

MINUTES OF MEETING



**Nottinghamshire
County Council**

School: Round Hill Primary
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Tuesday, 13 November, 2012 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Craik (chair)
Mrs L Sun
Mr A Beardsley
A Mr R Perkins
A Miss L Eddison
A Mr B Taylor
A Ms J Munro
A Mr R Jones
Mr A Nash (headteacher)

In attendance

Ms J Hewitt (deputy head – observer)
Miss S Smith (minuting secretary)

Action

F&GP/25/12 Apologies for absence

Apologies were received from Mr R Perkins, Miss L Eddison, Mr B Taylor, Ms J Munro and Mr R Jones and it was

resolved

that the committee consent to these absences.

F&GP/26/12 Declaration of interest

There were no declarations of interest for items of business on the agenda.

F&GP/27/12 Election of chair and vice-chair of the committee

Mrs H Craik was proposed for the position of chair. There were no other nominations.

It was

resolved

that Mrs H Craik be appointed as chair for one year.

Mr R Jones was proposed for the position of vice-chair. There were no other nominations.

It was resolved that Mr R Jones be appointed as vice-chair of the committee.

F&GP/28/12 Minutes of the last meeting

The minutes of the last meeting, held on 10 July, 2012 having been previously circulated were confirmed as accurate.

F&GP/29/12 Matters arising

F&GP/06/12 - The Environment Policy was still being formulated.

AN/JM

F&GP/09/12 SFVS - This was discussed later.

F&GP/20/12 - AN reported on the options he had explored for the minibus, but these were not viable. The situation would therefore continue as it was for the next year.

F&GP/23/12 - The governor overview was sent out with the minutes.

F&GP/30/12 Financial policy annual review

The policy had previously been distributed. It had been updated to include SFVS based on County Council advice.

F&GP/31/12 Decision planner update

HC and AN to go through the planner and ensure all aspects of the work of F&GP were being covered.

HC/AN

It was decided that the new items concerning the school website would be the responsibility of the headteacher.

F&GP/32/12 Finance report

The finance officer had visited and her report was distributed. Jo Hewitt had been involved in the visit as part of her CPD.

AN explained changes in the funding formula and the impact this would have on the school. The changes were likely to work for the benefit of the school.

A reduced carry forward was anticipated for the year, though this was likely to rise towards the end of the year.

Pupil numbers were high and staff changes had reduced the staffing budget.

Future staff changes were being considered.

F&GP/33/12 Maintenance and estates

A health and safety audit had been carried out by the County Council and an action plan was in place to deal with the outcome. This would be available at the next F&GP meeting.

An H&S walk round was planned for 27 November.

The outdoor area was now being well used by pupils at breaks. The canopy would be fitted once the windows had been replaced.

Windows and lighting was a 16 week project, hopefully beginning in the new year.

Capital works – new ICT equipment had been purchased and was in use. A wish list was ready for next year.

F&GP/34/12 SFVS

HC and AN were to meet to discuss SFVS. AN explained how this differed from FMSiS.

HC/AN

SFVS needed to be ready for March 2013 when FMSiS finished.

F&GP/35/12 School inventory

Difficulties in keeping track of items were discussed.

Companies were being approached to bring the inventory up to date and quotes were reasonable. This would give the school a good basis to keep up to date with an annual inventory check.

In future this could be done alongside PAT testing.

Write-offs would go to the governing body.

AN would report on progress with the inventory at the next F&GP.

The chair and headteacher had met already about SFVS and would continue to do so in order to be ready.

F&GP/36/12 Pupil premium use

Pupil premium had increased significantly over the previous three years.

AN explained pupil premium and how it was being used in school. A report was available on the school website. This report needed updating and expanding at the next F&GP to include progress being made by pupils.

F&GP

F&GP/37/12 Staffing structure – value for money

Staffing structures were considered in the spring on receipt of the budget, when staff left, and in the summer term ready for September. At these points value for money was considered.

F&GP/38/12 Dates of next meeting

Tuesday, 27 March, 2013 at 6.30pm.

A reserve date of 16 April, 2013 was also agreed in case the budget was not available earlier and the committee needed to meet to agree the budget.

Andrew stated that this would be his last meeting as a governor. He was thanked for his work over the years.

**RJ to
write and
thank AB**

F&GP/39/12 Determination of confidentiality of business

No items were deemed confidential.

The meeting closed at 6.55pm.

Signed(chair) Date

SS/cml

The table below contains actions from the above meeting:

	Actions	Deadline date	Progress update
F&GP/29/12	AN & JM to meet to put together environment policy Action AN/JM	March 2013	
F&GP/31/12	HC/AN to go through governors' decision planner for relevance to F&GP. Action HC/AN	March 2013	
F&GP/33/12	H&S action plan to be presented to F&GP Action AN	March 2013	
F&GP/33/12	HC to conduct a H&S walk round. Action HC	November 2012	
F&GP/34/12	HC/AN to complete SFVS Action HC/AN	Feb 2013	
F&GP/36/12	Update pupil premium report on the school website and present to F&GP Action AN	March 2013	