

# Round Hill Primary School

## **Minutes of Finance and General Purposes Committee meeting Held on 15 November 2011 at 5.00pm**

### **Present:**

Lesley Eddison (LE), Adrian Nash (AN), Rachel Emmett(RE), Dave Mitchell (DM), Lihua Sun (LS), Hilary Craik(HC) , Sam Clements (SC)

### **In attendance**

R Johnson (RJo) (Site Manager)  
Jo Hewitt (JH) (Deputy Head) (not a member of governing body)  
I Greenhalgh (IG) (Clerk to the Committee)

### **F&GP /01/11 Apologies for Absence**

Apologies were received from: Rob Perkins (RP), Graham Harvey (GH), Andy Beardsley (AB), and Richard Jones (RJo) Olwen Kershaw (OK) Brian Taylor (BT) Jill Munro (JM)

A welcome was made to Sam Clements who is the new parent governor.

### **F&GP /02/11 Declaration of Interest**

None declared

### **F&GP /03/11 Appointment of Chair and Vice Chair**

HC was nominated as Chair for 1 year. She was proposed by LE and seconded by RE.  
RJ was proposed as vice chair by RE and seconded by AN (although RJ was absent, he had already agreed to take up the post if there was no-one else nominated)

### **It was Resolved**

**To accept the new posts of Chair (HC) and vice Chair (RJ)**

### **F&GP /04/11 Minutes of last meeting held on 12 July 2011**

The minutes were agreed for accuracy

### **F&GP /05/11 Matters Arising**

Matters arising:- None

### **F&GP /06/11 Maintenance and Estates**

#### **a) Walk round feedback (report attached)**

RJo gave a verbal report on the work done over the summer holidays and completed over October half term. He also said replacing windows was a priority which he would raise with County Council as it could not be afforded from the school budget. He was looking into costing putting some coating for the front windows to prevent over-heating.

#### **b) Update on capital works (report attached)**

A query was raised with regard to the money spent on the stage works. (cost of £4382). In April it was agreed to spend £3,000 on stage works. RJ explained he bought a second winch. A discussion was held on the advantages of the keeping the stage facilities up to date both for school and lettings.

**c) Resources Management/Environmental Plan**

AN gave a verbal summary on the Outdoor Learning Environment (OLE). The committee meets termly and ensures the right focus is used.

DM reported back from the last meeting:-

- The chalet in Foundation Unit may be moved (quotes to be sought)
- Seating and tables are being renovated
- The concrete posts will be renovated to make them safer
- Garden (near school office) is being looked at with a view for new fencing etc.

AN reported that school is already has a bronze eco award and the plan is to get a Silver then Gold Eco status

AN informed Governors that he had researched creating an Environmental Policy.

**It was Resolved**

**That we should have an Environmental Policy.**

**Finance Committee to consider use of capital spend to save revenue costs on energy as part of the environmental policy.**

**Action AN to speak to JM (Pupils and Personnel chair)**

**F&GP /07/11 IT upgrades (report attached)**

a) Office computers

This was referred from full governors.

AN had circulated a summary about how the upgrade would be of benefit to all the school.

**It was Resolved**

**That the project go ahead subject to finance (item 8)**

**Action AN**

b) Cashless payment system

A discussion was held on the advantages/disadvantages of using this software. PCI (Payment Card Industry) Security Standards need to be considered for such a system, as it could be expensive to meet the new standard.

**It was Resolved**

**To find out more information from other schools using cashless systems and explore using the current software (sims) to its full potential**

**Action IG / AN**

**F&GP /08/11 Finance report**

a) Period 6 Report for 2011-12 and projections for rest of year  
The report was discussed.

AN went through his proposals for spending the unallocated monies outlined in the report.

There is £27,300 plus a further saving currently of £11,000

The proposed expenditure includes:-

<b>Item</b>	<b>Additional Costs</b>	<b>Notes</b>
Planned maintenance	£10,000	See Attached Capital Works list. In order to complete the required maintenance on the school building we need £10,000.
Office computers upgrading	£1,300	We need an additional £1,300 the quote is higher than we thought. We have already budgeted for the balance £1,500 new office computers and £2,000 cashless system.
More Reading Books	£5,000	After an audit of reading materials SLT advise we need more reading material in school.
ICT - IWB Projectors	£1,600	Updating of older projectors as an interim measure.
	<b>£17,900</b>	

**It was Resolved**

**To save £20,000 towards next years carry forward (now totaling £42,688 + £20,000 = £62,688) and approve the expenditure outline above plus approval to spend any other monies available through any savings.**

**Action AN to proceed with spending as agreed.**

**Projections for future years.**

The circulated report showed that if we continued to operate 'as is' we will have a deficit budget next year. This report is only for advice.

In 11/12 we will spend more than our income in order to bring down the school fund balance but in future we will need to work towards having a break even budget

We cannot rush into making decisions about the 12/13 budget; they need to go through the Governing Body and committees.

