

NORTH NEWTON COMMUNITY PRIMARY SCHOOL

FINANCE AND BUSINESS COMMITTEE MEETING

**MINUTES OF THE FINANCE AND BUSINESS COMMITTEE MEETING HELD ON
TUESDAY 17th JULY, 2018 AT 6.00 P.M. AT NORTH NEWTON SCHOOL**

PRESENT: Mr. Nick Arnold (Headteacher), Mr. Mark Barham (Chair, Finance Committee), Mrs. Sarah Cook, Mrs. Sally Haysham (Finance Officer/Clerk) and Mr. Paul Warren.

Actioned
by

39/18 **APOLOGIES FOR ABSENCE**

All Governors were present.

40/18 **BUSINESS INTERESTS AND CONFLICT OF INTERESTS DECLARATION**

Mrs. Cook declared a business interest in the provision of educational services as she is an independent consultant in this field.

41/18 **MINUTES OF THE LAST MEETING**

The Minutes of the meeting held on Tuesday 14th May 2018, having been previously circulated, were agreed and signed by the Chair.

42/18 **MATTERS ARISING**

- (i) Appraisals for Mrs Perry and Mrs Duddridge have been deferred until Sept/Oct when appraisals will be carried out for all staff.
- (ii) School Inventory will continue to be updated and revamped.
- (iii) DIY Weekend has not yet happened, however new lockers and shelving has been put up with help from parents.
- (iv) Schoolmoney has been installed and received well by parents with payments coming in at an increased rate.
- (v) New photocopier has been installed.
- (vi) Return of 2018/19 Budget was submitted to County.
- (vii) No requirement to speak with Mrs Tucker regarding Hedgehogs cover as adjustments have been made to schedules for next year.

43/18 **CURRENT EXPENDITURE**

The Finance Clerk advised the current expenditure to date for the Year 2018/19. Current spend in line with budget.
DFCG – Fire Doors 2 stage approach agreed for works to be carried out.

Finance
Officer

44/18 **BUILDING MAINTENANCE**

Following meeting with Simon Tighe, plans for embankment have been submitted and budget approved.

Second week of August commencement of the new Badgers roof, works will be completed by County. Scaffolding will go up Wednesday 25th July 2018.

New playground equipment has been completed and been inspected by County. Signs will be put up regarding safety. Children are very happy with new equipment. Playsafe motto has been adopted and all children received instruction on how to play safe on the new equipment.

Front Security Gate - £5000 grant for Safeguarding has been given to the school, the school must decide what to spend the money on. New gate proposed with CCTV sighting buzzer on

Mr
Arnold

inside of the playground to give the office a view of people entering the school grounds and increase security. This would be a large gate and give better access. Timescale for money unknown but the school must commit 10% of value.

Fingerguards on doors – quotation for replacements following service visit is £245.30.

Electricity Pylon will be replaced 21st/22nd August at no cost to school. This is being replaced on safety grounds.

45/18 **TECHNOLOGY**

- (i) Computeam quotation was presented to the committee for discussion. The quote for the next three years was accepted by the committee.
- (ii) Computer glitch across Somerset affecting computers in the school. This is ongoing and not a Computeam issue, they have been proactive in trying to remove the virus.

46/18 **HEALTH AND SAFETY**

- Fire doors to be replaced as inspection report, agreed a 2 stage approach.
- Electricity Pole is to be replaced in the summer holidays.
- New playground equipment is now installed and safety checks have been carried out.
- Bug houses have been removed as children have been a little over enthusiastic playing resulting in a few minor accidents.
- Gate to the sheltered area has been installed.

47/18 **STAFF HOURS 2018/19**

- (i) Teaching assistant's hours were cut last year, proposal for hours to be re-extended for 3 teaching assistants for children's provision. A cost of £2863 has been evaluated for this. Money to be deferred from Teaching Supply Other to cover cost. Mr Arnold to inform all staff.
- (ii) Mrs Annie Elkington's maternity leave is due to end January 2019. Following a conversation with Mr Arnold, Mrs Elkington has indicated she would like to return as Senco from February half term and return to teach Squirrels in the Summer term, 2 days per week only. Mr Arnold will have a meeting with Miss Jenny Moore (who is covering the maternity leave) regarding extending her contract until the end of Spring Term 2019.

Mr
Arnold

Mr
Arnold

37/18 **UNOFFICIAL FUND BALANCE**

The PTFA will be contributing £2000 which is being transferred towards the cost of the new play equipment. Unofficial funds balance £5062.46 £3000 will be used by the school for the 2018/19 annual running costs of the minibuses. Funding for Gazebos to be considered at next PFTA meeting.

38/18 **OTHER BUSINESS**

The Finance Policy to be updated and circulated to the committee for approval.

38/18 **DATE, TIME AND PLACE OF NEXT MEETING**

Tuesday 25th September, 2018 at 6.00 pm

The meeting closed at 7.15pm

Finance
Officer

ACTION POINTS

Clerk/Finance Officer

Fire Door 2 stage replacement programme.
Finance Policy to be Updated.

Mr. Arnold

New front gate with CCTV to be investigated.
Teaching Assistants additional hours to be advised to staff.
Speak with Miss Moore regarding Maternity Cover Extension.