

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

**Minutes of the Finance & Premises Meeting**

**Held on Tuesday 16<sup>th</sup> May 2017 in Leopard Classroom**

**Present:** Jo Boughen-Hunt (Chair), Steve Gumm (Headteacher- HT), Gemma Hazlehurst (Vice Chair- VC), Mellie Leggett (Elected Parent- EP Governor) [*arrived at 5:50pm*], Piers Ranger (Elected Teacher- ET Governor), Helen Roper (PCC Governor), Sue Thurgood (Diocese Education- DE Governor), Natasha Wardle (Foundation Parent- FP Governor) [*arrived at 5:38pm*], Paul Winter (Diocese Education- DE Governor).

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

*The meeting started at 5:31pm.*

	<b>Agenda Item</b>		<b>Action</b>
1.	Apologies for absence	<ul style="list-style-type: none"> <li>Sue Wootton- accepted.</li> <li>No apologies received from Louise Fairbrother (LB).</li> </ul>	
2.	Declaration of Interest in any agenda item	<ul style="list-style-type: none"> <li>None.</li> </ul>	
3.	Agree Finance & Premises Meeting Minutes of 21 <sup>st</sup> March 2017	<ul style="list-style-type: none"> <li>Agreed by governors; signed by Chair.</li> </ul>	
4.	Matters arising from minutes of 21 <sup>st</sup> March 2017	<p><u>Item 4:-</u> <u>Minibus sponsorship</u></p> <ul style="list-style-type: none"> <li>Clerk reported that it would not be possible to acquire a second-hand minibus from Millfield, as their vehicles are leased.</li> <li>HT has submitted a funding application to Clarkes Foundation. Bob Burns has offered to sponsor the minibus.</li> </ul> <p><u>Item 5:-</u> <u>Year 5 Kilve payment cards</u></p> <ul style="list-style-type: none"> <li>All payments made; PTFA has given a donation. There will be a surplus of approx. £4 once all bills are paid.</li> </ul> <p><u>Cost Centre adjustments</u></p> <ul style="list-style-type: none"> <li>FO informed that these had been completed.</li> </ul> <p><u>Increased parental email contact</u></p> <ul style="list-style-type: none"> <li>The Office Administrator is only sending paper copies to homes not providing email addresses- approx. 8 per class. It is hoped to increase number sent via email.</li> </ul> <p><u>Items 6&amp;7</u> <u>Finance Officer Liaison with F&amp;P Chair &amp; Vice Chair</u></p> <ul style="list-style-type: none"> <li>This has taken place.</li> </ul> <p><u>Item 8</u> <u>Clarification of SIMS entries</u></p> <ul style="list-style-type: none"> <li>FO informed that this has be completed.</li> </ul> <p><u>Item 11</u> <u>Staff Code of Conduct, Social Media and Staff Induction drafts</u></p> <ul style="list-style-type: none"> <li>Clerk confirmed that these have been produced and were ratified at the FGB Budget meeting of 27.4.17.</li> </ul>	
5.	Agree FGB Budget minutes of 27 <sup>th</sup> April 2017	<ul style="list-style-type: none"> <li>Agreed by governors; signed by Chair of Governors.</li> </ul>	
6.	Matters arising from minutes of FGB Budget meeting of 27 <sup>th</sup> April 2017	<ul style="list-style-type: none"> <li>None.</li> </ul>	
	<b>Finance Agenda Items</b>		
7.	Finance Officer's Report	<ul style="list-style-type: none"> <li>Month 13 is in today; no changes anticipated. Carry forward remains at approx. £83.5K. She will meet with Ali Saunders (County Senior FO) tomorrow.</li> <li>Budgets have been submitted to County.</li> </ul>	

	<p>Natasha Wardle arrived at 5:38pm.</p> <p>Mellie Leggett arrived at 5:50pm.</p>	<ul style="list-style-type: none"> <li>• Salary recovery- (issue due to server problems with search facility)- now resolved enabling this to be completed soon.</li> </ul> <p><u>% Budget and Carry Forwards</u></p> <ul style="list-style-type: none"> <li>• FO read out email received from Ali Saunders re: % budget and carry forwards, who has advised against holding over 9% and for use of carry forwards. It was highlighted that the original budget was based on lower pupil numbers.</li> </ul> <p><u>Maths Coordinator</u></p> <ul style="list-style-type: none"> <li>• HT spoke re: discussion at SPA meeting re: Maths Coordinator's return after maternity leave and possible job share with another staff member. The PCC Governor remarked that SPA committee were in favour from a staff continuity aspect, providing budget allowed the extra cost of £3K over the academic year. FO informed re: original scenario costing compared to newer proposal.</li> </ul> <p><u>TA Support Required for September 2017</u></p> <ul style="list-style-type: none"> <li>• HT informed re: level of TA support required for September Year 3 intake- anticipated 60 pupils. (At present St Ben's have 4 1-1 TAs.) He spoke re: current full time sheltered provision for High Needs pupils at St John's, plus another elsewhere, thus potentially 10 High Needs pupils requiring 1-1 support at St Bens.</li> <li>• The PCC Governor asked re: situation if there is no capacity for accepting High Needs pupils; governors discussed this. She then advised re: scenario if Year 3 Group is closed.</li> <li>• HT spoke re: effect of increased support on TA-led interventions. He outlined possible TA deployment for September and proposed recruiting other TAs at a cost of £12-12,800pp. The ET Governor expressed his support referring to TA role in interventions and effect on other pupils with SEND who don't have designated support.</li> <li>• The PCC Governor advised that the Behaviour and Exclusions Policies should be carefully discussed. Clerk to add to next FGB agenda.</li> <li>• A DE Governor asked re: Learning Mentors' deployment; HT informed that they will be based in Year 3 at beginning of Autumn Term.</li> <li>• <b>A DE Governor challenged that the whole management of teaching and learning could be affected by the extra demands.</b></li> <li>• All governors agreed with HT's proposal re: TA recruitment; 2 posts- 1 fixed term for a year and 1 fixed term for 6 months.</li> </ul>	<p><i>Clerk to add Behaviour &amp; Exclusion Policies to next FGB.</i></p>
8.	New Expenditure	<ul style="list-style-type: none"> <li>• It was agreed that this item had been adequately covered above.</li> </ul>	
9.	Summative Assessment	<ul style="list-style-type: none"> <li>• HT has not purchased the GL Assessments as yet, but this is in hand.</li> </ul>	
	<b>Premises Agenda Items</b>		
10.	Premises Update	<ul style="list-style-type: none"> <li>• The new lighting phase is due to start this week, whilst Year 5 are at Kilve.</li> <li>• There has been a grant application for work on the school Peace garden (in collaboration</li> </ul>	

		with Chalice Well). Governors were shown the plans and heard that the project is gaining momentum.	
11.	Health & Safety Update	<ul style="list-style-type: none"> <li>HT spoke re: forthcoming half day visit by John Saunders to work with St Ben's on EEC Live Risk Assessments. The PCC Governor advised that Governing Boards should be checking schools' risk registers. The FO informed that this is within the SFVS document. HT and FO to check Risk Register; Clerk to add to next F&amp;P agenda.</li> </ul>	<i>HT &amp; FO to check Risk Register; Clerk to add to next F&amp;P agenda.</i>
12.	Any other urgent business	<ul style="list-style-type: none"> <li>None.</li> </ul>	
13.	Date and time of next meeting	<b>Tuesday 11<sup>th</sup> July 2017 at 5:30pm.</b>	

*The meeting closed at 6:08pm.*