

# Round Hill Primary School

Minutes of Finance and General Purposes Committee meeting  
Held on 12 July 2011 at 6.30pm

## **Present:**

Lesley Eddison (LE), Adrian Nash (AN), Rachel Emmett (RE), Graham Harvey (GH)  
Lihua Sun (LS), Dave Mitchell (DM), Andy Beardsley (AB), Richard Jones (RJo)

## **In attendance**

R Johnson (RJ) (Site Manager )

## **Minutes taken by I Greenhalgh**

## **Absent**

n/a

**1. Apologies** Rob Perkins (RP) Zoe Fletcher (ZF)

## **2. Statement of Pecuniary Interests**

R J reported that a son of one of or teachers was going to be given the opportunity to quote for the annual PAT (PORTABLE APPLIANCE TEST). There were no objections raised.

## **3. Minutes of last meeting held on 12 April 2011**

These were approved.

AN reported that following Job Evaluation - one person in school is appealing and most people were satisfied with the outcome.

## **4. Matters Arising**

### **a. Lettings Policy**

This has been seen by RE, approved and signed off.

The Policy is to be reviewed in the in March 2012

**Action AN**

## **5. Maintenance and Estates**

### **a. Outdoor Learning**

AN verbally went through a report he presented on Outdoor Learning, the overall plan was discussed. At the next meeting 21<sup>st</sup> July 2011, decisions will be made on which areas to develop first.

It was noted that a member from Roundabout was present at the meeting although not recorded on the notes.

**Action AN**

## **b. Capital Works**

Over the summer lots of work is going to be done - emergency lights, alarm system, legionella and upgrade doors.

## **5. Finance Report**

The consensus from the group was that they liked the way the report is laid out.

A discussion was held on the use of balances carried forward from last year in the Notts County Council School Governors Year End Financial Summary 2010/2011 (BO2)

The intended Use of Balance Carry forward was used to support the pay for the new Deputy Head Teacher appointment.

The report was formally approved and referred to the FGB

**Action RE**

## 2011 / 2012 BUDGET

AN reported on the extra funding received into school since we set the budget. A question was asked what the new funding would be used for used and for which strategies.

AN said the extra money was not ring-fenced; however, some of it will be used to do more work on Intervention Strategies.

Some Teaching Assistant hours (staff leaver) have been re-deployed from September 2012.

We have a provision map of all the strategies used to say what it does, what the outcome is. If it did not work this year it will not be used again. The money is usually used for staff support.

## **6. Financial Information To Parents**

Communication has improved - the Governors Minutes are now on the web site.

AN said we should communicate monthly 'good news' from the Governors.

**Action AN**

RE went through her papers for any changes

High costs showing on staffing shows a good thing and that we are not spending on luxury items and also show that any cuts in the future would be made from here.

It was agreed to put a phrase in the news letter that the School Governors Year

End Financial Summary had been approved (para 1 and 3) and to make a link to the web site to see the statement. News letter to go out before the end of term and that this item be a regular in the news letter every July  
**Action AN**

## **8. Reviews of Policy/ Practice**

### **a. Governor Expenses Policy**

The principles were discussed but it was resolved that the Policy needs to go to FGB.

Example A - was more specific things - some where approved and some not.  
It was agreed to add petrol allowance to the list and 'other exceptional circumstances.

It was resolved that Claims under £50 the Office Manager can approve under guidelines, any queries then to Head Teacher the to F&GP committee.

It was agreed that there would be no claims retrospectively.

**Action HC and Rjo** to complete the policy and present it to Full Governors.

In the autumn term under the Statement of Pecuniary Interests a summary of claims is to be presented.

**Action IG** to put together a claim form

### **b. Amendments to Finance Policy**

The use of the school's debit card was approved and an addendum added to the Policy

The new Deputy Head Jo Hewitt has been added as a signatory on the bank account.

## **Confidentiality**

None

## **9. Date of next meetings**

15 November 2011,  
27 March 2012,  
17 April 2012 (possible)  
10 July 2012

RE reported that her term of office will end in February 2012 and she will not be standing for re-election.