

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

**Agenda for the Finance & Premises Meeting**

**To be held on Tuesday 16<sup>th</sup> May 2017**

**From 5.30pm until 6:30pm in Leopard classroom**

Please read: Finance and Premises Minutes of 21<sup>st</sup> March 2017.

Please bring: Agendas; Diaries.

	<b>Agenda item</b>	<b>Preparation Notes and Meeting Aims</b>	<b>Lead</b>
1.	Apologies for Absence	Aim: To discuss & to determine whether to approve any apologies received.	Chair Clerk
2.	Declaration of Interest in any agenda item	Aim: To determine any Business Interests.	Chair
3.	Agree Finance & Premises minutes of 21 <sup>st</sup> March 2017.	Preparation: Please read minutes. Aim: To comment only on action points and errors.	Chair
4.	Matters arising from Finance & Premises minutes of 21 <sup>st</sup> March 2017.	Aim: To discuss any issues not covered in following agenda items. <u>Item 4:</u> <ul style="list-style-type: none"> <li>• Minibus sponsorship</li> </ul> <u>Item 5:</u> <ul style="list-style-type: none"> <li>• Year 5 Kilve payment cards</li> <li>• Cost Centre adjustment</li> <li>• Increased parental email contact</li> </ul> <u>Items 6 &amp; 7:</u> <ul style="list-style-type: none"> <li>• Liaison with F &amp; P Chair, Vice Chair</li> </ul> <u>Item 8:</u> <ul style="list-style-type: none"> <li>• Clarification of SIMS entries</li> </ul> <u>Item 11:</u> <ul style="list-style-type: none"> <li>• Staff Code of Conduct, Social Media and Staff Induction drafts</li> </ul>	Chair  All governors  Finance Officer Finance Officer Finance Officer, HT  Finance Officer  Finance Officer  Head
	<b>Finance Agenda Items</b>		
5.	Finance Officer's Report	Aim: To update and inform.	Finance Officer
6.	New Expenditure	Aim: To inform and update.	Finance Officer, Head
7.	Summative Assessment	Aim: To discuss and inform.	Head
	<b>Premises Agenda Items</b>		
8.	Premises Update	Aim: To inform and update.	Head
9.	Health & Safety Update	Aim: To inform and update.	Head
10.	Any other urgent business	Please agree with Chair 48 hours before meeting.	Chair
11.	Date and time of next meeting	<b>Tuesday 11<sup>th</sup> July 2017 at 5:30pm.</b>	Chair