


**Finance & Personnel and Premises Committee**

Friday 19 <sup>th</sup> October 2018		1.30	Dartington C E Primary School		DRAFT MINUTES			
Attendees	Initials	Category of governor Any office held	Time they joined/left if not present for full meeting	Attendees	Initials		Time they joined/left if not present for full meeting	
Abigail Read	AR	Parent		Jill Mahon	JM	Headteacher	Left 3.40pm	
Mike King	MK	Foundation		Geoff Breckin	GB	Co-opted		
Joanne Tisdall	JT	LA (Chair)		Tony Gregg	TG	Foundation		

Apologies	Initials	Reason (Category of Governor)

Absent without Apology	Initials

In Attendance	Initials	(anyone who is not a governor/ associate)
Yvette Elliott	YE	Clerk
Marea Sayer	MS	Finance Administrator
Danielle Wright	DW	Catering Manager
Donna Hamlet	DH	H&S Co- ordinator
Rob Salem	RS	Site Manager

Minutes to
FGB
FIPS
Website

**Premises documents shared or referred to:**

- Document storage query email (02-10-18)
- Salt spreading map, highlighted areas
- RA22 (whole school)
- RA11 (kitchen)
- RA08 (fire)
- RA03 (buildings & site)
- Health & safety policy

- Model policy for supporting students with medical conditions and for the administration of medicine

**F&P documents shared or referred to:**

- Website quotes email (16-10-18)
- Privacy notice for pupils
- Privacy notice for school staff
- Staff ICT acceptable use policy agreement
- Managing sickness absence policy & procedure (DCC, V. 1<sup>st</sup> April 2017)
- Teachers' pay award 2018
- School teachers' pay & conditions document 2018 and guidance on school teachers' pay and conditions
- Additional costs due to move to new school
- Budget Monitor
- Budget Monitor notes

Agenda Number	Details of discussion for Premises Committee	Decision or action
2.	<b>Apologies.</b> None	
3.	<b>Declaration of Pecuniary or Business Interests.</b> No new declarations.	
4.	<b>To approve all minutes of the last Premises meeting, held on 3rd July 2018</b> Minutes were approved & signed.	
5.	<b>Appoint Chair &amp; Vice-Chair</b> GB will be standing down from the FGB at the end of the calendar year, so F&P and Premises Committees are being merged. JT was proposed as Chair and MK as Vice-Chair and both were elected unanimously.	
6. 1 2 3 4	<b>Matters Arising</b> 1 British Gas debt has now had closure although not in a formal letter, as hoped. 2 GB has written thank you letter to Kier etc. 3 RS has provided a copy of the O&M Manual to the Admin team on a memory drive and hard copies. RS highlighted that the guarantees expire on 29-03-19 and it was agreed that we need to invite tenders for a contractor to oversee ongoing maintenance. 4 RS has obtained quotes for an on-site 'flat-pack' storage container and also for off-site secure units. There is space on-site for the 10x8x8 ft container and they are watertight and	School to invite tenders

