


Finance & Personnel and Premises Committee							
Friday 19 th October 2018	1.30	Dartington C E Primary School		DRAFT MINUTES 			
<i>Attendees</i>	<i>Initials</i>	<i>Category of governor Any office held</i>	<i>Time they joined/left if not present for full meeting</i>	<i>Attendees</i>	<i>Initials</i>		<i>Time they joined/left if not present for full meeting</i>
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. 1st 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.	Apologies. None	
3.	Declaration of Pecuniary or Business Interests. No new declarations.	
4.	To approve all minutes of the last Premises meeting, held on 3rd July 2018 Minutes were approved & signed.	
5.	Appoint Chair & Vice-Chair 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	Matters Arising 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 the school has adequate contents insurance in place and DCC cover all buildings insurance. 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>Health & Safety</p> <p>RS, DH and GB to carry out the next H&S Walkabout at 10am on Tuesday 30th 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&S Advisor to complete the school audit.</p>	<p>DH to update policies to remove individual names</p> <p>DH to meet DCC H&S Advisor</p>
<p>8.</p> <p>1</p> <p>2</p>	<p>Premises</p> <p>A 2-yearly schedule of maintenance works and checks can be created from the O&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>	
9. 1 2 3	<p>Policies for Review</p> <p><u>Health & 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>
Agenda Number	Details of discussion for Finance & Personnel Committee	Decision or action
4.	<p>To approve all minutes of the last Finance and Personnel meeting, held on 18th September 2018</p> <p>Minutes were approved & signed following MS's minor amendments.</p> <p>Part 2 minutes were approved & signed.</p>	
6. 1	<p>Finances</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 £20k 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</p>	<p>MS to report on potential additional SEN income</p>

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 2 3	<p>Personnel Update</p> <p><u>Site Manager recruitment update</u> This has been advertised on an E-grade on the same hours as a permanent post, but start times are now variable to ensure overlap with the cleaners.</p> <p><u>Admin roles and responsibilities update</u> 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> <p><u>Performance management update (new format)</u> 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 inked 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. Governors moved to Part 2.</p>	
8. 1 2 3 4	<p>Policy Review</p> <p><u>Data Protection Policy</u> - Ratified <u>Privacy Notices</u> - Ratified <u>Staff ICT Acceptable Use Policy</u> - Ratified <u>Managing Sickness Absence policy</u> - Ratified</p>	YE to update, file & share ratified policies
9. 1 2 3 4	<p>Matters Arising</p> <p>MS has confirmed the new photocopier contract. Several Governors are still to return their SFVS forms. YE to invite Martin Harding to 20th Nov F&P meeting - focus on where our budget could be changed. YE has updated previously ratified policies.</p>	Gov's to return SFVS forms to MS YE to invite MH to next F&P mtg
10.	<p>Actions, Questions and Next Steps</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>Date of next meeting</p> <p>Tuesday 20th November, 1.30pm. Meeting closed at 3.55pm.</p>	