

MINUTES OF MEETING

School: Round Hill Primary School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Tuesday 11 November, 2014 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mrs H Craik (chair)
Mr B Taylor
Mr R Jones
Mr R Di Miceli (vice-chair)
Mrs L Wilson
Mr A Nash (headteacher)

In attendance

Mr D R Allen (clerk)
Mrs E Pye (observer)
Mrs I Greenhalgh (business manager)

F&GP/25/14 Apologies for absence

Action

There were no apologies for absence.

F&GP/26/14 Declaration of interest

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

F&GP/27/14 Minutes of the last meeting

The minutes of the summer term meeting held on 8 July, 2014 having been previously circulated were confirmed and signed by the chair.

F&GP/28/14 Election of chair and vice-chair of the committee

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

It was

resolved

that Mrs H Craik be appointed as chair of the committee.

Mr D Miceli was proposed and seconded for the position of vice-chair. There were no other nominations.

It was

resolved

that Mr D Miceli be appointed as vice-chair of the committee.

F&GP/29/14 Substantive item

How well do we keep children safe and meet the statutory health and safety regulations?

Mrs I Greenhalgh informed the meeting of actions in place:

- the recent Health and Safety risk assessment identified only four minor observations to be corrected, with the management of Health and Safety being highly praised.
- her attendance at IOSH training.

Governors made a suggestion that members of the school council be involved in the next inspection.

The chair tabled a booklet – Inspecting safeguarding in maintained schools and academies (OFSTED document).

Governors asked if pupils' views were known re safety – the headteacher replied that this information was sought in the annual pupil questionnaire.

The headteacher informed the meeting of actions in place:

- visits of the fire service and police force into school.
- PSHE theme in work each week.
- assemblies related to online safety, along with information on safe websites.
- stranger/danger assemblies.
- designated safeguarding members of staff, along with designated safeguarding governor.
- child protection training for all staff. All governors are to receive safeguarding training.
- all relevant policies are up to date and on the website.
- regular headteacher/staff briefing each Friday with the opportunity to raise issues.

Governors asked if entries in the accident book were analysed to discover any possible pattern. This is to be done ready for the next meeting.

HT/agenda

It was suggested that this should be a standard item on every F&GP agenda.

agenda

Governors enquired if there was any proactive approach taken to try and avoid accidents. The headteacher agreed to add this to his Friday briefings.

HT

It was noted that all major accidents had to be reported to the LA.

F&GP/30/14 Matters arising from meeting on 8 July,2014

F&GP/18/14 Services children – a letter had been sent out to all parents. This identified no such children in school.

The headteacher informed the meeting that there were 33 “Ever 6” children in school of which 14 were currently FSM.

All parents were asked of their status on entry of their child to school.

Governors enquired of the level of pupil premium funding.

F&GP Living Wage – the school had canvassed other schools in the Family. Most had not implemented the Living Wage.

This was mainly due to the erosion of differentials if implemented.

The headteacher recommended that it should not be implemented this year, but to review the situation each year.

After lengthy discussion, the meeting agreed, but believed that the LA should give more support and guidance.

F&GP/22/14 Question for next meeting - Do we have sound financial strategies, get good value for money and have robust procedures and financial systems?

agenda

F&GP/31/14 Finance update

Vicki Lievesley, finance adviser has just visited. The budget was performing as expected, but with a decrease in the carry forward, as agreed.

Governors queried the format of the current school finance reporting, stating that it lacked clarity. The business manager agreed to email copies of the finance adviser's reports to all member of this committee. These gave a much clearer picture.

IG

It was further agreed that this be emailed to all members of F&GP following each visit.

IG

It was noted that analysis could be skewed as some spending was on a month to month basis, some all at the beginning of the year, some at the end of the financial year.

Following a question from a governor, the headteacher informed the meeting that initial problems encountered with the sQuid (parent payment into school system) had now settled down.

F&GP/32/14 Policies

The headteacher informed the meeting that he was currently in the process of analysing the recent policy grid to decide which ones were relevant to F&GP.

He is to meet with the chair to fully update this.

HT+chair

F&GP/33/14 Maintenance and Estates

Mr Greenhalgh gave a report of measures undertaken:

- LED lighting had been installed in room 8.
- remedial work undertaken following the 5 year electrical testing.
- lines had been re-painted in the car park.
- the old staffroom had been converted into a technology room.
- all the notice boards in the new build have been erected.
- a variety of day to day repairs undertaken.
- the library gate path is to be re-surfaced.

The headteacher commented on the very positive response from both children and teachers to the new build.

The meeting enquired when the new LIDL gate would be in use.

Issues of safety were discussed.

It was noted that, when open, this could release pressure on the main entrance, with some parents choosing to park in the LIDL car park.

Mrs Greenhalgh informed the meeting that she was trying to get Lottery funding for playground development.

The chair requested that she notify her, if unsuccessful, as she had a further source.

F&GP/34/14 Governors' walk round

This had to be postponed and will now take place on 2 December, 2014.

F&GP/35/14 School Inventory

Mrs Greenhalgh reminded governors that last year the school had bought in external expertise.

This year the process was being undertaken internally – due to cost.

A possible external provider was being investigated. This company would undertake the check electronically.

Whilst this would cost more initially, hopefully there would be a long term saving.

F&GP/36/14 Determination of confidentiality of business

It was

resolved

that all papers and reports be made available as necessary.

F&GP/37/14 Date of next committee meeting

Spring term – Tuesday 24 March, 2015 at 5.00pm (reserve date Tuesday 31 March at 5.00pm).

The meeting closed at 7.10pm.

Signed(chair) Date

DA/sk