

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

Minutes of the Finance & Premises Meeting

Held on Tuesday 11th July 2017 in Leopard Classroom

Present: Jo Boughen-Hunt (Chair), Steve Gumm (Headteacher- HT), Mellie Leggett (Elected Parent- EP Governor), Piers Ranger (Elected Teacher- ET Governor), Natasha Wardle (Foundation Parent- FP Governor), Paul Winter (Diocese Education- DE Governor), Sue Wootton (PCC Governor).

Also Present: Jane Daniels (Finance Officer- FO), Sarah Hamlet (Clerk).

The meeting started at 5:36pm.

	Agenda Item		Action
1.	Apologies for absence	<ul style="list-style-type: none"> Gemma Hazlehurst, Helen Roper, Sue Thurgood- accepted. Sue Thurgood will be leaving her role as a DE Governor; governors expressed their thanks for all her contribution and hard work. Clerk received apologies from Mike Derbidge on 12.7.17. 	
2.	Declaration of Interest in any agenda item	<ul style="list-style-type: none"> None. 	
3.	Agree Finance & Premises Meeting Minutes of 16 th May 2017	<ul style="list-style-type: none"> Agreed by governors and signed by Chair. 	
4.	Matters arising from minutes of FGB Budget meeting of 27 th April 2017 Steve Gumm left room at 5:38pm.	<u>Item 11: - Risk Register</u> <ul style="list-style-type: none"> HT and FO still to meet re: checking this. Clerk to add to next meeting. 	<i>Clerk to add Risk Register to next F&P.</i>
	Finance Agenda Items		
5.	Finance Officer's Report Steve Gumm returned at 5:43pm.	<ul style="list-style-type: none"> Cost Centre document includes June payroll but not all new contracts from September 2017. Teachers' and TAs' Cost Centre balances not yet updated. <u>School Trips</u>- £334 overspend. TA overtime for Years 3 & 4 Stonehenge visit had not been budgeted for, plus minibus incident required use of borrowed vehicle by HT and caretaker, also collection of school minibus from visit site. Non-payment by 14 pupils. Chair explained situation at her school re: non-payers; it was agreed that this would not be appropriate for St Ben's. <u>Swimming</u>- Invoices received, but little payment, resulting in £2357.70 overspend. HT requested academic year data for this. <u>PE & Sports Grant Expenditure</u>- Invoices to be received, monies to be given. <u>School Uniform</u>- £1175.68 overspend at present, due to high stock levels in preparation for expected demand next term. <u>Kilve 2017</u>- £536 overspend due to cost of coach. FO explained re: monies given to PTFA and PTFA donation to Kilve Cost Centre not enough to cover coach hire. <u>PFSA</u>- £29650.65 overspend as no funding received yet. FO has spoken to County; funds should be in St Ben's account by end of September. <u>Pupil Premium</u>- FO has been advised that St Ben's funding is too high, and anticipates that the school will lose approx. £7K. <u>Supply Mutual Funding (Staff Insurance)</u>- St Ben's will be receiving £6K as no claim last 	

		<ul style="list-style-type: none"> year. <u>Capital Funding (Devolved Capital Funds)</u>- these stand at £6883. <u>Minibus</u>- St John's will pay 75% of last year's repair bill on top of £25 monthly contribution. <u>High Needs Funding</u>- FO informed that St Ben's will receive approx. £17K in September. Governors thanked FO for all her hard work. 	
6.	Risk Register	<ul style="list-style-type: none"> It was agreed to carry this item forward to the next F & P meeting. 	<i>Clerk to add to next F&P.</i>
7.	New Expenditure	<ul style="list-style-type: none"> HT reported that there is £1K left in LC VAT monies for lighting. Work still to do, including minikitchen, server room, girls' toilets and laptop room; will not be done within current project. Governors agreed to HT's request to use Capital Funds. County Surveyor has quoted £825 to redecorate Maths Area; governors agreed for this to go ahead. Staffroom refurbishment still to be completed; money is available in the budget. HT spoke re: work required to the Our World mural wall, proposing possible use of LC VAT funds. There are difficulties identifying various owners of the wall. County Surveyor has made some Health & Safety recommendations e.g. drains and front gate. HT is awaiting his report. CCTV installation possibilities are still to be identified. Ex Officio has been investigating. Pupils' toilets need refurbishment. A soft surface under the monkey bars has been recommended. St Ben's is to receive a £10K grant to extend the Astroturf and erect outdoor staging. The Garden of Tranquillity has its official opening on 24th July. Thanks were expressed to Natasha Wardle. Parents have donated funds for a bench, and a donation received. This will be used towards acquiring a fountain and tree seat. An electric piano is being donated to St Ben's. Photocopier- FO has identified a local company (Lanyers, Cheddar), who can supply a machine at a saving of over £1K per year. HT and FO are looking at IT Support quotes, with a view to establish some savings. 	
8.	Summative Assessment	<ul style="list-style-type: none"> HT informed that the assessments tests have been purchased. 	
	Premises Agenda Items		
9.	Premises Update	<ul style="list-style-type: none"> It was agreed that this item had already been adequately discussed. 	
10.	Health & Safety Update	<ul style="list-style-type: none"> The play equipment has had its quarterly inspection and the monkey bars were declared safe. 	
11.	Policies <ul style="list-style-type: none"> Finance First Aid Procedure Premises Management Pupil Premium 	<u>Finance Policy</u> <ul style="list-style-type: none"> Governors agreed to approve the policy with an amendment; signed by Chair. <u>First Aid Procedure</u> <ul style="list-style-type: none"> <i>A DE Governor challenged that this should include sections on bleeding and anaphylaxis.</i> Governors agreed; Clerk to 	

		<p>Speak with Sarah Elsey re: this, and add to next F & P agenda. Clerk requested that the Procedure be added as an appendix to the First Aid Policy and reviewed annually; governors agreed.</p> <p><u>Premises Management</u></p> <ul style="list-style-type: none"> Approved by governors and signed by Chair. <p><u>Pupil Premium</u></p> <ul style="list-style-type: none"> Approved by governors; signed by Chair of Governors. 	<p><i>Clerk to add 1st Aid Procedure to next F&P.</i></p>
12.	Any other urgent business	<ul style="list-style-type: none"> HT spoke re: possibility of a High Needs Year 3 pupil attending in September. He asked governors for advice re: accepting or declining an application. He will speak to the Safeguarding Governor. HT then spoke of 9 new Year 3 1 to 1 pupils and the financial implications. FO mentioned the Church School Distinctiveness training and VA schools' ability to decide their own admissions. The Chair of Governors will be standing down at the end of this term. Governor expressed their thanks for all her hard work. 	<p><i>HT to speak with S/G Governor re: High Needs pupil admissions.</i></p>
13.	Date and time of next meeting	<p>FGB Voting - Thursday 21st September 2017 at 5:30pm. (please note new date)</p>	

The meeting closed at 6:27pm.