

NORTH NEWTON COMMUNITY PRIMARY SCHOOL

FINANCE AND BUSINESS COMMITTEE MEETING

MINUTES OF THE FINANCE AND BUSINESS COMMITTEE MEETING HELD ON TUESDAY, 25th SEPTEMBER 2018 AT 6.30 P.M. AT NORTH NEWTON SCHOOL

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

	Actioned by
<p>1/18 <u>APOLOGIES FOR ABSENCE</u></p> <p>No apologies although Mrs. Sarah Cook had advised she would be late.</p> <p>2/18 <u>ELECTION OF NEW CHAIR OF THE FINANCE AND BUSINESS COMMITTEE.</u></p> <p>The clerk asked for self-nominations for the post of Chair. Mr Mark Barham nominated himself. Mr Barham left the room his nomination was discussed and accepted. Mr Barham returned to the room and was re-elected as Chair of the Finance and Business Committee.</p> <p>3/18 <u>BUSINESS INTERESTS AND CONFLICT OF INTERESTS DECLARATION</u></p> <p>None declared.</p> <p>4/18 <u>MINUTES OF THE LAST MEETING</u></p> <p>The Minutes of the meeting held on Tuesday 10th July 2018, having been previously circulated, were agreed and signed by the Chair.</p> <p>5/18 <u>MATTERS ARISING</u></p> <p>(i) Front gate CCTV £5k has been appointed by County for these works along with £20k for supporting wall. Mr. Arnold has been looking for a gate for the front area that is in keeping. All works dependent on re-budgets following the recent news that SCC are having financial difficulties. Work on the gate would improve Safeguarding if completed. No further progress at present.</p> <p>(ii) Mr. Arnold confirmed Miss. Moore is happy to stay for the extension period only but no further. No formal request received from Mrs. Elkington regarding her return.</p> <p>(iii) Electricity Pole has been replaced satisfactorily.</p> <p>(iv) Fire Doors replacement programme to be confirmed.</p> <p>5/18 <u>CURRENT EXPENDITURE</u></p> <p>The Finance Clerk advised the current expenditure to date for the Year 2018/19 is in line with budget. Clerk advised next month the 6 monthly accounts will be available.</p> <p>PE – Mr. Arnold expressed that he is very pleased with new provision this year. Provision has also been made for 2 teachers to accompany the swimming parties to upskill them. New PE equipment has been purchased at a cost of £350.00.</p> <p>Minibus – running costs continue to rise, parental contribution towards these costs kept to a minimum.</p>	<p>Agenda</p> <p>Clerk</p>

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

6/18 **BUILDING MAINTENANCE**

Badgers roof has been completed, new insulation has been installed. Roof has also been re-felted as has the Resources Block building. This block has also had a water-proof membrane installed, however the render on this building has also to be replaced.
Fingerguards on doors – These works were approved but the engineer attendance did not happen in school holidays, this will now be carried out in October.

Electricity Pylon has been replaced on 21st/22nd August 2018 at no cost to school.

7/18 **TECHNOLOGY**

New Laminator to be considered as one is out of action.
Potential IT issue -Nigel Turner (Computeam) meeting on 16th October has been arranged as the computers are continuing to be very slow. New maintenance contract has only just been signed. **Governor challenge: Is all software compatible?** Agreed this was a question for the meeting and Mr. Paul Warren would join the meeting on the 16th October.

8/18 **POLICIES**

The Finance Policy had been updated and circulated to the committee for approval. This was approved and will be passed to the Full Governors Meeting for final approval and sign off.
Charging and Remissions Policy – discussion took place regarding the policy as it was due renewal. It was agreed that the working in the document did not clearly reflect the Governors intentions and the Policy would be reworded and circulated for discussion and approval at next meeting.

N/A

Mrs. Cook joined the meeting.

9/18 **HEALTH AND SAFETY**

A walkabout had been completed by Mr. Arnold following the Summer recess to ensure all works scheduled had been carried out. Mr. Arnold advised that two trees were dropping their berries. Investigations are to be carried out as soon as possible to check if they pose an H&S issue as toxic. Another issue observed is that the berries are being trod on and the residue is going into classrooms.

10/18 **STAFF HOURS 2018/19**

- (i) Clerk advised a new teacher’s pay award letter had been received. This is to be taken into account when the Headteacher carries out staff appraisals. Lesson Observations have been carried out ahead of Appraisals. Clarity of pay award will be sought from County
- (ii) Mr. Arnold advised the committee that teachers in the school are now at highest points of their pay brackets. Governors to be aware of the impact of staff progression on the budget as the teachers could be potentially moving from Main Pay Scale to Upper Pay Scale. It may also impact on TA levels. This will be part of appraisal discussion with staff.
- (iii) 3 members of teaching staff were identified as potentially moving from Main Pay Scale to Upper Pay Scale, Mr. Day, Mrs Tucker and Mrs. O’Leary. Cost comparison to be completed by Business Manager and reported to the board should they raise a grade

Clerk

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

Alternative staffing model also to be calculated by Business Manager:
 Head Teacher – possible cost reduction if this was a part time role. Cost for 3 days per week, 4 days per week.

Governors to contact County regarding how to approach another school re sharing head teacher in the future and other options available to the school.

The TA's have been given an additional afternoon on a fixed term contract, until 31st March 2018.

11/18 **SAFEGUARDING**

New Safeguarding Tool, to be considered by the Committee, this is used by the majority of Compass Group schools. It is an online Safeguarding Concern secure company called My Concern. This would be operated by all staff, full training would be given. Cost is approximately £500.00pa. This will capture patterns of behaviour better, be far more visible to staff and accommodate more information. **Governor Challenge: Could this be paid monthly or quarterly?** To be investigated further, however all agreed in principle.

N/A

12/18 **UNOFFICIAL FUND BALANCE**

The PTFA will be contributing £2000 which is being transferred towards the cost of the new play equipment, invoice raised. Unofficial funds balance currently £5113.16. £3000 has been confirmed as donation from this year's Newt Festival.

13/18 **OTHER BUSINESS**

Mr. Arnold advised that Mrs. Perry had requested a reduction in her working hours. Mrs. Perry would like to cease with her morning Caretaking duties. The Committee asked that Mr. Arnold revisit her job description, as her Caretaking duties, once her hours reduced would diminish. Mrs. Perry's request has been accepted by the committee on provision that her request is made in writing.

14/18 **DATE, TIME AND PLACE OF NEXT MEETING**

Thursday 22nd November, 2018 at 6.00 pm

The meeting closed at 8.45pm

ACTION POINTS	
Clerk/Finance Officer	Fire Door 2 stage replacement programme. Finance Policy to be passed to Full Governors Meeting. Cost comparison on Teachers Pay. Cost comparison on Headteacher reduced days.
Mr. Arnold	Charging and Remissions Policy to be updated My Concern costs to be verified.
Agenda	Update from County Council re Building Maintenance Plan.

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

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