



WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL
FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING DRAFT MINUTES
WEDNESDAY 23rd January 2019 at 5:00PM

PART 1

Present: Mrs. M. Dack (Chair), Mr. T. Emery (Head Teacher), Mrs. C. Williams, Mrs. H. McGinn, Mrs. D. Harlock
 Also present: Mrs. J. Francis (Clerk to the Governors)
 Prayer given by Mrs. C. Williams

Meeting started at 17:05

Agenda item	Issues	Agreed Action	Responsible
1. Apologies		Mr. R. Nicholas and Revd. R. Seal sent their apologies.	
2. Declaration of Interest		There were no declarations of interest in any of the agenda items.	
3. Minutes of the meeting held on 21 st November 2018.		The minutes were proposed by Mrs. McGinn, seconded by Mrs. Williams and agreed as a true record.	
4. Matters Arising	<p><i>Item 7 – PE Grant</i></p> <p><i>Item 10 - £2000 grant from Farmer Education Trust</i></p>	<p>The Health and Wellbeing Faculty have placed an order. However, nothing has been proposed by the lunchtime staff. Mr Emery said that it needed to be spent, although some could be rolled forward as he didn't want to be in a position where at a later date it was clawed back. Overall more ideas are needed.</p> <p>Mrs Harlock confirmed that she had not received an order to date from Mr Nicholas who was going to action.</p>	Mr. Nicholas to be reminded.
5. Staff Update		Mr. John Sampson has been appointed new site manager and will take up post on 13 th February 2019.	
6. Finance Reports		Mrs. Harlock talked through the budget sheets.	

7. Procurement Card Transactions		For information only.	
8. Schools Finance Value Standard		Governors worked through the document	
9. Health and Safety		<p>Mrs McGinn produced a report for governors highlighting the numbers of accidents, types of accident etc. Copies of this will be kept with the accident slips. The statistics revealed that more accidents occurred on the trim Trail. Governors agreed that this needed managing to try and reduce the number of accidents.</p> <p>Governors examined the accident books for children, staff accident book and asthma slips.</p> <p>Governors agreed to sign the accident books, to show they had been reviewed.</p> <p>Mr Emery confirmed that children who regularly use inhalers have a record of use which is kept with the inhaler.</p> <p>Governors noted that several forms did not show the year of accident.</p>	<p>Ms Harlock to ensure a memo goes to all staff reminding them to record the year of accident.</p>
10. Buildings Update	<i>New Build</i>	<p>A start up meeting will take place next week i.e. 31st January with the project team and builders. Mr. Nicholas will also attend.</p> <p>Q. What is the time frame?</p> <p>A. Hopefully everything will be complete by September 2019.</p>	
11. Schools Fraud health Check		This was emailed to governors for information.	Mrs. Dack to make a decision on how often it should be reviewed by governors.
12. Steering Group Updates		Nothing to report.	

The meeting closed at: 18.40

Signed: _____ Chair of Committee

Date: _____