

STAVELEY CE PRIMARY SCHOOL
Brow Lane, Staveley, Kendal, LA8 9PH

Minutes of the Meeting of the
Finances and Resources Committee Meeting
Monday 13th June 2016 – 6.30pm
6.00pm for annual buildings and grounds walk around

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting
4. Matters arising (not on the agenda)
5. Buildings and maintenance
6. Budget/finance
 - a) Music Lessons
7. School Meals Provider
8. Lettings
9. After School Club
10. Health and safety
11. Monitoring of SDP
12. Review of policies
 - a) Business Continuity Plan (Emergency Procedures and Guidance)
13. Staffing
14. School Website
15. Any other business
16. Date of next meeting - tba

Present:

Cathy Blundell
Liz Brown
Jonathan Burgess
Karen Cowgill

Matt Foxwell
Lynn Holmes
Nicky Jones
Guy Kenyon

No.	Agenda Item	To action / note
1.	Apologies: No apologies as all present	
2.	Declaration of interest – Cathy declared an interest in item 8. Lettings	
3.	Minutes of the previous meeting – 25/04/16 The minutes were signed off as a correct record. Proposed by Karen and seconded by Matt.	
4.	Matters arising (not on the agenda) – None	
5.	<p>Building and maintenance</p> <p>Blocked drain (Juniors) – George Shepherd has looked at the drain – he does not think it needs to be relined but suggested that the toilet should be flushed and the water run for a few days before the school comes back after a break. This should keep it clear. The cleaner is happy to do this, so for the moment no further action will be taken.</p> <p>Annual Buildings and Grounds Walk Around Juniors Outside</p> <ul style="list-style-type: none"> • Ivy is growing up the back of the building and into the gutters - this needs removing. • Sitting area up steps at back attracts litter (mainly from children using premises in the evening), a bin was suggested but it was felt that this would encourage them. • It was suggested turning the rock face behind the toilets into a climbing wall, <i>concerns were expressed about monitoring this as it is hidden from the playground.</i> • Wire fencing either side of the school field needs looking at due to breakages and sharp wire being exposed. <p>Juniors Inside</p> <ul style="list-style-type: none"> • There is a loose carpet joint in the carpet along the corridor leading into the cloakroom and the flooring in the cloakroom is lifting – <i>Lynn stated that TT Carpets were coming to repair this.</i> • Three panels of double glazing had gone along the back corridor. • There is a hole in the ceiling in class 5&6 – this looks as if it has come through from above and needs investigating. • There is damp by the back door. The girl's toilet has a leak in the ceiling and the plaster over the window needs looking at. The trim on the toilet door is loose. 	

	<ul style="list-style-type: none"> • The boys toilet has problems with flushing and the toilet handle comes off – <i>a plumber is coming in to put a new handle on it.</i> • There is damp on the back wall of class 3. The high level windowsill needs painting. Boxes need removing from in front of the fire exit. <p>Infants</p> <ul style="list-style-type: none"> • There are holes in the tarmac at the back of the kitchen, these need filling • Class 2 toilets – trims on the doors are loose and a new toilet seat is needed. • Class 1 toilets – a new toilet seat is needed in the boys. 	
6.	<p>Budget/Finance</p> <p>The Budget Report to May 2016 has not yet been received from Capita.</p> <p>Music Lessons – for 2015/16 the cost to the school has been £3,130, whilst the total income from contributions has been £2,287, this has left a cost to the school of £843. It is proposed to increase the cost of lessons from £7.50 to £9.00 per lesson, this would not close the gap but would help bring it down. Music lessons are a good selling point for the school, but staff find it disruptive having children going out during lesson time. There was a discussion and it was suggested that the peripatetic teachers should try to promote music lessons. All agreed to increase the cost of lessons.</p>	
7.	<p>School Meals Provider</p> <p>2 members of staff and 2 children visited a school in Kendal who use Dolce as their school meal provider and met with the director and area manager. They were impressed with the experience. The set-up was very professional with a good selection of fresh food available for the children - they provide a choice of 3 hot meals a day cooked on the premises and a salad bar from which the children can have as much as they want. The school has indicated to Orian (current school meal provider) that they wish to terminate the contract. It was hoped that this could be done by September, but it is more likely to be December. Helen could potentially be transferred across to Dolce. The kitchen would need to be inspected and some of the equipment may need to be updated.</p>	
8.	<p>Lettings</p> <p>Review of charges – at present there is no standard letting charge – each group that uses the facilities pays a different rate – mainly historical. The only cost</p>	

	to the school is heating and lighting as each group is responsible for opening and locking up. It was suggested that there should be a different rate for businesses and charities. After a discussion it was decided to charge a rate of £5.00 for 30 minutes and £10.00 per hour for all adult groups. Groups providing children's activities would make a donation. This was agreed by all.	
9.	<p>After School Club</p> <p>From April to May 2016, total staffing cost were £2,315 with an income of £1,348. This leaves a deficit of £967. There are 2 staff on a permanent contract which is the minimum required to run it, therefore it is difficult to cut costs. The number of children attending the After School Club has fallen, the majority of children attend because their parents are at work. It needs marketing to encourage more children to go – planning different activities on different nights, such as a craft night might help. The fees have only just been increased so it was felt that this was not an option. It was decided that the school should promote the After School Club.</p>	
10.	<p>Health and Safety – Outdoor Equipment –Playdale will be replacing the rotten bits of timber in the next 3 weeks.</p>	
11.	<p>Monitoring of SDP-</p> <p>The Resources Committee have completed their tasks.</p>	
12.	<p>Review of Policies Business Continuity Plan (Emergency Procedures and Guidance) – this will be reviewed in September. The school has got an example copy from Kym Allen and this will be made relevant for Staveley School.</p>	To be reviewed at next meeting
13.	<p>Staffing</p> <p>There are no changes at present. Staff who have been on a temporary contract for over 2 years cannot have their employment terminated without following the redundancy process. Therefore staff on a temporary contract will continue their employment for next year.</p>	
14.	<p>School Website – a company has been found who will develop a new school website for £2,700, the cost for subsequent years will be £120. This is equivalent to an extra child joining the school, and as it will promote the school it should prove to be cost effective over the long term. They have developed a website for Kirkby Lonsdale School which governors should</p>	

	look at. It was suggested that the school should look to see if it could be financed out of Formula Capital. A time frame of October half-term is being looked at for it to be up and running.	Look at financing from Formula Capital
	<p>Any other business</p> <p>‘Governor Monitoring and Evaluation’ document was circulated. This has been produced to aid governors in finding the relevant documents that they may need to look at. Lynn offered as part of the next meeting to take governors into the school office and show them where documents are kept.</p> <p>DBS check – Jonathan is to check whether he has completed this.</p> <p>Governing Body Health and Safety Monitoring – Lynn has a standard document from Kym Allen which she will go through and make relevant to the school. This will then be adopted in September.</p>	<p>DBS check – Jonathan</p> <p>To be adopted in September</p>
13.	<p>Date of next meeting</p> <p>Full Governors – 27th June 2016</p> <p>Resources Committee – tba</p>	
	Signed:	Date:
	<p>Attachments:</p> <p>Governor Monitoring and Evaluation</p>	