**It was Resolved**

- **AN/HC AND RE meet to have first discussion about budget options for 12/13**
- **That AN brings proposals to the next meeting for how we will could work towards a balanced budget**

**Action**

**AN/HC AND RE meet to discuss future budget plans**

**AN To bring proposals to the next meeting for the 12/13 budget**

**Mini Bus**

The subject of the mini bus was raised and it was agreed to take this to the next meeting  
It was Resolved

**Action HC to add to next agenda.**

**F&GP /09/11**

**Review of Policies**

**Lettings Policy**

The proposed changes to the letting Policy were not approved. It remains the same i.e., 'Lettings will not be made to persons under the age of 18, or to any organisation or group with a political

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affiliation.' It was felt that having an option to accept some politically affiliated bookings but not others could be criticized as unfair treatment.

### **Finance Policy**

The Finance Policy has been updated at the last full Governing Body meeting. The changes have been made.

#### **It was Resolved**

**Not to amend the Lettings Policy**

**And**

**Approve the Finance Policy**

#### **Action –**

**AN to inform the local authority governors who had been consulted**

### **F&GP /10/11 Governors Update**

- **A agreement of link governor roles**

New link governor for Quality of Provision – DM (David already involved in the termly walkrounds\_

Health and Safety is currently RE but someone else needs to take this over.

Outdoor environmental development: AB and DM to continue in this role

#### **Resolved**

**AN To bring the governor link (H&S) vacancy to the next meeting**

- **Schools Financial Value Standard (SFVS)**

This is a new standard replacing FMSiS which Round Hill need to complete by March 2013. It was proposed that HC leads on this in her new role as Chair of F&GP

- **Statement of Internal Control (sic)**

It was proposed that HC leads on this to be completed in the summer term

#### **It was Resolved**

**HC leads on completion of SIC in summer term**

#### **Action –**

**AN / HC to initiate completion of SIC**

**RE/HC/AN to meet and discuss SFVS**

### **F&GP /11/11 Decision Planner**

Committee members should go through this planner.

AN and RJ have been through it.

#### **Resolved**

**To give 1 more week for comments to raise any issues after which it will be approved unless any changes received.**

#### **Action**

**AN inform F&GP members to raise any issues within 1 week**

### **F&GP /12/11 RHA – Gift Aid and Direct Debit donations**

#### **Gift Aid**

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The new treasurer is considering Gift Aid and DD donations  
Round Hill Association is a registered charity  
The RHA (PTA) will get the forms out to parents and claim the tax back.

### **It was Resolved**

**There were no objections to the RHA doing Gift Aid**

### **Action**

**AN inform RHA treasurer**

### **Direct Debit donations**

The RHA are considering asking parents to make an optional standing order for donations every month.

After some discussion, it was agreed there were no objections as such as long as there was no compulsion on parents to donate in this way. If lots of parents complained then this decision should be reviewed.

### **Resolved**

**Not to raise any objections to Direct Debit donations as long as there is no compulsion on parents. Review this decision if complaints are received.**

**Action AN to inform RHA**

## **F&GP /13/11 Meeting dates for 2012**

27 March 2012 at 6.30pm  
17 April 2012 (possible)  
10 July 2012

## **F&GP /14/11 Confidentiality**

None

A thank you was made to RE for all her hard work, this will be her last meeting as her term of office ends in February 2012.

### **Round Hill Primary School F&GP Actions Autumn Term - 15 November 2011**

The Table below contains the actions from the above meeting:

	<b>Actions</b>	<b>Deadline Date</b>	<b>Progress Update</b>
<b>F&amp;GP /06/11</b>	<b>AN</b> to speak to JM re the creation of an Environmental Policy	17 <sup>th</sup> January (A week before FGB)	
<b>F&amp;GP /07/11</b>	<b>AN</b> to action IT upgrades in the office	17 <sup>th</sup> January	
<b>F&amp;GP /07/11</b>	<b>IG and AN</b> To find out more information from other schools using cashless systems and explore using the current software (sims) to its full potential	17 <sup>th</sup> January 2012	
<b>F&amp;GP /08/11</b>	<b>AN</b> to proceed with spending as agreed.	17 <sup>th</sup> January 2012	
<b>F&amp;GP /08/11</b>	<b>HC</b> to add the subject of the Mini Bus to the next agenda.	17 <sup>th</sup> January 2012	
<b>F&amp;GP /09/11</b>	<b>AN/HC AND RE</b> meet to discuss budget planning	17 <sup>th</sup> January 2012	

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	<b>AN</b> To bring proposals to the next meeting for how we will work towards a balanced budget		
<b>F&amp;GP /09/11</b>	<b>AN inform local authority governors on lettings policy decision</b>	25 <sup>th</sup> November 2011	
<b>F&amp;GP /10/11</b>	<b>AN / HC</b> to initiate completion of SIC <b>RE/HC/AN</b> to meet and discuss SFVS	Summer Term 2012 17 <sup>th</sup> January 2012	
<b>F&amp;GP /11/11</b>	<b>AN</b> to inform F&GP members about the decision planner that they should raise any issues within 1 week <b>HC</b> to approve at next meeting.	18 <sup>th</sup> Nov 2011	
<b>F&amp;GP /12/11</b>	<b>AN</b> to inform RHA that they can use Direct debit donations and gift aid.	17 <sup>th</sup> January 2012	