



**WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL**  
**FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING FINAL MINUTES**  
**WEDNESDAY 24<sup>TH</sup> JANUARY 2018 AT 5:00PM**

**PART 1**

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

*Meeting started at 5:00pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Apologies		Revd. R. Seal	
2. Declaration of Interest		There were no declarations of interest in any items on this agenda.	
3. Minutes of the meeting held on 15th November 2017		Minutes were proposed by Mr. Nicholas, seconded by Mrs. Williams, approved by governors and signed as a true record by Mrs M Dack.	
4. Matters arising from these minutes	Over-payment to Agresso	Mrs. Harlock explained that of the £6721-44 originally put forward, we have agreed to pay £4983.44. An amount of £478.95 remains under query and the difference has been written off. It is anticipated that the school will receive an invoice from the LA before the end of the financial year. Mr. Emery thanked Mrs Harlock for her tenacity in pursuing a difficult situation.	
	Item 6.Telephone system	Mrs. Harlock reported that we have to give three months' notice to our current provider and as we have just paid the annual fee of £186.00 it was probably not the best time to change providers.	
	Item 6. Boiler Repairs	These have now been completed.	
	Item 8. Radiators		

	Item 9. Internet	<p>The radiators that are too hot will be replaced. Prices are currently under consideration.</p> <p>LED lights have been installed.</p> <p>The upgrade is in place.</p>	
5. Staff Update		Mr Emery updated governors on staffing.	
6. Finance Reports	Pupil Premium	<p>Governors discussed the finance reports.</p> <p>Q. Why is there such a difference between the estimated and actual expenditure on training?</p> <p>A. It is always difficult to estimate the amount spent on training and it therefore has to be estimated.</p> <p>Q. Have the new taps made a difference to the water consumption?</p> <p>A. Another quarter will give us a better idea of any savings.</p> <p>Q. Why have the number of pupils taking free meals gone down?</p> <p>A. Not entirely sure but people are not buying into free meals and more pupils are having packed lunches.</p> <p>Governors had a full discussion about the use of the Sports Premium and how it should be spent. The Trim-trail had already been earmarked.</p> <p>Q. Did we look into the possibility of providing a track?</p> <p>A. A track would involve the use of Tarmac, which is very expensive. Suggested costs around £40 - £50K</p> <p>Mr. Emery said he was not convinced that a track was the best use of resources and thought the Trim trail would provide more interest.</p> <p>Mr. Emery said that some blue skies thinking was required on how future sports premiums were used. Out of school dance lessons and yoga were a couple of ideas put forward.</p>	

		<p>Q. Are we where we need to be with spending of the Pupil premium?</p> <p>A. The important thing is to measure the impact of this money in terms of outcomes etc. There is some information on the website which shows some impact but there is more to be done.</p>	
7. Procurement card transactions		For governor information.	
8. Farmer Education Trust		<p>Mrs. Harlock wanted to make governors aware that the school had been successful in applying for a grant for health and fitness and that an amount of £2000 had been received from the Farmer Education Trust. This doesn't currently appear in the financial reports.</p> <p>Mrs Dack confirmed she was a governor of that organisation.</p>	
9. Schools Finance Value Standard		<p>Mrs Dack had completed the form and this was proposed by Mr. Nicholas, seconded by Mrs. Dack and approved by the committee. It must now be reviewed by the SDC before final approval.</p> <p>Q. Do County ever query the content of the SFVS?</p> <p>A. There was no experience to date of this happening.</p>	Mrs. Francis to put on the agenda for SDC on 31 <sup>st</sup> January 2018.
10. Pupil Projections		<p>The report was produced by County and reveals that up to 2020/21 that the school will still be slightly below capacity. However, we already have 60 applicants for our 40 places for 2018/19 intake.</p> <p>Q. Are other schools in the area near to capacity?</p> <p>A. No, not up to capacity and slightly behind William Stukeley in percentage full.</p> <p>Q. Is the number of applicants due to OFSTED reports at other local schools?</p> <p>A. It is because we have a good reputation and are the school of choice for many parents.</p>	
11. Health and Safety		<p>Mrs. C. Williams is to attend a training course.</p> <p>The accident books (015651-016000 for children) and (9-11 for staff) were reviewed and signed by governors. No specific trends were noted.</p> <p>It was agreed that the Asthma books did not need to be brought to meetings but that governors should be made aware of the numbers involved.</p>	

12. Buildings		<p>Mr. Emery said there was currently a large underspend on buildings budget but that he expected most of it to be spent by year end on the following projects:</p> <p><u>Removal of trees</u> – quotes have been obtained for the removal of a tree which is too close to a wall.</p> <p><u>Conservation area</u> – costed at approximately £30K</p> <p><u>New blinds</u> need to be purchased for the hall – Mr. Emery is looking for more than one quote.</p> <p><u>A Trim-trail</u> with matting will cost approx. £13,000</p> <p><u>Playground marking</u> – prices varying between £500 and £4500.</p> <p><u>Carpeting</u> – prices have been received</p> <p><u>Staff toilets</u> – Awaiting further quotes.</p> <p><u>Staff corridor doors</u> need replacing.</p> <p>Q. What work is required to the staff toilets?</p> <p>A. The current sanitary ware needs to be ripped out and replaced, as does the flooring. Mr. Munn is currently chasing up quotes.</p> <p>Q. Can you use any contractor?</p> <p>A. They have to be approved contractors.</p> <p><u>Decoration</u> –A programme of re-decoration is currently being put together.</p> <p><u>A partition in Swans class-</u> cost £2250</p> <p><u>A new front gate with logo</u> - £1400.</p> <p>Mr. Emery said that there was an underspend on the Faculties but that he didn't want spending for the sake of it. However it would be resolved by the end of the current term.</p> <p>Q. How do you get the Faculties to spend?</p> <p>A. Spending is based on need. For example the Design and Technology Faculty have only spent about £21 to date.</p> <p>Q. Is it a lack of knowledge of what is available?</p> <p>A. The main problem is staff time.</p>	Governors agreed to look at the possibility of other suitable contractors.
13. Tree Survey Report		A copy of the report was made available to governors.	
14. Schools Fraud Health Check		Governors agreed the audit should be carried out. Mrs. Dack will complete and bring to the next meeting.	
15. Steering Group Updates		There were none available. A reminder had been sent to all governors that Mr Nicholas wanted initial reports by the end of January at the latest.	
16. Policies	Admissions Policy	Proposed by Mrs Dack, seconded by Mr. Nicholas and agreed by all present. The policy will now be presented to SDC next	

		week for approval and sign off as it needs to be sent to County and put on the website before the next FGB.	
17. AOB		There had been issues around the replacement of interactive boards. This has now been resolved and Mr. Cuthbertson has sought re-assurance that replacements are new units. Mr. Emery confirmed that the latest version of the SEF would be emailed to all governors.	

The meeting closed at 6.45pm

Signed: \_\_\_\_\_ Chair of Committee                      Date: \_\_\_\_\_