



WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL
FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 15TH NOVEMBER 2017 AT 5:00PM

PART 1

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

Meeting started at 5:00 p.m.

Agenda item	Issues	Agreed Action	Responsible
1. Apologies		Apologies were received from Richard Nicholas	
2. Declaration of Interest		There were no declarations of interest in any items on this agenda.	
3. Minutes of the meeting held on 10 th October 2017		The minutes were approved by the governors and signed as a true record by Mrs. Dack.	
4. Matters arising from these minutes		<p>Item 6. Q. Has the over-payment been resolved? A. Mrs Harlock explained how difficult it was to resolve the issue because she only had screenshots and no access to Agresso records. However the overall feeling was that an amount of around £5000 should be repaid and the balance of approximately £2000 should remain in dispute as it probably related to some instances of bills being paid twice.</p> <p>Q. What is the latest position regarding the installation of LED lighting? A. The original contractors had not made it clear that the estimates did not include the cost of fitting, making their overall price expensive. The purchase order was therefore revoked and a new contractor brought in. The total cost is £15,000 and fitting will take place between 13th and 15th January 2018.</p>	It was agreed that Mrs Harlock would keep records of light bills in order to monitor costs and savings

		Q. Has the tree safety survey been organised? A. It will take place on Tuesday 21 st November.	
5. Staff Update		Mr. Emery gave governors an update.	
6. Finance Reports 2017/18 budget update		Mrs Harlock talked governors through the finance reports identifying likely over and under spends. Q. Is it possible to add in an extra column that shows where you expect to be? A. Mrs Harlock said that it would not be particularly accurate because some monies are not spent until later in the year. It was agreed to add an extra column to show percentage spend to date. Mrs Harlock confirmed that she is currently examining options for a new telephone system for the school. Refurbishment of the toilets – will take place during Easter. Some work is needed on the current boiler.	Mrs Harlock to include in future reports
7. Procurement Card transactions		Procurement card transactions for governor information.	
8. Health and Safety	Review of accident slips	Governors reviewed the first aid slips. There were no specific trends although few children had been stung by nettles. One accident involved a child having been burnt after leaning on a radiator near the library. Carol will undertake a Health and Safety inspection – date TBC	Mr Emery to flag up the issue in relation to leaning on radiators generally and with the caretaker.
9. Buildings Update		LED lights to be installed. The corridors near Doves and Herons have been decorated. The school hall to be decorated before the end of the financial year. The boiler needs a new pump.	
10. Steering Group Update		Nothing to report.	
11. Policies	Capability Policy	The policy was proposed by Helen McGinn, seconded by Carol Williams and adopted.	
15. AOB	Data changes – May 2018	There was a brief discussion about the forthcoming data changes but the matter will be fully discussed on 6 th December at FGB.	

The meeting closed at 18.50 p.m.

Signed: _____ Chair of Committee

Date: _____