

**MINUTES
OF THE FINANCE, BUILDINGS & STAFFING COMMITTEE MEETING
LOWER PEOVER C of E PRIMARY SCHOOL**

Date	Wednesday 1 st May 2019 at 9.30am	
Venue	Lower Peover C of E Primary School: Staff room	
Present:	Louise Lawton Jo Tinker James Forshaw Sharon Dean Graham Norbury	Foundation Governor (Chair) School Administrator Parent Governor Headteacher Foundation Governor
Apologies:	Peter Longinotti Alun McIntyre	Foundation Governor Trustee
Absent:	None	
In attendance:	Janet Frost	Clerk

AGENDA ITEM 1	WELCOME, OPENING PRAYER & APOLOGIES FOR ABSENCE	
Discussion:	Governors were welcomed to the meeting which opened with a prayer. The apologies of Peter Longinotti and Alun McIntyre were received.	
Decision:	RESOLVED: Governors accepted the apologies of the above Governor.	

AGENDA ITEM 2	DECLARATION OF PERSONAL & PECUNIARY INTEREST	
Discussion:	Louise Lawton declared that she has worked 234 out of a possible 500 hours. There are 266 hours remaining.	

AGENDA ITEM 3	DECLARATION OF ANY OTHER BUSINESS	
Discussion:	It was reported that there were five items of AoB:- <ul style="list-style-type: none"> • PE (report at Part 2 minutes) • Printers and Photocopier • Lone working • Website (part 2 minutes) • Recognition of thanks 	
Decision:	RESOLVED: That these items would be taken at Item 13 of the current agenda.	

AGENDA ITEM 4	PART ONE MINUTES OF THE LAST MEETING (12th February 2019)	
	The minutes of the meeting held on 12 th February 2019 had been previously circulated to all governors.	
Decision:	RESOLVED: That Governors approved the minutes as a true and accurate record. The decision was proposed by SD and JF seconded.	

AGENDA ITEM 5	MATTERS ARISING	
Discussion:	<u>Matters arising from previous minutes:-</u> 3rd October 2018 Item 12 Policies – Confirm that Charging and Remissions Policy has been updated and	

	<p>approved – The Head teacher reported that the Charging and Remissions Policy has been updated and approved – Action completed.</p> <p>12 Feb 2019 Item 6 Budget Update – Update on SFVS – The Chair reported that the SFVS had been received and approved at the FGB. Action completed.</p>
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AGENDA ITEM 6	FINANCE MATTERS
Discussion	<p>A copy of the 3 year budget plan for the school delegated budget had previously been circulated to governors for their consideration. JT guided governors through the report and highlighted a number of key areas, in summary:-</p> <ul style="list-style-type: none"> • The forecast census as at October 2019 was positive and the highest for a number of years forecasting 207 (school maximum is 210) <p>Q: Governor asked if there will be an impact on numbers once the new housing development is complete? A: Yes the houses are family houses and therefore there could be families requesting Lower Peover as there school of choice.</p> <ul style="list-style-type: none"> • Reported that the budget closed in a good position and the carry forward figure to 2019/20 was reported as £57k. The Head teacher reported that the work she does with other schools had brought in £18k • Discussion regarding staffing took place See Part 2 minutes • Reported that whilst the buy back costs for IT had increased slightly for September, the HR costs had decreased and therefore balanced out. It was reported that the school would continue to commission the current DPO at a cost of £1k per annum and agreed that this was a reasonable cost for the service received • Governors accepted the total projected income for 2019/20 – 201/22 as reported <p>The Chair thanked JT for her excellent management of the finances and the work she had done throughout the year to ensure the school continued to be in good financial health.</p>
Decision:	RESOLVED: That the 3 Year Budget Plan be presented to the next Full Governing Body for approval.

