

NORTH NEWTON COMMUNITY PRIMARY SCHOOL



FINANCE AND BUSINESS COMMITTEE MEETING

MINUTES OF THE FINANCE AND BUSINESS COMMITTEE MEETING HELD ON MONDAY 11th FEBRUARY 2019 AT 6.00 P.M. AT NORTH NEWTON SCHOOL

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

	Actioned by
<p>1/19 <u>APOLOGIES FOR ABSENCE</u></p> <p>No apologies.</p>	
<p>2/19 <u>BUSINESS INTERESTS AND CONFLICT OF INTERESTS DECLARATION</u></p> <p>No Business Interests were declared.</p>	
<p>3/19 <u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>The minutes of the meeting held on Thursday 22nd November 2018 were signed off.</p>	
<p>4/19 <u>MATTERS ARISING</u></p> <p>Vacant post on the committee discussed following Sarah Cook's retirement from the committee. The Finance committee will look to bring in a new member.</p> <p>The headteacher cost per day was discussed with a look towards the budget.</p> <p>The cost of the financial impact of the LSA additional hours was discussed again looking forward to the 2019/20 budget and sustainability.</p> <p>A discussion took place regarding the class cover payments to T/As, should this be increased? Nick Arnold proposed that if teaching assistants cover classes there should be an increase to £7.50 from the current £5. This would come in from April 1st 2019. The committee approved the proposal.</p>	
<p>5/19 <u>CURRENT EXPENDITURE</u></p> <p>The Month 9 report was discussed. Expenditure is on track and the budget remains very tight.</p>	
<p>6/19 <u>BUILDING MAINTENANCE AND IMPROVEMENTS</u></p> <ul style="list-style-type: none">• Boiler replacement update –change from oil to LPG, this will be funded by County with a 10% payment by the school. Works due to take place Summer 2019.• Replacement of playground tarmac around the school site between Foxes and Badgers. This will be funded by County, possibly taking place October half term.• External doors & Fire doors update – 1st stage of Fire Door replacements to take place at Spring Half Term. This is funded by school from DFCG fund. External doors are to be	

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funded by County no date as yet provided for works.

- Security / safeguarding improvement programme – County have prioritized these works as urgent to improve the site security for visitors during the school day. Works to commence asap and funded by County grant.
- ‘Environmental’ wall beside PE shed will be completed during the summer term and/or school holidays. Project funded by County.
- Flat roof repaired (Hedgehogs/ Foxes cloakroom) – due to be completed Summer 2019, funded by County.
- Leak in Squirrels class from bell tower - this is difficult to correct at present as scaffolding is required. Possibility of utilizing the same scaffolding as for the replacement of the flat roof.
- Hedgehogs / Badgers carpet to be replaced at earliest opportunity using DFCG funds.
- Hedgehogs replacement storage units to sourced using the Sir Thomas Wroth Grant received and DFCG funding.
- Astro-turf replacement programme (2-stage) – Quotes are being sourced for the replacement of astroturf in 2 areas around the school. 2 quotes have been received a third is awaited. PE Grant funding will be used to complete this project.

7/19 **MINIBUS REPAIR AND RUNNING COSTS**

Minibus repairs quoted works are booked in for half term. The pre-school have kindly donated £550 towards the cost of the minibus repairs.

The current contract for the sponsored bus for Squirrels swimming ends in July 2019. This is to be discussed further at full governors.

8/19 **TECHNOLOGY**

Due to the slow response of the current system, the school is looking at the possibility of changing to Chrome books in the future. **Governor Challenge:** If everything is put into the cloud would things be more efficient?

Is there somewhere we can go to get an independent review of the system we currently have to understand where the bottleneck is?

Can we ask Computeam if they can do a restore from the back up to check that the back-ups are working correctly?

The committee did not have the answers to these questions so a Governor is to make enquiries to see if an independent can come in to assess the current system and advise the school.

CHAIR

CLERK

9/19 **SFVS QUESTIONS**

The committee answered the following questions ahead of submittal of the document in March 2019.

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4. Does the governing body receive clear and concise monitoring reports of the school's budget position at least three times a year?

Yes via quarterly reports using the County system of reporting.

10. Is there a clear and demonstrable link between the school's budgeting and its plan for raising standards and attainment?

Yes the Headteacher and committees look at where resources are required and the school development plan when budgeting.

14. Does the school benchmark its income and expenditure annually against that of similar schools and investigate further where any category appears to be out of line?

Yes example benchmarks are discussed regularly throughout the year at Full Governor Meetings.

10/19 **POLICIES**

Pay Policy approved to go to Full Governors Meeting

11/19 **HEALTH AND SAFETY**

Nothing to report, the committee is pleased with the new Safeguarding measures discussed earlier in the meeting.

At Full Governors meeting a date will be given for a walk around. MOT noted that new seat belts were required on one of the minibuses. This is being addressed asap for safety. Consideration to possible further replacement works to be in next budget.

12/19 **UNOFFICIAL BALANCE**

Unofficial balance remains the same at £8113.61.

13/19 **DATE, TIME AND PLACE OF NEXT MEETING**

Thursday 22nd November, 2018 at 6.00 pm

The meeting closed at 7.45pm

ACTION POINTS	
Chair	Make enquiries with an independent computer company to assess the schools equipment and service.
Clerk	Compile SFVS question answers onto form

Signed.....Date.....

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