

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Round Hill Primary
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Tuesday, 9 July, 2013 at 5.00pm
Location: At the school

In attendance

A	Mrs H Craik (chair)
	Mr G Harvey
	Mr R Jones (vice-chair)
A	Ms J Munro
	Mrs L Sun
A	Mr B Taylor
	Mr A Nash (headteacher)
A	Mrs C Matz
A	Ms S Yates
A	Mr R Di Miceli
	Mrs I Greenhalgh (business manager)
	Miss J Waldrom (minuting secretary)

In the absence of Mrs Craik, the chair was taken by Mr Jones.

Action

F&GP/19/13 Welcome, introductions and apologies for absence

Mr Jones welcomed committee members to the meeting and apologies for absence were received from Mrs H Craik and Ms J Munro.

Apologies for absence were also received from Mrs C Matz, Ms S Yates and Mr R Di Miceli who were to have observed the meeting.

F&GP/20/13 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

F&GP/21/13 Minutes of the last meeting

The minutes of the last meeting held on Tuesday, 26 March, 2013, having been previously circulated, were confirmed as an accurate record with the correction of the following error:

F&GP/11/13 Budget 2013/14

The final sentence under the heading Services to Schools should read 'It was noted that the cost of Services to Schools was £68,000'.

Matters arising

There were no matters arising from the minutes.

F&GP/22/13 Matters arising from full governing body meeting held on Tuesday, 21 May, 2013

There were no matters arising for the Committee from the last meeting of the full governing body.

F&GP/23/13 Finance report

A report on the school's current financial situation following a visit by the finance officer had been circulated to governors and comments requested.

Mrs Greenhalgh reported that she had received only one e-mail regarding the 2013/14 budget which contained a number of questions from Mr Jones.

The headteacher reported that as staffing changes occurred the budget would be updated accordingly.

Mrs Greenhalgh's responses to Mr Jones' questions were as follows:

- Primary Sports Funding – new funding with separate cost centre. New PE co-ordinator appointed (Tom Adbby) who would monitor sports funding.

The headteacher added that although Mr Adbby, who had a 'sports pedigree' was a NQT he would be supported by an experienced TA.

The expectation was that the funding (£10,000) would be spent on PE with a number of lunchtime activities being introduced by an external provider.

The headteacher had spoken with other headteachers within the family of schools regarding utilisation of the funding for enhancement of athletics events already in place, and a decision would be made during the autumn term regarding this.

The headteacher added that Mr Adbby was a full-time class teacher with expertise in PE and experience of leading activities.

It was noted that Mr Jones was the link governor for PE and he would meet with Mr Adbby during the autumn term.

RJ

- Grounds maintenance – not a reduced service but a reduction in cost by the company concerned.
- Football pitch – no representation had been made by Beeston Centurions.

The headteacher reported that a questionnaire may be given to all hirers of the school building. Mrs Greenhalgh stated that this had been attempted previously but that no responses were received.

The headteacher reported that the school was trying to encourage pupils who were 'on the cusp of pupil premium' to attend the clubs provided to give parents a break.

The school received a disadvantaged subsidy for these pupils and the headteacher would assemble a strategy for the utilisation of this which he would present to the next meeting of the committee.

HT

Mr Harvey enquired regarding the number of pupils concerned, and the headteacher replied that there were two who did not qualify for other support but were the subjects of a CAF meeting.

The headteacher added that all staff would be aware of the pupil premium children in their class by September 2013, and that Karen Rainford would target these pupils 'in a sensitive way' from next year.

- Circulated document contained names of pupils and staff – document to be anonymised, re-printed and re-circulated to governors.

HT/IG

The headteacher apologised and stated that future documents would be anonymised prior to being circulated to governors.

- Teaching costs – a number of recent appointments made to the teaching staff, and governors were informed regarding the cost and pay scales.

The total cost was an extra £1,500 per year, and the headteacher added that when like for like was compared the total cost was less than previously.

Mrs Greenhalgh would continue to produce monthly finance reports for governors, and she and Mr Jones were thanked.

F&GP/24/13 Maintenance and estates

Developments to the Outdoor Environment

The headteacher advised governors that the opening ceremony had taken place and was well received although a photograph of the event had not appeared in the local paper.

The mayor was present at the ceremony and several donations to the school had been received.

The headteacher reported that a photograph would be in the Nottingham Evening Post during the week, and Mr Harvey would pursue the publication of a photograph and article in Broxtowe Matters.

GH

Mrs Greenhalgh reported that a quote from the County Council had been received for £20,000 for the Trim Trail.

An alternative provider had visited the school and had met with the School Council, agreed the equipment and had drawn a plan of the area. The quotation received was £8,000 less than the County Council and had been approved.

The plan was tabled for information and it was noted that the facilities were only for older pupils. Mrs Greenhalgh reported that the all-weather equipment would be installed on Monday, 5 August, 2013.

A number of donations to the project had been received and the actual cost to the school was only £2,000.

Capital works

The roundabout toilet had been converted to a double toilet by the new site manager who was a plumber by trade, with the installation of a new cubicle and tiling.

Mrs Greenhalgh added that the ladies toilets near the front door would also be refurbished.

The IT room may be converted to a technology room, and it was noted that all asbestos inspections were carried out as required.

The headteacher asked Mrs Greenhalgh to compile a list of completed items for which expenditure was less than anticipated and savings had been made.

IG

Expansion

The headteacher reported that the proposal to expand the school had been agreed and was now at the second stage.

The headteacher, Mr Jones, Sara Williams, Mrs Greenhalgh and Ms Hewitt had met regarding the next stage of the proposal and the use of empty local offices would be explored.

The second consultation period would end on 17 July, 2013, and the headteacher added that an additional full governing body meeting may be required during the autumn term to inspect the plans.

F&GP/25/13 Policies

Lettings Policy

The document previously circulated was noted not to be the Lettings Policy, which would be deferred to the autumn meeting of the Committee.

Agenda

The Lettings Policy would be reviewed by Mrs Greenhalgh and circulated to governors.

IG

Terms and Conditions of Hire

The Terms and Conditions of Hire had been previously circulated and would be reviewed, with comments requested to the next meeting of the Committee.

Agenda

Charges and Remissions Policy

The policy had been previously circulated and comments requested.

Mr Jones voiced concern regarding wording, and Mrs Greenhalgh would obtain policies from the family business managers for comparison and would forward the documents to Mr Jones for review.

IG/RJ

The policy would be deferred to the autumn term meeting of the committee.

Agenda

F&GP/26/13 Website

The headteacher reported that he had contacted the website provider with a view to integrating with parents, and that the use of blogs would be increased and twitter feeds introduced.

The headteacher planned to review and streamline the website, which he felt was 'very good', during the summer break and he would update the users as there were a number of newly appointed staff.

HT

Mr Jones stated that not all governor information was available in the governors section.

The headteacher confirmed that minutes of meetings were available to view and that there was very little on the website that the school was unable to change.

Mr Jones would remind governors that information was required for the website, and governor responsibility for the website would be discussed at the next meeting of the full governing body.

**RJ/FGB
Agenda**

The headteacher voiced concern regarding the appropriateness of staff having parents as Facebook friends and wished to take advice from governors regarding the matter which would be referred to the Pupils and Personnel Committee.

P&P Cttee

F&GP/27/13 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that the previously circulated document from Mrs Greenhalgh containing names of pupils should be deemed confidential.

F&GP/28/13 Date of next meeting

The next meeting will be held on Tuesday, 12 November, 2013 at 6.00pm.

The meeting closed at 5.55pm.

Signed(chair) Date

JW/jag