



WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL
FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING DRAFT MINUTES
WEDNESDAY 4th JULY 2018 AT 6:00 P.M.

PART 1

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

Meeting started at 6:00 p.m.

Agenda item	Issues	Agreed Action	Responsible
1. Apologies		Mrs. C. Williams	
2. Declaration of Interest		There were no declarations of interest.	
3. Minutes of the meeting held on 23 rd may 2018.		Minutes approved by governors and signed as a true record by Mrs M Dack.	
4. Matters arising from these minutes	<i>Item 4</i> <i>Item 4</i> <i>Item 4</i>	Mr. Emery confirmed that the removal of trees will be examined again at the end of the financial year. The trees are currently safe but the position may change. Schools Fraud Health Check to be circulated to all governors. Health and Safety Policy to be brought to the next FSB. Mr. Nicholas said that schools need to start looking at other ways to bring in income as the government cuts budgets. He suggested that the school needed to be pro-active and that governors need to consider the matter very seriously. Letting and solar panels were put forward as ideas.	Mr. Nicholas.
5. Staff Update		Mr. Emery updated governors on staffing.	
6. 2017/18 Carry Forward		This was discussed under matters arising (confidential).	

7. Finance Reports 2018/19		Mrs. Harlock talked Governors through the various finance reports.	
8. Procurement Card Transactions		For information.	
9. Buildings		The school offices will be decorated over the summer at a cost of £3000. The lobby also needs to be decorated. The old library building in Church Street has now been secured for use by the school on a temporary basis for 6 – 9 months while the new classroom is built. Books etc. will be taken to the library, and the existing school library will be re-modelled into a classroom. The new build is going through the approval process and there is no start date for the building works at the moment.	
10. Fire Risk Assessment		A copy is available if anyone would like to see it.	Mr. Nicholas to work on an equivalent document for the library in Church Street.
11. Steering group Updates		There were no updates for the meeting to consider.	
12. Policies	<p><i>Critical Incident Policy</i></p> <p><i>Staff Code of Conduct including Register of Gifts and Hospitality</i></p> <p><i>Teacher Appraisal Policy</i></p> <p><i>Appraisal Policy (Support Staff)</i></p>	<p>The policy has been updated to reflect changes of staff, governors etc. Appendix D is confidential. Proposed: Mr. Nicholas; Seconded: Mrs Dack and adopted.</p> <p>Governor were concerned as to whether any of our current policies cover situations such as severe stress. Mr Emery said that the school had a legal and moral obligation and that staff could be referred to the Wellbeing Service, free of charge Following discussion it was agreed that the school should have a well-being policy.</p> <p>Proposed: Mr. Nicholas; Seconded: Mrs. Dack and carried</p> <p>Approved and forwarded to FGB to be adopted.</p> <p>Approved and forwarded to FGB to be adopted.</p>	<p>Mr. Nicholas to prepare a Wellbeing policy. Mrs. Francis to change the font on the front cover of the policy in line with other documents.</p>

	<i>Finance Policy</i>	It was agreed that a governor should witness the Statement of Internal control (page 5) Approved and forwarded to FGB to be adopted.	
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The meeting closed at 6:21 p.m.

Signed: _____ Chair of Committee

Date: _____