



**WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL**  
**FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING FINAL MINUTES**  
**WEDNESDAY 10th OCTOBER 2018 AT 5:00PM**

**PART 1**

Present: Mrs M Dack (Chair), Mr T Emery, Mr R Nicholas, Revd. R Seal, Mrs. H. McGinn,  
 Also present: Mrs J. Francis (Clerk to Governors - minutes), Mrs. D. Harlock

*Meeting started at 5:00pm*

*Prayer – Revd. R Seal*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Apologies		Apologies received from Mrs. C. Williams	
2. Election of Chair		Mrs. M. Dack agreed to stand again and was re-elected unopposed.	
3. Review of Committee Constitution		Proposed by: Mr. R. Nicholas, seconded by: Mrs. M. Dack and approved without amendment.	
4. Declaration of Interest		There were no declarations of interest.	
5. Minutes of the meeting held on 4 <sup>th</sup> July 2018		Item 9 – first line should read: the school offices will be remodelled and decorated.  Item 12 – final paragraph: this procedure is no longer required and will need to be removed from the Finance Policy.	
6. Matters arising from these minutes		The Schools Fraud Health Check is still to be circulated.  The Health and Safety Policy is still under review and will be brought back to FSB in November 2018	Mr. Nicholas.  Mrs. C. Williams Mrs H McGinn
7. Staff Update		Mr. G. Munn (caretaker) will retire in February 2019.	
8. Teachers Pay		Mr. Emery provided an update.	
9. School Fund		Mrs. Harlock reported that the accounts would be audited by Sally Clifton before the next FSB.	
10. Budget Update 2018/19		Mrs. Harlock talked governors through the various finance reports.	

11. Procurement Card Transactions (June to September 2018)		For information only.	
12. Health and Safety		Governors reviewed the accident slips. Concerns arose in relation to GDPR.  Governors agreed that staff need to be trained in the completion of accident slips in the light of GDPR.	
13. Buildings Update		New build – two explorations have recently been carried out but no other news.	Mr. Emery to seek an update from Sarah Mallard.
14. Steering Group Update		The governor days are now in the diary.	
15. Policies	<i>School Complaints Policy</i>	Amendment made to page 2, para 7: 'the Vice Chair or appropriate governor will consider complains against the Chair of Governors'. The policy was proposed by Mr. R. Nicholas; seconded by Mrs. M. Dack and carried.	

The meeting closed at 7.07 p.m.

Signed: \_\_\_\_\_ Chair of Committee

Date: \_\_\_\_\_