AGENDA ITEM 7	PREMISES REPORT
Discussion	<p>Governors received the Site Manager’s report and noted the areas he had highlighted. JT drew governors attention to the following:-</p> <ul style="list-style-type: none"> • The next project would be to look at gardening areas. She advised that planters had already been purchased and were ready to be made up • The five year electrical test that had taken place during the Easter holidays had identified a number of areas that required attention. Quotes had been requested for this work. • Boiler – it was reported that the pressure pump had again broken down and therefore quotes had been requested for a total upgrade. JT reported that once the quotes were received a report would be presented to governors on the options available • It was reported that a number of the lights in in the school required attention. SD advised that it may be beneficial to replace the existing lights with more modern LED lights and therefore consideration to cost of replacement was taking place • It was reported that a tree survey was required as part of the Health and Safety requirements of the school. Action: GN to advise the Head teacher of someone that is suitably qualified to carry out this work. • It was reported that a recent Legionella report had been completed and the actions from the visit were being followed up • The Head teacher was pleased to report that the previous issues associated with

	the waste were now resolved.
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AGENDA ITEM 8	PAYMENT FOR SEPTIC TANK
Discussion	See Part 2 minutes

AGENDA ITEM 9	APPROVAL OF POLICIES / PROCEDURES
Discussion	None to report

AGENDA ITEM 10	BALANCES IN THE GOVERNORS' ACCOUNTS
	<ul style="list-style-type: none"> • The Governors' deposit account as at 31st March 2019 was £7397.99. • Joint Car Parking account as at 31st March 2019 was £12,148.18. • The Governors' accounts as at 31st March 2019 was £6,709.29 • The School Fund account is currently being audited. JT reported that as at 31st March the School Fund held £14,560.58

AGENDA ITEM 11	BUILDINGS & MAINTENANCE
	<ul style="list-style-type: none"> • Governors received the site report under agenda item 7. • It was reported that three quotes had been received for the fencing work, of which one was very expensive and two similar at approximately £3k. JT reported that planning permission was required for the work and this had now been submitted to the Council.

AGENDA ITEM 12	TRUSTEE UPDATE
Discussion:	None to report

AGENDA ITEM 13	ANY OTHER BUSINESS
	<p>13.1 Printers and Photocopier</p> <p>A report was presented to governors that detailed the current situation with printers and photocopiers including cost and number of machines. Compared to this was a second report that suggested alternative options that would provide an improved copying service at a lower cost.</p> <p>Governors discussed the options and agreed that JT had done an excellent job in comparing costs and presenting the options to governors. Governors agreed that the preferred option was RISO (UK) Ltd at a cost of £1,098.40</p> <p>It was agreed that JT contact the Council to advise of the Governors preferred option.</p>
Decision:	RESOLVED: Governors agreed to the proposal presented to appoint RISO (UK) Ltd as the schools preferred contractor for the printers and photocopiers as described in the report presented, (ii) JT to contact the County Council to advise accordingly.
	<p>13.2 Loneworking</p> <p>The Head teacher reported that whilst the school had adopted the Lone Working Policy</p>

	<p>there was a need to be clear on the procedure for staff that stay late at school and are in the building on their own.</p> <p>Governors discussed the current situation and agreed that whilst they did not want to inhibit the working of staff they had a duty of care to ensure they were safe whilst in the building and that they were not working exceptionally long hours that hinders their well-being.</p> <p>It was agreed that the Head teacher draft a procedure that takes into consideration staff leaving the building at 6.30pm when the caretaker leaves and if in the building at weekends all staff notify JT of the times they are in school (and leaving).</p>
Decision:	RESOLVED: The Head teacher to draft a procedure for lone working and present to governors at the next meeting prior to it being added to the Lone working Policy.
	<p>13.3 Recognition of thanks</p> <p>Governors supported the following presents:-</p> <ul style="list-style-type: none"> • Harry Kennedy – Theatre voucher • Jane Lloyd – present to be agreed • Paula Foster - Flowers

AGENDA ITEM 15	DATE OF THE NEXT MEETING
Decision:	To be agreed

The meeting closed at 10.50am