



**WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL**  
**FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING FINAL MINUTES**  
**WEDNESDAY 4<sup>TH</sup> OCTOBER 2017 AT 5:00PM**

**PART 1**

Present: Mrs M Dack (Chair), Mr T Emery, Mr R Nicholas, 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.*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Apologies		Apologies were received from Revd. Seal	
2. Election of Chair		Mary Dack was proposed by R. Nicholas, seconded by Helen McGinn and duly elected.	
3. Review of the Committee Constitution		The constitution was proposed by Mr. R. Nicholas and seconded by Mrs. C. Williams and accepted by the whole committee.	
4. Declaration of Interest		There were no declarations of interest in any items on this agenda.	
5. Minutes of the meeting held on 6 <sup>th</sup> July 2017		The minutes were approved by the governors and signed as a true record by Mrs. Dack.	
6. Matters arising from these minutes		Item 4. Mrs Harlock has received an email in relation to the over-payment but the amount remains in dispute particularly as she has no way of checking Agresso records. Mrs Harlock had invited them in to discuss. However this request has so far been ignored. Q. Has an invoice been received? A. No. Item 7. Mrs Harlock confirmed that the order for LED lighting had been placed. Mrs. Dack said that the installation of LED lighting at her place of work had shown a 50% saving on bills. Review of Accident Slips – The tree safety survey has been organised.	

7. Staff Update		Mr Emery updated governors on staffing. Teacher's Pay – Mr. Emery stated that they were currently in consultation with County and that the school had budgeted for a 1% rise for all staff from 1 <sup>st</sup> September 2017. Further discussion will take place at the next FSB.	
8. Finance Reports 2017/18 budget update		Mrs Harlock talked governors through the finance reports.	
9. Procurement Card transactions		Procurement card transactions for governor information.	
10. Audited School Fund Accounts		Mrs. Dack declared that she was a trustee of the Farmer Education Trust. The accounts were proposed by Mr Nicholas and seconded by Mrs Dack.	Audited school accounts to go forward to FGB for approval
11. Review of Accident Slips		Governors reviewed the first aid slips. Mr. Nicholas noted that several did not show where the accident had occurred.	
12. Buildings Update		Nothing to report.	
13. Steering Group Update		Nothing to report at this stage of the academic year. Q. Can governors have a copy of the most recent SDP? A. Mr. Emery to organise.	
14. Policies	Capability Policy	Unfortunately the wrong policy had been extracted from County	To be brought back to the next FSB meeting.
15. AOB			

The meeting closed at 6.30 p.m.

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

Date: \_\_\_\_\_