

MINUTES OF MEETING

School: Round Hill Primary
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Tuesday 7th July, 2015 at 6:00pm
Location: At the school

Membership
'A' denotes absence

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

In attendance Mr H. Jones (minuting secretary)

F&GP/12/15 Apologies for absence

Action

An apology was received, and accepted, for Mr Di Miceli.

F&GP/13/15 Statement of Pecuniary interest

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

F&GP/14/15 Minutes of the last meeting

The minutes of the meeting held on March 24th 2015, having been previously circulated, were approved as a true record, with the comments below noted.

Q. What does "FNF" stand for on page 2?

A. Family Needs Fund.

Q. What is the "wish list" referred to on page 2?

A. Mr Nash explained that it was a list of the school's on-going needs or work that might occur. The school prioritises these needs.

Mr Taylor pointed out that the "additional funding" referred to on page 2 did not total £41,000, as indicated. Mr Nash stated he would investigate.

AN

F&GP/15/15 Substantive item

Accident Report

A discussion took place in response to the question: do we keep children safe and meet the statutory health and safety requirements?

Governors had prior to the meeting received the 'Accident Report' document, compiled by Mrs Woodhouse. It was noted that there was no evidence of patterns in accidents. A discussion took place about 'near misses', what constitutes a 'near miss' and whether these should be reported.

Q. Does the school use Risk Assessments?

A. Yes, the school uses the LA Risk Assessments for all relevant activities, and

these could be shared with governors at future meetings or during any health and safety audit.

AN

Mr Hanslow said he would like to take part in the school's next health and safety 'walk', in the Autumn Term.

AN/DH

Governors thanked Mrs Woodhouse for producing an excellent, thorough report.

'The Prevent Duty' document

Mrs Craik shared 'The Prevent Duty' document, which aims to protect pupils from becoming radicalised, with governors.

Q. Does the school's Safeguarding Policy include issues covered in 'The Prevent Duty' document?

A. Mr Nash stated the school uses the LA Safeguarding Policy and would expect the LA to review the policy in light of 'The Prevent Duty' document. Mr Nash said the school already covers many of the issues in different curriculum areas and these would need highlighting in policy documents. This would also be included in future staff safeguarding training.

The school's ISP filters content to protect the children when using the internet for research, but needs monitoring to ensure the filters are adequate.

F&GP/16/15 Matters arising from last F&GP

F&GP/04/15

Best Value Statement

This item is in-progress.

Mr Jones will ensure that he has signed an amended copy of the document.

RJ

Services for Schools

The school can buy back the services of an advisor for the Headteacher's Appraisal. Mrs Craik said she would be involved at the Mid-Term Review stage.

F&GP/05/15

Accident Report

Completed. See item F&GP/15/15.

F&GP/06/15

Due to Mrs Greenalgh's absence it was agreed to include this item at the next meeting.

AN/IG

Mr Nash shared a 'Policy Review' checklist with governors and said it would be a useful document to ensure statutory policies and their review dates are in place. A document indicating monitoring dates throughout the year is also being worked on.

F&GP/07/15

Governors agreed for this to be the Substantive Item at the next meeting.

Agenda

Mrs Greenalgh had looked into the cost of the water leak. If the cost is over £7,000, then the LA will contribute.

Matters arising from Full Governing Body

There was nothing to report.

F&GP/17/15 Finance Report

Governors had previously received the financial projections for 2015/16. The report was compiled by Vickie Lievesley (finance officer) and stated that “everything is running to target although there are 3 areas that need investigating”,

- ‘Other staff’ costs are high at 35.82% at P3.

Mr Nash felt this was due to covering MDS illnesses.

- Agency supply budget is fully spent at P3.

Mr Nash stated he would investigate.

AN

- Catering income budget appears low as 73.56% already received at P3.

Mr Nash stated he would investigate, but catering budget usually comes into the budget and is then taken out by LA.

AN

Governors agreed that they liked the format of Mrs Lievesley’s report. Mr Taylor pointed out there was no indication in the report of the ‘carry forward’ from last year.

Mr Nash added that when a teacher is absent the school is able to cover the first 2 days before agency staff are needed.

On her return, Mrs Greenalgh would give further finance updates.

IG

F&GP/18/15 Maintenance and Estates

Mr Nash commented on how well the building was currently looking. One water leak has been stopped, but there is a slight leak on the flat roof. Summer holiday work includes new carpets, some painting (now in year 2 of the painting project) and work on the KS1 playground (astro turf, new climbing frame).

School minibus

Mr Nash updated governors on the situation with the school minibus,

- It is often not being used.
- Costs the school approximately £200 each time it is used and is costly to maintain.
- Mr Nash is currently the only member of staff who can drive it.
- A local garage is interested in buying the minibus and would let the school use it at a low cost.

Mr Nash stressed he was raising the issue of the minibus and asked governors to consider its future use by the school.

Govs

Links with other settings

Mr Nash informed governors that he had been approached by a local child care provider enquiring about the possibility of placing a building on the Round Hill School site. Mr Nash has met with the provider and liaised with the LA. He has one more meeting with the provider before the end of term.

Mr Nash added that the local MP has been contacted and that the University of Nottingham design course have shown an interest in producing an eco-friendly plan for the building.

Mr Nash recognises the improved local community links that this building could provide, but reiterated that no decisions have been made and, at this stage, wanted governors to consider the local child care provider's proposal.

Governors

resolved

that this proposal should be further discussed at the Autumn Term Full Governing Body meeting.

FGB

F&GP/19/15 Determination of confidentiality of business

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

resolved

that nothing discussed should be deemed confidential.

F&GP/20/15 Date of next meeting

The next meeting will be held on Tuesday 10th November, 2015 at 5:30pm.

The meeting closed at 7:40pm.

Signed(chair) Date

HJ/aa