

WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL

FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING MINUTES

WEDNESDAY 16th October 2019

Present: Mr T Emery (Head Teacher), Mrs C Dennis, Mr R Nicholas, Mrs Mary Dack, Mrs Helen McGinn, Rev Rosamund Seal (Part)

Also present: Mrs C Williams (taking minutes)

Meeting started at 17.30

Agenda Item	Issues	Agreed Action	Responsible
1. Apologies	No Apologies		
2. Election of Chair and Election of Vice Chair	Mary Dack Helen McGinn	Proposed RN, Seconded CD, all agreed Proposed RN, Seconded MD, all agreed	
3. Review of Committee Consultation		It was agreed to keep this as it is until Federation when all documents will have to be rewritten. Comment on Virement of £10,000 to be retained in the document. Proposed RN, Seconded MD, all agreed	
4. Declarations of Interest	Richard Nicholas	As a First Aid Trainer	
Rev R Seal entered the meeting at 17.35			
5. Minutes of the Meeting held on July 10 <sup>th</sup> 2019		After the first point below is actioned. Proposed RN, Seconded HG and all accepted the minutes	
6. Matters arising from these minutes	Need for Confidential Issues to be separated Team Teach  Fire Risk Assessment	Items identified  Have the staff been advised upon Team Teach methods? Mr Emery advised that there are difficulties in operation of the practice. Restraint must be reasonable and appropriate to the situation. Are staff confident to deal with situations? Governors should ask on Governors Day.  This still has to be finalised. There are gaps aroundr fire	CW

	Boiler	doors to be addressed, the new classroom needs fire drill / evacuation notices. A new term fire drill must be carried out. A Fire Drill system devised for use during Church attendance.  Are we still patching up the boiler? TE believes we are OK for now	
7. Staff Update			
Teachers Pay Progression			
Teachers Pay Award 2019/2020	2% allowed in the Budgets.	The government is paying 0.75% towards this cost. It does not cause problems with this year's budget and will be paid in November's salary. All agreed to adopt.	
Teachers Pensions and Teachers Pensions Grant	Increase of Employers Contributions	C 40% increase but there is a Grant to cover some of the cost. It could cost us around£6,000 annually but we can claim to cover the some of the amount, this possibility is only for one year currently.	
8. Budget Update		Expenditure should be at around 50% at this point of the year. Some items needing consideration: Supply Teaching - There was more spending on the SATS support Staff Training -has been used earlier this year, one more training day to be charged. Grounds Maintenance is up because of lots of work carried out in the Summer Weather in preparation for winter. Water and Sewage is high due to a water leak, but this is being pursued with Anglian Water with a view to reimbursement. The projected carry forward will be around £78,000 (ie less	

		than 8%)	
	General comments	Still we have no meeting space in school. The Town is growing and the future will necessitate more school places, there will be more building somewhere. We constantly spend our budget, gradually using the underspend carried forward. If needed we can tighten our belts.	
9. 2019/2020 Medium Term Finance Plan	High Level check carried out by LCC	3b Schools block: Dedelegation Money pulled from schools to be capped at 3% to support schools that lose. Concern was raised. The exercise resulting in the table on the back page has been a useful exercise showing up anomalies.	
10. Schools Finance Value Standard		TE, MD and DH will work on this and get information ready for January 2020. RN did check that the three are able to work on it together.	
11. School Fund Accounts 2018/2019		Not yet returned by Sally Clifton	
12. Procurement Card Transactions		Purchases all approved. There are issues since the bank has closed locally. School needs to send a signatory to get petty cash from the bank, perhaps a debit card would be useful and easier to operate. In the general change to a cashless society school needs to consider online payment systems. Also carrying cash to the bank is putting staff at risk.	
13. Health and Safety	Accident Slips	HM has the slips, she will analyse them and pass on the findings. The boards mentioned have been checked, all secure. JS has produced a data file for the COSSH information which is available for staff.	
14. Buildings	Library	The Library will be handed back at Half term	
	New Owls Classroom	This room & corridor need intruder alarm sensors. Tracey Scoot is working on it	
	Parking	Parking is, as always, a problem. The County/Parish ownership of the land means that they are responsible for the cost or surfacing, but work is definitely needed to make	

		the area more serviceable.	
15. Steering Group updates		Nothing to report	
16. Policies	Finance	Proposed RN Seconded HM All agreed	
	Recruitment, Selection and Induction	MD mentioned the vitality that we comply with this Policy Proposed RN Seconded RS All agreed	
	Re-deployment Scheme for School Based Staff	Proposed RN Seconded RS All agreed	
	Agency and Other Off-Payroll Working Guidance	Proposed RN Seconded HM All agreed	
	Trade Union Duties and Activities	Proposed RN Seconded HM All agreed	
	Charging & Remissions	Proposed RN Seconded HM All agreed	
	Confidentiality	It was reinforced that all staff are made aware of the policy and that staff, governors and volunteers have signed. Proposed RN Seconded HM All agreed	

The meeting Closed at 19.20

Signed: .....Chair of Committee

Date: .....