

THE GOVERNING BODY OF HINCHLIFFE MILL JUNIOR AND INFANT SCHOOL

**Minutes of the Leadership, Financial Management, Health & Safety Committee Meeting
held on 15th November 2018. 6.30pm**

Present

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

In attendance

N Holgate (for Sports premium review only)

Apologies

None

Agenda Item	Discussion and Decisions	Action – who/by
1.	<p>Minutes of last meeting</p> <p>Minutes reviewed and approved</p> <p>Actions covered and discussed.</p>	
2.	<p>Policy progress – Policies for review and approval:</p> <ul style="list-style-type: none"> • Admission Policy RT discussed the PAN for the School which has been set at 16 for as long as she can remember. The fact that the school is a two form entry and a pan of 16 would take the school above the 30 limit in EYFS, we should consider whether we should review the PAN and it should be set at 15. The School has managed class sizes in the past with splitting year 1 where numbers have gone above 30. It was agreed that the PAN would be discussed in a future meeting and a decision made as to the course of action. The admission policy was approved. • Exclusion Policy The exclusion policy was discussed with questions raised: Any guidance changes to be aware of? And does this follow LA guidelines? Approved subject to some small working changes regarding references to the head teacher they rather than she. • Data Protection Policy Q. Does this get sign off via LA DP lead? No it is a school document. Q. do we have a list of systems which contain personal date and security of system assurance. A. yes, but not in policy. Was agreed that this could be added as an appendix to the policy. Policy approved • Kirklees Teacher Appraisal Policy This is LA model policy and was approved • Model Pay Policy This was approved. 	<p>To carry forward to FGB.</p> <p>RT to change reference to they rather than she in the policy.</p>

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<p>3.</p>	<p>Health and Safety</p> <p>The Health and Safety KPI Summer 2018 and School Self Audit H&S 11.18 were reviewed and discussed.</p> <ul style="list-style-type: none"> <p>Health and Safety KPI</p> <p>Q CC 381 accidents Is this high, benchmark other schools. A RT We don't benchmark but take decision to record all accidents</p> <p>Q AT asked for update on when will actions be progressed? RT ran through updates. 2 items left to complete</p> <p>Q SC How do we ensure letters re accidents/incidents get home to parents? Depends on severity as to approach, but adequately dealt with.</p> <p>School Self Audit</p> <p>Q AT A2.2 point 5 where put no should we look into further? Regarding fire prevention? RT to investigate</p> <p>D1.3 Has a no.. RT to look at updating and amending</p> <p>Footer needs amending</p> <p>CC mentioned Holmfirth High shared their Lockdown Policy with parents. CC to share</p> 	<p>RT to look into</p> <p>Lockdown policy to be shared with RC</p>
<p>4.</p>	<p>Finance</p> <ul style="list-style-type: none"> <p>Budget Half Year Review</p> <p>LM went through budget and YTD figures for the 6 months to September 2018</p> <p>Q CC Budget extra poss 5k education</p> <p>Headline overall 4k over budget with 10k rollover so 6k left if the budget tracks current position</p> <p>Q RC is budget to change? RT advised its pupil dependant</p> <p>LM to circulate 3 year draft budget</p> 	
<p>5.</p>	<p>School Funds audit</p> <p>AT shared the position of the school funds and the audit for the year to July 2018. At the end of July there was £3,600 in the fund and this is available to the school to spend on equipment/services to benefit the children.</p>	
<p>6.</p>	<p>MUGA – Funding/quotes update</p> <p>Reviewed quotes samples warranties and guarantees plus financial stabilities</p> <p>West Yorkshire Artificial Lawns was the preferred bidder based on price quality guarantee and specification.</p> <p>Q CC Can we get approval at full governors. Agreed to go on agenda and request full sign off. This may be done via email due to the need to move with the project.</p>	

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	<p>Proposed timescale</p> <p>Engage Mr Sykes 2 weeks hols</p>	
7.	<p>Sports premium review</p> <p>N Holgate the PE lead for school joined the meeting</p> <p>AT Q can we include actual at the side of the proposed funding so we can see what actually was spent and results next to the proposal. Agreed excel to track allocated and tracked moving forward RT updated on outcomes of PP from 17-18 71% ringfenced for MUGA development Unable to pay for sports coaches unless training Noted all schools get 16k relevant of size</p> <p>AT Q Suggested look at innovative sporting use for money allocated RT agreed to look further into this moving forward SC pointed typing error now corrected</p> <p>NH updated on funding looking forward Again large proportion of funding being used for MUGA. Discussed time allocated per day and impact on time being 30mins plus changing time</p> <p>Q RC What are invasion games NH advised eg football rugby moving forward attack defence etc Q CC asked about costs of music streaming Q SC asked about Pennine Sports Partnership RT updated about their broad offering and events Q RC Could MUGA be traded A RT no funded as a grant Q RC Can we ringfence for a larger spend Agreed</p> <p>Q SC When we meet in 2019 what do you want to say is a success? RT.. MUGA development and training of staff Q RC looking forward we should look to invest wisely and futureproof ourselves AT and SC advised we should look in Summer 19 about future investment strategies for SP.</p>	Action NH
8	<p>Pupil Premium review</p> <p>SC updated RT advised excel spreadsheet per child case by case. RT to anomolise and share at next meeting</p>	RT to bring cost spreadsheet to next finance
8.	<p>Grant Opportunities</p> <p>LM submitting one in Jan</p> <p>Also investigating Tesco</p> <p>PTA investigating grant opportunities</p>	
9.	<p>Leadership - SDP review</p> <p>CC coming in next Tue to review progress on SDP Leadership and Management</p>	