<p>5</p> <p>6</p> <p>7</p>	<p>secure. April would be the earliest this could be purchased due to available capital.</p> <p>Marea has confirmed that he school has adequate contents insurance in place and DCC cover all buildings insurance.</p> <p>Governors want Marea to check that appropriate public liability cover is in place for PTA events etc and DH will check that relevant policies are on display.</p> <p>RS has shown Jerry how to carry out legionella checks but formal training can be undertaken to receive certification. It was agreed that when a new Site Manger is appointed all relevant training will need to be undertaken.</p> <p>DH has shared the Fire Plan with all staff and it is displayed in the school. Verbal checks with staff have confirmed understanding of procedures. JM reported that the last fire drill went very well and these are carried out half-termly.</p>	<p>YE to check with MS that public liability covers PTA etc</p>
<p>7.</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p>	<p><b>Health &amp; Safety</b></p> <p>RS, DH and GB to carry out the next H&amp;S Walkabout at 10am on Tuesday 30<sup>th</sup> October. JT to attend.</p> <p>RS completed PAT testing for all areas except the kitchen over the summer. DH and YE to check what Sue Veale had previously completed on the inventory so DH can complete this with serial numbers from RS etc.</p> <p>Governors, RS and DH discussed salt-spreading on paths for the winter and agreed the areas for treatment to ensure safe access to essential areas, including the main reception, school hall, around Nursery and KS1. A marked map is filed with these minutes.</p> <p>DH has updated all risk assessments and these have been checked with DCC regarding the new site.</p> <p>Lone Working is now 'Working alone on Premises'. GB requested that any individual names be replaced with job titles for easy review. DH to arrange a meeting with DCC H&amp;S Advisor to complete the school audit.</p>	<p>DH to update policies to remove individual names</p> <p>DH to meet DCC H&amp;S Advisor</p>
<p>8.</p> <p>1</p> <p>2</p>	<p><b>Premises</b></p> <p>A 2-yearly schedule of maintenance works and checks can be created from the O&amp;M Manual. This should be created as a separate document with a calendar for Contractors to work from when tenders are sought.</p> <p>RS confirmed that the snagging list is ongoing and all reported issues are in-hand with the Aftercare team, including the hall laminate floor. GB shared a Utility Consumption and Cost sheet which has been populated from data now that the meter readings can be accessed. The gas meter is still not working properly. Water is sub-metered from Bidwell Brook and there is</p>	<p>Schedule with calendar for tender (DH/RS)</p>

3	<p>a discrepancy between meter readings - potential for a significant bill that is currently not in the budget predictions. The bill for May - Oct was C. £2,000 suggesting either a leak of very high consumption. Marea to get meter history for comparison of typical daily consumption in temporary school. There is the potential for the water supply to be switched off for a short while in the half-term holiday to check that no water is metered during this down-time.</p> <p>Meetings are ongoing to consider alternative locations for the phone mast although the school does not intent to take on a 'facilitator' role. Conversations with the Parish Council, Dartington Trust and Vodafone are required to attempt to reach a solution.</p>	
<p>9.</p> <p>1</p> <p>2</p> <p>3</p>	<p><b>Policies for Review</b></p> <p><u>Health &amp; Safety policy</u> - ratified, following the checking of risk assessment references on P.8 (DH).</p> <p><u>Loneworking Policy</u> - awaiting an updated version from DCC via DH</p> <p><u>Medication Policy</u> - ratified.</p>	<p>YE/DH to update and save ratified policies</p> <p>Loneworking - agenda</p>
<p>Agenda Number</p>	<p>Details of discussion for Finance &amp; Personnel Committee</p>	<p>Decision or action</p>
4.	<p><b>To approve all minutes of the last Finance and Personnel meeting, held on 18<sup>th</sup> September 2018</b></p> <p>Minutes were approved &amp; signed following MS's minor amendments.</p> <p>Part 2 minutes were approved &amp; signed.</p>	
<p>6.</p> <p>1</p>	<p><b>Finances</b></p> <p><u>Review monthly Monitor</u></p> <p>There is currently a £35k overspend and MS shared a breakdown of this figure. MK highlighted the potential for additional gas, elec and water bills as per the data shared by GB. MS shared a breakdown of the school move and TA costs. Approximately £16k of school costs are for children not yet in receipt of funding, but requiring additional support. JM explained the vulnerability this puts the school in, particularly as the school is held to account for meeting the statutory requirements for pupils. The total costs of provision is never covered by income. Martin Harding has looked at costs and is satisfied that there is minimal expenditure elsewhere so the school is looking at the USF model with their SENCO, where they do not spend more than they receive. JT asked what funding we might expect for children who are in the application process? MS to investigate. The school is working more with partners to see where we can work better in areas where we benchmark high - outcomes to be fed back to F&amp;P Ctte.</p>	<p>MS to report on potential additional SEN income</p>

