

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

Agenda for the Finance & Premises Meeting

To be held on Thursday 2nd November 2017

From 5.30pm until 6:30pm in Leopard classroom

Please read: Finance and Premises Minutes of 11th July 2017, First Aid Policy (inc. First Aid Procedures), Governors' Allowances Policy, Health & Safety Policy (inc. Critical Incident and Hygiene & Infection Control), Pupil with Medical Conditions Policy.

Please bring: Agendas; Diaries.

	Agenda item	Preparation Notes and Meeting Aims	Lead
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 11 th July 2017.	Preparation: Please read minutes. Aim: To comment only on action points and errors.	Chair
4.	Matters arising.	Aim: To discuss any issues not covered in following agenda items. <u>Item 12:</u> <ul style="list-style-type: none"> High Needs Pupils Admissions 	Chair, Head
	Finance Agenda Items		
5.	Finance Officer's Report <ul style="list-style-type: none"> Staff salaries 	Aim: To update and inform.	Finance Officer
6.	Risk Register	Aim: To inform.	Finance Officer, Head
7.	New Expenditure	Aim: To inform and update.	Finance Officer, Head
8.	Summative Assessment	Aim: To discuss and inform.	Head
	Premises Agenda Items		
9.	Premises Update	Aim: To inform and update.	Head
10.	Health & Safety Update	Aim: To inform and update.	Head
11.	Policies <ul style="list-style-type: none"> First Aid (inc. First Aid Procedures) Governors' Allowances Health & Safety (inc. Critical Incident & Infection Control) Pupils with Medical Conditions 	Preparation: Please read. Suggestions for amendments and questions to be forwarded to Chair 48 hours before meeting. Aim: If no questions or amendments are received by Chair, the policies will be adopted as read.	Chair
12.	Any other urgent business	Please agree with Chair 48 hours before meeting.	Chair
14.	Date and time of next meeting	<ul style="list-style-type: none"> FGB- Thursday 16th November 2017 at 5:30pm Finance & Premises and Curriculum- Tuesday 12th December 2017 at 5:30pm 	Chair