

**St Benedict's C of E VA Junior School, Glastonbury**

**Agenda for the Finance & Premises Meeting**

**To be held on Tuesday 12<sup>th</sup> December 2017**

**From 5.00pm in Leopard classroom**

Please read: Finance and Premises Minutes of 2<sup>nd</sup> November 2017.

Please bring: Agendas; Diaries.

	<b>Agenda item</b>	<b>Preparation Notes and Meeting Aims</b>	<b>Lead</b>
<b>1.</b> (1 min)	Apologies for Absence	Aim: To discuss & to determine whether to approve any apologies received.	Chair Clerk
<b>2.</b> (1 min)	Declaration of Interest in any agenda item	Aim: To determine any Business Interests.	Chair
<b>3.</b> (1 min)	Agree Finance & Premises minutes of 2 <sup>nd</sup> November 2017.	Preparation: Please read minutes. Aim: To comment only on action points and errors.	Chair
<b>4.</b> (1 min)	Matters arising.	Aim: To discuss any issues not covered in following agenda items.	Chair, Head
	<b>Finance Agenda Items</b>		
<b>5.</b> (10 min)	Finance Officer's Report	Aim: To update and inform.	Finance Officer
<b>6.</b> (5 min)	Swimming	Aim: To update and inform.	Finance Officer
<b>7.</b> (5 min)	New Expenditure	Aim: To inform and update.	Finance Officer, Head
	<b>Premises Agenda Items</b>		
<b>8.</b> (5 min)	Premises Update	Aim: To inform and update.	Head
<b>9.</b> (5 min)	Health & Safety Update <ul style="list-style-type: none"> <li>• Meeting &amp; Safety Walk with School Council</li> </ul>	Aim: To inform and update.	Head
<b>10.</b> (2 min)	Meeting Review	Aim: To evaluate meeting content and outcomes.	Chair
<b>11.</b> (1 min)	Any other urgent business	Please agree with Chair 48 hours before meeting.	Chair
<b>12.</b> (1 min)	Date and time of next meeting	<ul style="list-style-type: none"> <li>• <b>FGB- Tuesday 16<sup>th</sup> January 2018 at 5:30pm</b></li> <li>• <b>Finance &amp; Premises- Tuesday 13<sup>th</sup> March 2018 at 5:30pm</b></li> <li>• <b>Curriculum- Tuesday 13<sup>th</sup> December 2018 at 6:30pm</b></li> </ul>	Chair