	<p>JM discussed possible growth funding due to inward mobility and MS is speaking to Sarah Creedy about this. TG asked if the school is able to make admissions decisions regarding SEN pupils? JM has done this on two occasions and both were overturned. MK asked about lettings income? MS confirmed that the hall is let every evening.</p> <p>2 <u>Ovens update</u> Danielle Wright reported that the new oven is great, but the second oven is very unreliable. It was agreed that the purchase of a second new oven would be very difficult financially. Repair is expensive and the life would not necessarily be extended due to its age and likelihood of other parts failing - there would also be no warrantee. MS and DW to revisit lease costs as there is potential to do this whilst accruing capital funding. Danielle also reported that the fridge is not always maintaining the right temperature throughout the day, although it is always correct in the morning and it is not posing immediate risk. Minimum hire periods and charges should also be investigated. Parent lunches have the potential to raise funds towards these items. Governors agreed that, subject to costs and terms, leasing of new equipment is the best option currently.</p> <p>3 <u>Website quotes</u> MS shared 3 quotes for creation of new website and transfer of content. Some take approximately 10 weeks to go live from point of order. JT recommended WordPress for easy future updates and changes. MS was asked to get further clarification on what annual subs cover. To be reviewed at next meeting.</p> <p>4 <u>Diocese grant letter</u> The application deadline has now passed.</p> <p>5 <u>Teachers' pay increase</u> MS has included a pay increase for teachers of 2% in the current budget. We will receive a subsidy from the DfE to put against the increase above 1%, but this will be based on pupil numbers, so it is unclear whether it will be enough to cover the extra cost. <b>Governors approved the DCC Pay uplifts.</b></p> <p>6 <u>FIPs communication</u> Warren spoke to MS about £26k which is paid into the school account for USF, following the support plan he received from Martin and JM (although JM was not actually involved in the creation of this). MS confirmed that FIPS have noted our deficit and if a period of more than 3 years in deficit looks likely, a</p>	<p>MS/JM F&amp;P Ctte feedback re: benchmarking</p> <p>F&amp;P agenda</p>
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	meeting may be required with FIPS, JM and key Finance Governors.	
7	<p><u>Receive monthly update on pupil numbers</u></p> <p>There were 239 pupils on roll at the Census against a predicted 248. 3 more children have joined since.</p>	
7.1	<p><b>Personnel Update</b></p> <p><u>Site Manager recruitment update</u></p> <p>This has been advertised on an D-grade on the same hours as a permanent post, but start times are now variable to ensure overlap with the cleaners.</p>	
2	<p><u>Admin roles and responsibilities update</u></p> <p>HR Advisor has confirmed that the Senior Administrator (MS) should appraise other Administrators. JM will appraise MS and Angie Freeman. These will all occur straight after half-term.</p>	
3	<p><u>Performance management update (new format)</u></p> <p>Now using the USF format. There are three targets for teaching staff ("all children must make good progress" is a target for all, others are linked to the SIP and areas of the Ofsted framework). Only 1 part-time teacher still to be appraised. JT asked if anything needs raising as a result of the appraisals? JM confirmed not. <b>Governors moved to Part 2.</b></p>	
8.1	<p><b>Policy Review</b></p> <p><u>Data Protection Policy</u> - Ratified</p>	YE to update, file & share ratified policies
2	<u>Privacy Notices</u> - Ratified	
3	<u>Staff ICT Acceptable Use Policy</u> - Ratified	
4	<u>Managing Sickness Absence policy</u> - Ratified	
9.1	<p><b>Matters Arising</b></p> <p>MS has confirmed the new photocopier contract.</p>	Gov's to return SFVS forms to MS  YE to invite MH to next F&P mtg
2	Several Governors are still to return their SFVS forms.	
3	YE to invite Martin Harding to 20 <sup>th</sup> Nov F&P meeting - focus on where our budget could be changed.	
4	YE has updated previously ratified policies.	
10.	<p><b>Actions, Questions and Next Steps</b></p> <p>Governors are keeping a watchful eye on the budget. The overspend on the TA line for 1:1 support where no funding exists and the potential extra water bill are duly noted.</p>	
14.	<p><b>Date of next meeting</b></p> <p>Tuesday 20<sup>th</sup> November, 1.30pm. Meeting closed at 3.55pm.</p>	