

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

**Minutes of the Meeting of the
Finances and Resources Committee Meeting
Monday 19th June 2017
6.00pm – Walk Around & 6.30pm Meeting**

AGENDA

1. Apologies
2. Declaration of interest
3. Minutes of the previous meeting - 8th May 2017
4. Matters arising (not on the agenda)
5. Buildings and maintenance
6. Budget/finance
7. After School Club
8. Health and safety
 - a) Health and Safety Monitoring Document
9. Review of policies
 - a) Policy for Charging and Remissions
 - b) Complaints Policy
10. Staffing
 - a) Recruitment of School Administrator / Business Manager
 - b) Clerk to Governors
11. School Development Plan
12. Any other business
13. Date of next meeting (19th June 2017)

Present:

Cathy Blundell
Jonathan Burgess
Donna Butcher
Daniel Craghill

Matt Foxwell
Guy Kenyon
Lisa Strange

No.	Agenda Item	To action / note
1.	<p>Annual Governor Walk Around – exterior of the building only. (Matt, Daniel and Guy)</p> <p>The back and side of school (by church) - the open area at the back of class 3 is to be gated, this will improve security and mean the area can be used by the children. The flat roof over class 3 shows no sign of dampness, but needs sweeping. The overgrown ivy along the rear wall needs sorting – not sure who is responsible for this. The boiler room has been fine with no flooding.</p> <p>Upper School Playground – rotten wooden sections on the seating needs replacing and staining. There is slight dampness from the flat roof over the school entrance, but the chimney has been fine since it was re-pointed. The sign outside the office is crazed and needs replacing. The gutters need cleaning and the ivy cut back.</p> <p>Side and Back Playground – the tarmac has started to come away along side of the building due to the gutter overflowing, this is not a trip hazard. The gutters need cleaning out. There are holes in the back retaining wall. The railing along the seating area needs painting and several slats in the wooden fence need replacing. The fence and seating needs to be stained. Vegetation needs to be cut back as it is very overgrown. The drain down side of toilets needs clearing. The leak in the roof over the toilets has now been sorted.</p> <p>Playing Field – the fence on the far side between the field and the fell needs ongoing maintenance but is safe. If money was available, it would be good to replace it. All steps could do with new yellow lining. The play equipment is checked by Donna every week, and has recently undergone its annual check.</p> <p>Netball Court - . Some wire needs to be removed from above the climbing wall. The grills in the netball court need cleaning out and resetting.</p> <p>Early Years Play area – it was suggested that the doors to the Early Year play equipment store be replaced, but they are large and would be expensive. They are only rotting at the bottom so it was suggested putting boards at the bottom. The gutters need clearing. The green panelling on the school needs to be rubbed down and repainted as knots in the wood are showing through. There are a few holes in the plastic fascia. The governors were impressed with the improvements to the Early Year outside area.</p> <p>Front of School – the wall at the front of the school looks weather worn, it was suggested that it be re-painted. Render around the windows needs looking</p>	

	<p>at and the railings painted. The signs were discussed and Matt is to look at options as to where they should be positioned. The sign about visitors reporting to the school office should be put with the sign showing where the school office is. Yellow lines should be on the full length of the steps into the car park.</p> <p>Priorities – Yellow lines on all the steps Removal of wire from netball court Cleaning and resetting of grills on netball court.</p> <p>Fire Practices – these take place every term. It was suggested that other scenarios should be used and that these should be escalated in complexity over a number of years.</p>	
2.	Apologies: no apologies were received as all present.	
3.	Declaration of interest – none declared	
4.	Minutes of the previous meeting – 08/05/17 The minutes were agreed by all and signed off by Guy as a correct record.	
5.	Matters arising (not on the agenda) – none	
6.	<p>Building and maintenance Vanity basins in both KS1 toilet areas - still waiting for George Shepherd to install them. Toilet in KS1 (class 2 cloakroom) is not flushing properly. O'Connell and Bean have had a look at this but feel that it is outside, possibly a blocked drain. Drain Doctor has been called out to inspect this.</p> <p>Grounds – work has taken place re Early Years area/sand pit etc. A shed has been put up and other areas are being finished off within the grounds. Some of the Sports Funding grant will be used for this outdoor area.</p>	
7.	<p>Budget/Finance The financial year 2016/17 –The total budget allocation was £548,792 (including a carryover of £29,888 from 2015/16), and expenditure for the year was £544,748. This left a carryover of £4,044 which was much lower than expected. Whilst some budgets have a relatively small overspend others are underspent which, in all, balance each other out. The significant overspends are in Agency Staff – this was overspent by £7,500. This budget is used for agency supply staff absence/training/PPA, etc and whilst a small amount was received from staff insurance for a member of staff who was absent, this did not have much impact on the overall costs of extra agency</p>	

