

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

**Minutes of the Meeting of the  
Finances and Resources Committee Meeting  
Monday 26<sup>th</sup> September 2016 – 6.30pm**

**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
7. After School Club
8. Letting Charges
9. Health and safety
10. Review of policies
  - a) Health and Safety Policy
  - b) Business Continuity Plan (Emergency Procedures and Guidance)
  - c) Financial Delegation
11. Staffing
12. School Development Plan
13. Governor monitoring and evaluation
14. Any other business
15. Date of next meeting – 14<sup>th</sup> November 2016

**Present:**

Cathy Blundell  
Jonathan Burgess  
Donna Butcher  
Karen Cowgill

Matt Foxwell  
Lynn Holmes  
Guy Kenyon  
Lisa Strange

No.	Agenda Item	To action / note
1.	<b>Apologies:</b> No apologies as all present	
2.	<b>Declaration of interest</b> – none declared	
3.	<b>Minutes of the previous meeting – 13/06/16</b> The minutes were signed off as a correct record. Proposed by Karen and seconded by Guy.	
4.	<p><b>Matters arising (not on the agenda) –</b></p> <p><b>School Meal Provider</b> - it had been hoped that the school would have been able to switch to having meals provided by Dolce in the new year, but the current school meal provider (Orian) has a contract which is valid until the end of March. The cost of coming out of the contract is £1,300. It has therefore been decided to stay with Orian until the contract expires at the end of the financial year – notice has been given. Helen could potentially be transferred across to Dolce (TUPE). This is between the two meal providers as Helen is not employed by the school.</p> <p><b>School Website</b> – a draft has been sent through and the website is nearly ready to go. It is looking good. The cost of this has been taken from Formula Capital.</p> <p><b>DBS Checks</b> – Jonathan has been having difficulty processing it, so will come into school tomorrow to do it. Other governors who require DBS checks will be reminded.</p>	
5.	<p><b>Building and maintenance</b></p> <p>Everything noted on the ‘look around’ at the last meeting has been done. There has been no problem with the drain as water has been run through the drain regularly during the school holidays.</p> <ul style="list-style-type: none"> <li>• The roof over the girls’ toilets is leaking every time it rains. Brackens Roofing have been to see it and Lynn has arranged for another company to also have a look. It was wondered whether Cumbria would take responsibility for the maintenance of the roof as the 5 yearly maintenance inspection is due next year.</li> <li>• The flat roof above the main entrance is also leaking and has badly stained the carpet. The school is thinking of putting in an insurance claim to replace the carpet with something more durable.</li> <li>• The carpet along the back corridor has got water stained below the radiator as the children leave wet wellies there to dry. It has been suggested that a strip of Altro flooring</li> </ul>	

	<p>which could be wiped clean should be put down – this was agreed.</p>	
6.	<p><b>Budget/Finance</b>  The Budget Report for August had been received. The summary was up to date, but the spreadsheet of income and expenditure had not been updated from the June figures. Lynn will get an updated budget report for the governors meeting, it was asked if this could be circulated beforehand to give everyone a chance to look at it. The school is at present awaiting a county decision on SEN funding. Lynn has queried the electricity costs – at present the Capita spreadsheet shows as a negative amount, but we are in credit on the NPower website. Lynn is trying to sort it out as it looks like a clerical error.</p> <p><b>Music Lessons</b> – the cost of a lesson has increased to £9.00. This has not affected the uptake which is the same as July.</p>	<p>Lynn to circulate updated budget report before the governors meeting</p>
7.	<p><b>After School Club</b>  This has been re-vamped to encourage more children to attend. It is now more structured with set activities. Unfortunately it looks like the half session which was brought in to encourage more parents to use the facilities has been detrimental, as less parents now book in for a full session. There are 4 permanent staff, with 2 needing to be on duty during the session. Last year the After School Club finished with a deficit. It needs to be self-sufficient as the school is unable to subsidise it. It was asked that income and expenditure for September and October be brought to the next meeting for discussion.</p>	
8.	<p><b>Letting charges</b>  A letter went out to all groups who use the school with the new letting charges. An email has been received from the Art Club asking if the charges included setting up and clearing away. This was discussed and the view was that they should only be charged for the meeting time and that timings would be taken on trust. Lynn will let them know the decision.</p>	
9.	<p><b>Health and Safety –</b>  It was suggested that it would be good practice for either the H&amp;S governor or one of the other governors to come in once a term to monitor that everything was in place, rather than rely on staff telling them. This was discussed and it was decided that it should be trialled for a year. Karen volunteered to do the Autumn term and Jonathan the Spring term</p>	

10.	<p><b>Review of Policies</b>  <b>Health and Safety Policy</b> – this was reviewed in May.  <b>Business Continuity Plan (Emergency Procedures and Guidance)</b> – the school has got an example copy from Kym Allen and this has been made relevant for Staveley School. This was discussed and it was felt that it covered most types of risk. To evacuate the school, the school bell will be used and children will go to the church. In case of a lockdown the hand bell will be used and the children will be taken to a safe place in each building. A whistle will signal all clear. Karen proposed the adoption of the plan and Matt seconded it.  <b>Financial Delegation</b> – this was similar to the previous year as there had been no changes. Proposed by Jonathan and seconded by Karen.</p>	
11.	<b>Staffing</b> – nothing to report	
12.	<p><b>School Development Plan</b>  There is nothing for this committee to do at present as the actions in the plan for this term are mainly relevant to the Curriculum Committee.</p>	
13.	<b>Governor Monitoring and Evaluation</b> – nothing to report	
14.	<b>Any other business</b> – none	
13.	<p><b>Date of next meeting</b>  Full Governors – 17<sup>th</sup> October 2016  Resources Committee – 14<sup>th</sup> November 2016</p>	
	<b>Signed:</b>	<b>Date:</b>
	<b>Attachments:</b>	