/support staff in post and current expectations for the year. It was noted that the school is currently looking at staff structure/appointments for vacancies and the budget would be updated if these changes are known prior to submission.</li> <li>• Premises/ Supplies and Services had all been reviewed by LS/RT and are based on last year’s costs adjusted for any known variances.</li> <li>• Sports premium income has been left out of the budget, as the income will be allocated against sports provision.</li> <li>• Overall the budget balanced without the need to utilise contingency. It was recognised in the meeting that this was the case, and the budget would be</li> </ul>	

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	<p>monitored closely during the year.</p> <p>It was agreed that the budget was agreed for submission in the current form. If there were any material changes identified prior to the submission deadline, the budget would be recirculated for approval, otherwise it was agreed for submission.</p>	
	<p>Next finance meeting 4 July 6.30pm</p> <p>Next meeting</p> <ul style="list-style-type: none"><li>Review minutes</li><li>Medicines</li><li>GDPR</li><li>Final Budget and update on financial position</li></ul>	