

# Minutes of the Finance, Premises and Health & Safety meeting 5<sup>th</sup> October 2015

At school at 6.00pm

**Present:** Glenys Mulvany; Nick Sone (Chair); Peter Fowler (Head)

**In attendance:** Sue Foreman (Clerk)

1	<b>Apologies</b>  Apologies were received from Rob Penny (family commitment) and John Dowson was absent.	
2	<b>Declarations of interest</b>  <i>Governors are expected to declare any actual or potential conflict of interest of any nature including direct and indirect pecuniary interests. Governors should also declare any changes to the interests registered in the annual register. Does anyone wish to declare an interest?</i>  There were no further declarations of interest.	
3	<b>Minutes of the previous meeting</b>  The minutes of the previous meeting were agreed and signed as an accurate record	
4	<b>Matters arising</b>  The following matters arising were discussed:  <b>Q Are PiPs now fully costed?</b> A They are in the process of being costed	
5	<b>Questions on the finance report and budget monitoring</b>  The report was discussed and the following questions were asked:  <b>Q We have spent funds under the assessment budget heading. Are the assessment resources we have purchased reusable?</b>  A Yes these are the building blocks of our new assessment process and the of the baseline assessment used in FS.  <b>Q Where can we see the income from ELOs and WIT?</b>	

<p>5 <b>Questions on finance report and budget monitoring cont...</b></p> <p>A These don't yet have cost centres to pay funds into so we will see these next time.</p> <p><b>Q What consideration has been made for increased on costs and incremental progression?</b></p> <p>A We are expected to meet these costs with no additional income. We have a 4% margin which could be used to meet the requirements of the STPCD suggestion of 1% pay rise and 2% for MPG 6. Additional on costs and progression have been allowed for in the staffing budget lines.</p> <p><b>Q What would be the implication of if we were in a different group - would the Head get a 1% pay rise?</b></p> <p>A Yes but PF reported that he wouldn't even consider that at a time when we might be thinking about redundancies in a couple of years time.</p> <p><b>Q The projected shortfall is bigger than we've ever had to find in the past - will we have to set a deficit budget next year?</b></p> <p>A We are still hoping to avoid setting a deficit budget next time around by attracting additional funding into school before the end of the year and/or making savings on the allocated supply budget</p> <p><b>Q A new housing development is proposed at Franklin Fields - off Frankin and Conaglen Roads. This could involve 150 new homes. There are also plans to build on the site where the car wash is, next to Aldi. How can we accommodate more children?</b></p> <p>A PF reported that he attended a local meeting and concern was expressed regarding the local infrastructure including school places. Granbt has no space to accommodate additional pupils. Any Section 106 monies paid by the builder would be likely to go to other and secondary schools.</p> <p><b>Q The cost of broadband provision seems expensive?</b></p>	<p>Peter to action</p>
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7	<p><b>Questions on Premises Officer's report cont:</b></p> <p><b>Q It was noted that chairs were blocking a thoroughfare. Is this a regular occurrence?</b></p> <p>A No. Staff are aware that chairs must not block entrance and egress and are frequently reminded.</p> <p>A report from CPOMS outlined behaviour and safety issues since the start of term.</p> <p>A report from the Local Authority's on-line accident reporting system detailed accidents and incidents since June 2015. It was noted that the list on the agenda used the work trapped - injured would have been more accurate.</p> <p>Peter described the two nut allergy issues which have occurred this week and the range of measures put in place since then</p>	Sue to amend Food Policy in line with actions agreed
8	<p><b>Review Inventory</b></p> <p>The inventory was discussed and it was reiterated that the inventory needs to list single items which have a value of £250 or more. This mainly means that IT items are listed.</p> <p>It was confirmed that everything on the list is present but that it is being updated in the light of recent purchases which include two purchases of half a class set of laptops. Teachers' laptops are also slow and old and poor quality. These will need replacing when funds are available.</p> <p>Lists of musical instruments also kept. Parents are charged for the hiring of musical instruments - this covers the cost of annual servicing. This doesn't apply to guitars which are comparatively cheap and don't get serviced.</p>	Sue to check that we are not charging parents for guitars.
9	<p><b>Policy reviews:</b></p> <p>The following policies were reviewed and agreed</p> <ul style="list-style-type: none"> <li>• Charging policy</li> <li>• Whistleblowing policy</li> <li>• Standards for Financial Administration</li> </ul>	

10	It was noted that the LA have decided to do our health and safety audit in December - only 9 months after the previous one. We are hoping to update many of our risk assessments prior to that.	
	<i>The meeting closed at 7.45 pm</i>	