

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

Minutes of the Finance & Premises Meeting

Held on Tuesday 12th December 2017 in Leopard Classroom

Present: Jo Boughen-Hunt (Chair) *[arrived at 5:08 pm]*, Steve Gumm (Headteacher- HT) *[arrived at 5:21 pm]*, Gemma Hazlehurst (Vice Chair- VC), Piers Ranger (Elected Teacher- ET Governor), Helen Roper (PCC 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 5:00 pm.

Note: VC chaired the meeting.

	Agenda Item		Action
1.	Apologies for absence	<ul style="list-style-type: none"> Jo Boughen-Hunt (lateness), Mike Derbidge, Louise Fairbrother, Steve Gumm (lateness), Ann Parsons, Roger Parsons and David MacGeoch- all accepted. No apologies received from Natasha Wardle. 	
2.	Declaration of Interest in any agenda item	<ul style="list-style-type: none"> None. 	
3.	Associate Governor re-appointment	<ul style="list-style-type: none"> Governors unanimously approved Ann Parsons' re-appointment as Associate Governor. 	
4.	Agree Finance & Premises Meeting Minutes of 2 nd November 2017	<ul style="list-style-type: none"> Agreed by governors and signed by VC. 	
5.	Matters arising from minutes of Finance & Premises meeting of 2 nd November 2017	<ul style="list-style-type: none"> None. 	
	Finance Agenda Items		
6.	Finance Officer's Report Jo Boughen-Hunt arrived at 5:08 pm.	FO distributed Month 8 reconciliation Cost Centre information, updated from that circulated to governors last week. <ul style="list-style-type: none"> PPA/Management Release Time is overspent. FO explained relationship between this and Teaching Cost Centre movements. The 2 centres will be approx. £2600 overspent (less than before). Teachers' back pay is at £1500. Pupil Premium balance is now at £1400. Resolutions for issues with water & sewerage costs still awaited; FO will chase up. A governor challenged re: large budget in ICT Learning Resources. FO informed that this will be spent. A governor queried expenditure in Awards & Prizes. Pupils are earning increasing numbers of awards for achievements. Kilve monies are coming in well, with successful fundraising events e.g. Hot Dog & Hot Chocolate sale this Friday and 'Smartie tube' money. The latter has also raised funds for the Year 6 London trip. A sponsored visit by an Olympic athlete will boost Kilve funds. Following the supply journals, the Teaching and PPA/Management Cost Centres will now be overspent by approx. £2600 combined. 	<i>FO to chase up water & sewerage issues.</i>
7.	Swimming	<ul style="list-style-type: none"> FO handed out information outlining 2 possible scenarios and costings. 	

	Steve Gumm arrived at 5:21 pm.	<ul style="list-style-type: none"> 1st scenario- if swimming only continues to end of December 2017 at an overspend of £3552.45. 2nd scenario- swimming continues until end of academic year at an overspend of £3969.57. Governors approved continuing swimming until July 2018, but with a reduced number of sessions. It was agreed that parents should be made aware of this situation well beforehand. Governors discussed the rise in coach hire, and the possible use of PE Grant for curricular aspect of swimming. 	
8.	New Expenditure	<ul style="list-style-type: none"> Claire Hudson (Diocese Premises Representative) is to visit re: replacing all pupil toilets and securing the outside murals and walls. FO thanked Gemma Hazlehurst for manning the office whilst she has been training the Administrative Officer in SFVS procedures. 	
	Premises Agenda Items		
9.	Premises Update	<ul style="list-style-type: none"> The last areas of lighting have been completed by the contractor. 2 rooms used for High Needs pupils require doors with safety glass panels. 	
10.	Health & Safety Update	<ul style="list-style-type: none"> The meeting and Safety Walk with School Council has not taken place yet. Clerk to add to next Finance & Premises agenda. Governors discussed possibility of School Council meeting with Claire Hudson. 	<i>Clerk to add mtg. & Safety Walk to next F&P.</i>
11	Meeting Review	<ul style="list-style-type: none"> The aim of this item is to check if meeting discussions and decisions positively affected pupil learning and staff working. Governors agreed that it had been useful to make a decision about swimming, and that the FO Report allowed reflection points to check that the school is run efficiently. Governors thanked FO for all her hard work. 	
	Jane Daniels left at 5:32 pm.		
12.	Any other urgent business	<ul style="list-style-type: none"> None. 	
13.	Date and time of next meetings	FGB- Tuesday 16th January 2018 at 5:30 pm. Finance- Tuesday 13th March 2018 at 5:30 pm. Curriculum- Tuesday 13th March 2018 at 6:30 pm.	

The meeting closed at 5:34pm.