



WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL
FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING FINAL MINUTES
THURSDAY 6TH JULY 2017 AT 5:00PM

PART 1

Present: Mrs M Dack (Chair), Mr T Emery, Mr R Nicholas, Mrs H McGinn, Rev'd R Seal
 Also present: Mrs S Rix (Clerk to Governors - minutes),

Meeting started at 5:02pm

Agenda item	Issues	Agreed Action	Responsible
1. Apologies		Apologies were received from Mrs J Francis and Mrs D Harlock.	
2. Declaration of Interest		There were no declarations of interest in any items on this agenda.	
3. Minutes of the meeting held on 18 th May 2017		Minutes approved by governors and signed as a true record by Mrs. M. Dack.	
4. Matters arising from these minutes		<p>Q. Point 4 states the health and safety visits are without Mr Munn, I thought it was agreed they would be with Mr Munn?</p> <p>A. It was agreed that visits would be without Mr Munn to give an audit trail.</p> <p>Governors discussed the benefits of the health and safety visits with/without Mr Munn. Governors agreed the visits should be spot checks without Mr Munn but following the checks, Mr Munn should have a list of the findings before reporting to all governors.</p> <p>Mr Emery stated that school has not heard any more in relation to the recovery of the LCC payments.</p> <p>The Pupil Premium Governor has been confirmed as Mr Nicholas. A Health and Safety Governor is still required.</p>	
5. Staff Update		Mr Emery updated governors on staffing.	

6. Finance Reports 2017/18		Mr Emery talked governors through the finance reports.	
7. Devolved Formula Capital		<p>Devolved formula capital (DFC) is monies from the Diocese but can only be used for capital projects. Any projects which are to be funded through DFC have to have a 10% contribution from school. VAT cannot be claimed back through DFC.</p> <p>Q. What has the funding been used for in the past?</p> <p>A. The library project was part funded through DFC as well as the lower KS2 toilet refurbishment.</p> <p>Q. Where do the funds come from?</p> <p>A. I do not know, the Diocese give out the money and then take it back giving resulting in an under spend.</p> <p>Q. Is there a time when the funding has to be spent by?</p> <p>A. No but it is always a worry that if it is not spent it will not be received again.</p> <p>Q. Could it be used for the LED lighting?</p> <p>A. The lighting will come out of the main budget share.</p>	
8. Procurement Card transactions		Procurement card transactions for governor information.	
9. Health and Safety		There are honey bees on the school field on the trim trail, there are concerns for sports day.	
10. Buildings Update		Buildings have already been discussed.	
11. Steering Group Update		Mr Nicholas stated that his group are up to date and Revd. Plant has completed her report. Mrs Dack needs to write her report up.	
12. Proposed Meeting Dates 2017/18		Governor's present discussed governor meeting dates. It was agreed that Wednesday evenings would be more suitable for all governor meetings, to be finalised and agreed at the FGB meeting.	
13. Policies	Finance Policy	Governors recommended the policy be taken to Full Governors on 13 th July.	Clerk to take to FGB meeting.
Review of Accident Slips		<p>Governors reviewed the first aid slips comparing and looking for trends. Through reviewing the slips, governors requested first aiders be more specific in location of accident and where the injury is on the child.</p> <p>Governors noted that there had been several injuries where children had bumped into branches.</p>	Mr Emery to request first aiders be more specific in completing first aid slips on location of injury and where the injury is on the child. Canopy of trees to be checked throughout school grounds.

		<p>Q. If there was a big injury at school, would governors be informed?</p> <p>A. Only informally dependent upon the injury. Governors agreed that if a child has three or more days off school following an accident at school then the health and safety governor is to be informed.</p> <p>Anything involving a RIDDOR report is also to be reported to the health and safety governor.</p>	
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The meeting closed at 6.25pm

Signed: _____ Chair of Committee Date: _____