



---

**School:** Round Hill Primary  
**Meeting title:** Finance and General Purposes Committee  
**Date and time:** Tuesday, 25 March, 2014 at 5.00pm  
**Location:** At the school

**Membership**

'A' denotes absence

A Mrs H Craik (chair)  
A Mr G Harvey  
Mr R Jones (vice-chair) (in the chair)  
Mr R Di Miceli  
A Ms J Munro  
A Mrs L Sun  
A Mr B Taylor  
Mr A Nash (headteacher)

**In attendance**

Mrs I Greenhalgh (business manager)  
Mrs L Wilson (observer)  
Ms F Shore (minuting secretary)

**F&GP/01/14 Apologies for absence**

**Action**

Apologies for absence were received from Mrs Craik and Mr Taylor.

Mr Jones chaired the meeting in Mrs Craik's absence.

The headteacher confirmed that the school's specified quorum for a committee meeting and for any vote on any matter at such meeting was three governors. As such the meeting was able to proceed on the basis of Mr Jones, Mr Di Miceli and Mr Nash's presence and participation.

**F&GP/02/14 Declarations of interest**

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

**F&GP/03/14 Minutes of previous meeting**

Minutes of the meeting of 12 November, 2013 having been previously circulated, were approved and signed by the vice-chair.

*Matters arising*

*F&GP/36/13 Cashless Payment Systems*

The chair asked the headteacher to give a verbal report on the introduction of the eSQUID cashless payment system to the school.

The headteacher responded that there had been a few teething issues; however, the general feedback was good, all comments had been addressed and there had been no complaints received. The majority of issues lay in initial registration; especially where parents were registering multiple children. System 'work arounds' had been provided to parents. The school office and teachers were already seeing a reduction in workload thanks to the system.

#### **F&GP/04/14      Budget 2014 - 2015**

The headteacher confirmed that the 'Best Value Statement' had not been completed for the new financial year as it had been superseded by the Schools Financial Value Standard (SFVS).

The headteacher presented the draft budget for 2014 – 2015, highlighting the following areas:

There had been issues regarding the calculation of staff national insurance contributions which had been resolved but required an additional £3,000 to be budgeted for this expenditure.

Carry forward from the previous financial year was a healthy (and within the 8% limit set by the LA) £48,968.

The business manager confirmed that buy back services from the Local Authority (LA) were included in the budget.

The vice-chair asked if the business manager was satisfied that the LA services provided best value?

The business manager responded that she was, though these services were continually being reviewed. She had heard of other schools who had contracted with private companies for these services but had since returned to using the LA. She commented that the school had good relationships built up with services suppliers which added hidden value to the contracts.

The headteacher informed governors that quotes had been received by the school to replace the expensive lighting currently used. The school planned to accept a loan from the LA to carry out the work, which would pay for itself over a 5 year period in the reduction of energy bills and maintenance costs. The school was looking at a £20,000 spend with £3,915 savings per year. This spend did not appear in the 2014 - 2015 draft budget but would be a consideration for the 2015 – 2016 budget.

The business manager informed governors that she had contacted the LA in regard to the potential changes to staff pay with the introduction of the living wage. The LA had confirmed that they would not be changing pay scales and the governing body of each school should choose to introduce a living wage or not. She confirmed that Banks Road Infant and Nursery School had chosen not to introduce changes this year but to review next year and that John Clifford School had chosen to introduce changes this year, subject to their budget.

Governors discussed the introduction of the living wage to the school and decided that more information would be required before making a decision about its introduction. Governors

**agreed**

to budget for the payment of living wage to staff but to make the decision as to whether or not the funds should be released for this purpose after a further review. The issue to be added as an agenda item for the next F&GP Committee meeting.

HT

Governors

**approved**

the budget 2014 – 2015.

**F&GP/05/14 Matters arising from F&GP and full governing body**

There were no matters arising.

**F&GP/06/14 Schools Financial Value Standard (SFVS)**

The business manager confirmed that the SFVS, signed off by the committee chair, had been sent to the LA Finance team who had confirmed their satisfaction with the document.

Governors

**approved**

the SFVS.

**F&GP/07/14 Charging and Remissions Policy**

The headteacher commented that the policy supported the school's strategy of supporting vulnerable families.

The chair commented that the policy was succinct and steered readers to other sources where appropriate.

Governors

**approved**

the Charging and Remissions Policy.

**F&GP/08/14 Maintenance and Estates**

The headteacher informed governors that he was pleased with the school's strategy of introducing a business manager. It had enabled him to concentrate on the leadership of learning and teaching, i.e. the core purpose of the school, with buildings and maintenance tasks being handled by the business manager.

The business manager informed governors about the electronic works and tasks logging systems. All servicing and legal contracts were in one place. All jobs were logged and she had a weekly meeting with the caretakers to work through the jobs list.

The vice chair asked if the business manager was effectively covering aspects of the vacant site manager role?

The headteacher responded that yes she was and further, the business manager had built in succession planning given the use of the electronic system. Tasks were being completed far more swiftly, the school was looking cleaner and was kept statutorily compliant, as nothing was missed. The fire risk assessment had been completed in January.

The headteacher informed governors that developments to the outdoor environment were continuing. There was £10,000 in the budget to continue the outside works and some great feedback had been received from the children.

In regard to the expansion plans, the headteacher informed governors that work was continuing behind the scenes. The staff room had been re-designed. The spend was not in the school's budget as it was part of the basic need project LA funding.

The business manager confirmed that the asbestos in school was being managed appropriately. She showed governors the file which had been created which included maps and monitoring reports.

The business manager informed governors of the painting agreement made with the LA. The LA was to paint the school and return to regularly touch up paintwork over the next five years, payments for which were spread over the five years, though 60% of the work would be completed up front.

#### **F&GP/09/14      Governors' Walk Round**

The headteacher confirmed that he and the committee chair had completed a walk around the school identifying health and safety issues and undertaking a general inspection. Their report had been given to the business manager for action where appropriate.

#### **F&GP/10/14      School Inventory**

The headteacher informed governors that this had been completed and was being kept up to date. Monitoring was important for insurance purposes. He confirmed that so far nothing had been identified as missing.

#### **F&GP/11/14      School Emergencies**

The clerk advised governors that in the spring 2014 issue of Nottinghamshire Governor, governors were reminded that each school should have emergency planning arrangements in place. As an operational consideration, this remains the headteacher's responsibility; however, governors should be familiar with the plans. Further information could be found on Wired.

The headteacher agreed to send a request to all governors asking for volunteers to make up a working party, to update the school's emergency procedures document.

HT

**F&GP/12/14      Determination of confidentiality of business**

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

**resolved**

that all papers and reports be made available as required.

**F&GP/13/14      Date of next meeting**

It was agreed that the next meeting of the committee was to be held on Tuesday, 8 July, 2014 at 6.00pm.

**The meeting closed at 6:10pm**

Signed .....(chair)

Date .....

FS/jag