	<p>staff. A member of staff stopped working at Christmas and agency staff have been used since then. Also several staff were off during the Spring term due to a virus. The school has been using high level teaching assistants instead of teachers to cover classes to save money. There was also an overspend for business services – 2 large invoices from Capita (totalling £6,140) which were for 2017/18 have been paid out of the 2016/17 budget</p> <p>The financial year 2017/18 –the Capita Financial Statement for May was looked at. Governors were not happy that staff had been mentioned by name and asked that this should not be done in future reports. The budget was approved at the last meeting with a small deficit based on low numbers of children starting school. The appointment of a Year 1 teaching post will give the scope to take additional children. We will have a better idea of how the budget is doing when it is reviewed in October.</p> <p>School Fund – the school fund accounts for 2016/17 have been independently audited and signed off. The balance brought forward from 2015/16 was £4,675.13. Income was £20,054.07 and expenditure £22,692.38, leaving a closing balance of £2,251.18 at the end of the year (including £214.36 of uncleared cheques). The governors asked for more information as it was difficult to see where the difference between expenditure and income was. Trips are done on a breakeven basis. It was asked why we have a school fund bank account as well as the school budget. Matt explained that it is easier to manage small amounts of money for trips, uniform, photographs, book club etc this way.</p>	<p>Ask Capita not to mention staff by name in reports.</p> <p>More information requested about School Fund</p>
8.	<p>After School Club Staffing costs up to 31/05/17 were £2,428, while income was £894. Both members of staff are now on assistant role which should reduce costs in the future. It is hoped to increase the number of children attending in September. The ASC needs to be assessed at the budget review as it cannot be subsidised. Governors asked if there could be a breakdown between the Breakfast club and the ASC.</p>	<p>Assess at the budget review, breakdown between Breakfast Club and ASC</p>
9.	<p>Health and Safety – The Health and Safety Monitoring – Jonathan has yet to complete this. Accident Report – the governors were unable to accept this as the numbers didn't add up. It was thought that the number of injuries 'by injury' should be the same as 'by cause' and 'by location'; as it should be the same injury just analysed in a different</p>	<p>Jonathan to complete monitoring</p>

	<p>way. Therefore each category should add up to the same figure. The figures show that no area of the school was particularly accident prone. If a child has a bump on the head, parents should be told personally when they pick their child up – this is standard operating procedure. From the analysis it is not possible to assess the severity of the accidents. A P25 is completed if it is severe and the committee asked that information about the accident should come to the meetings when it happens.</p> <p>Annual Maintenance Checks – have been done -</p> <ul style="list-style-type: none"> • FTS fire alarm and emergency lighting • Sportsafe on all PE/outdoor equipment 	<p>Numbers on report need to be reviewed and brought back to the next meeting.</p> <p>Accidents needing a P25 completing should be brought to the committee.</p>
10.	<p>Review of Policies Policy for Charging and Remissions – Complaints Policy – Both policies had been updated, were approved and signed off by Guy.</p>	
11.	<p>Staffing –</p> <p>a) Appointment of School Business Manager and Admin Assistant – Frances Crackles has been appointed as the SBM and Sam Tollerson as the Admin Assistant. Both will come in for an induction before the end of term. It was asked as part of Sam’s role is clerk to governors, whether she could be asked to come to the next governors meeting.</p> <p>b) Year 1 Teaching Post – due to the increase in the number of children coming into the school it has been decided to have 3 classes in the infants – straight year groups. There is the possibility of an extra child in reception – 23 children starting in September. The school has been prudent and the post has been advertised for 1 year only. It was suggested that the post is made permanent as it would attract more candidates, but it was felt that this was not an issue as most posts advertised in Cumbria are short-term contracts. At interview stage candidates could be told that it would be likely to continue for longer than the initial year. The classroom for the new class would be in the shared area, which is not the best, being more of a corridor. The school would have to consider how to improve it, to make a good learning environment.</p> <p>c) Staff Absence Report – see attached. Matt was asked to convey the governors’ thanks to all staff for such a good report.</p>	<p>Ask Sam to come to next Governors meeting.</p>
12.	<p>School Development Plan Priority 4: Further Improve how governor’s monitor and evaluate the impact of actions</p>	

	against the School Development Plan. Governors are involved in monitoring by coming into school to observe pupil progress meetings, attending staff meetings, observing pupils and having a presence at parent meetings.	
13.	Any other business – none	
14.	Date of next meeting Full Governors – 10 th July 2017 Resources Committee – tba	
	Signed:	Date:
	Attachments: School Fund Audited Sheet 2016/17 Accident Report Staff Absence Report	