

WILLIAM STUKELEY CHURCH OF ENGLAND VA PRIMARY SCHOOL

FINANCE, STAFFING AND BUILDINGS COMMITTEE MEETING MINUTES – PART 1

WEDNESDAY 10<sup>th</sup> July 2019 at 5.30PM

Present: Mrs M Dack (Chair), Mr T Emery (Head Teacher), Mrs D Harlock, Rev R Seal, Mrs C Dennis, Mr R Nicholas

Also present: Mrs C Williams (taking minutes)

Prayer given by Rev R Seal

Meeting started at 17.30

<b>Agenda Item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Apologies		Helen McGinn, Tom Emery (will join the meeting later) Mrs Caz Dennis was welcomed to the Board of Governors	
2. Declarations of Interest		Richard Nicholas, relating to Intimate Care	
3. Minutes of the meeting held on 15 <sup>th</sup> May 2019	Diana said she would separate out any confidential issues	The minutes were proposed by Richard Nicholas, seconded by Rev Rosamund Seal and agreed as a true record.	
Tom Entered the meeting at 17.45pm			
4. Matters Arising	Nothing arose		
5. Staff Update	Advert in September	We shall need 1 or 2 additional Tas in Y1 Woodpeckers class	
6. 2019/2020 Budget Update		Diane explained, we are 25% through the year so far. The carry forward is larger than the 8% due to the Building project slowing down normal spending, but we always do	

		<p>spend our money allocated. Looking at the Grants, Pupil Premium is now confirmed and post looked after children is no net change.</p>	
7. Occupational Health provisions	Change of Provider	<p>Two options have been considered, Heals and Educational Support Partnership. The former has a complicated pricing structure whereas the ESP represents an easy transfer from the county system and after a 1 off fee of £250 standard charges apply as and when required. ESP adopted, Proposed R Nicholas, Seconded R Seal and agreed unanimously</p>	
8. Procurement Card Transactions		<p>The statements were all straight forward.</p>	
9. Health and Safety	<p>Accident Slips</p> <p>Stones</p> <p>Black Tube</p> <p>Biting Issue</p>	<p>Accident Slips for June and July still being analysed</p> <p>Jon had identified a trip hazard of stones around a tree, and they have been removed.</p> <p>Richard has checked and it is not causing a problem.</p> <p>Involving a teacher. Leadership are looking at ways of negating this problem. A plan will be in place for September. Staff need to refresh the Team Teach ideas to give confidence in methods of restraint. There is always the Balance between a right to Education with</p>	

	Stages of system	Safety to Others to ensure. The system is frustratingly slow to get all the help in place, including Paediatricians and PSP for support person advice.	
10. Building Update	Roof and Pillars  Boiler  Toilets  General	In the new room school have been advised that a seamless join to the existing roof is not possible. A stand alone pyramid roof is being used but this has involved the use of steel pillars. Their positioning causes problems with the use of the teaching space in the room and the door area. There will be discussions with Tracy. Over the last months there have been plenty of repairs to the boiler. It is not heating the school properly. Now one of the pumps is not working. We have two, so that there is always a backup. We may have to use one as a backup rather than run 2 in parallel. Possibly it may be time to replace the whole system. Jon is recording the events so that we have a precise record of what is happening how often. Munsons are coming to start on the toilets at the beginning of the holiday We are custodians of history and the Walled Garden is special, needing a large amount of money to	

		restore. In addition there are doors to replace, decorating and carpeting, a Pavillion Meeting room?	
11. Steering Group update		Nothing to report	
12. Best Value Statement		This needs to be linked to the Budget for next year. It mentions the Fire Risk Assessment and shows up gaps. There is work to be done but the existing document can be implemented while the process takes place. Proposed by R Nicholas, Seconded by Mary Dack and passed unanimously.	
13. Absence Management Policy and procedure	Existing policy dated 2017, Updated to 2019 taken from School Employment Manual Lincolnshire CC  Other policies listed on the agenda	Although not directly for use in schools the detail needs to be followed carefully Diane will watch for and record the triggers. One area, Redeployment for school based staff needs careful consideration. All the policies listed are County Policies. Staff need to know them but do not need to be placed on the website. Huge thanks to Mossop and Bowser who have researched the employment topic and required policies on our behalf. To adopt the policies enmass, Proposed R Nicholas Seconded R Seal Unanimously accepted.	

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The meeting Closed at 18.40

Signed: .....Chair of Committee      Date: .....

