



Meeting 3 – Part 1 Minutes – Finance & Resources

Date/Time	Thurs 27 June 2019 6.30pm	Location		Whimple Primary School			
Attendees	Initials	Category	Committee	Attendees	Initials	Category	Committee
Kate Mackay	KM	Parent	F&R	Helena Hastie	HH	Co-opted	F&R - Chair
Carole Shilston	CS	Headteacher	F&R/T&L	Maria Wallis	MW	Co-opted	F&R
Linden Best	LB	Parent - Chair	F&R/T&L	Caroline Ward-Reece	CWR	Co-opted	F&R

Apologies	Initials	Category - Reason

Absent without Apology	Initials

In Attendance	Initials	
Cathy Culshaw	CC	Clerk

Minutes to	Papers
Attendees	
Apologies	
School Noticeboard	
School Website	

1	Apologies
2	Business Interests
3	Minutes of the last meeting – 21th March 2019
4	Matters Arising
5	Finance
6	Personnel
7	Buildings
8	School Improvement and School Strategic Plan
9	Health and Safety
10	Community
11	Policies for Review

Ref	Action or Decision	Owner/ Decision	Date Due
1.1	<u>Apologies</u> No Apologies	Complete	
2.1	<u>Business Interests</u> None to report.	Complete	
3.1	<u>Minutes of the Meeting on 21st March 2019</u> The minutes from the last meeting were agreed as an accurate record and signed by the chair.	Complete	



Ref	Action or Decision	Owner/ Decision	Date Due
4.1	<p><u>Matters Arising</u></p> <p>4.1 - <i>Matters Arising</i> - MW reported that a third visit to a local school to investigate school security is still outstanding, this will now be completed next term. MW carried out a visit to Whimple with former police officer and a report was submitted to head.</p> <p>4.1 - <i>Matters Arising</i> - CS and MW met about the exclusions policy and also looked at the security policy which has been identified as having overlaps with other policies. As yet a decision about how to finalise these policies has not been made so this is still outstanding. LB has established there is no Devon policy. CC explained that Babcock would consider creating a policy if there is a request. There was a small discussion as to the level of detail required in the policy.</p> <p>ACTION: MW and CS to finalise policy.</p> <p>ACTION: CC to email Babcock about a model policy.</p> <p>4.1 - <i>Matters Arising</i> - LB and HH asked if MTA cover is still needed. A volunteer rota can be arranged for next term. CS talked about plans to introduce more varied play options to relieve the pressure on the playground.</p> <p>ACTION: MW to approach the WI.</p> <p>ACTION: LB and HH to contact parents to arrange volunteer rota.</p> <p>5.1 - <i>Finance</i> - MW has checked with County about the security of any 'budgetary carry forward' and has been assured that Devon has never taken them away in the past.</p> <p>5.6 - <i>Finance; Pupil Premium</i> - CS has advertised the criteria for receiving PP funding to parents via the website</p> <p>8.1 - <i>Buildings</i> - MW reported that the Victory Hall users survey has now gone out to every household but so far only 100 questionnaires have been returned. Thank you to the school for sharing with the parents.</p> <p>11.1 - <i>Policies</i> - Following a decision at the last meeting to combine all the financial policies into one, there was a discussion about whether we are allowed to do this - possibly linked to which policies are allowed on website.</p> <p>ACTION: LB and HH to investigate.</p> <p>The meeting moved to Part 2</p>	<p>MW</p> <p>MW and CS CC</p> <p>MW LB and HH</p> <p>LB and HH</p>	<p>Next Term</p> <p>Ongoing ASAP</p> <p>ASAP ASAP</p> <p>ASAP</p>
5.1	<p><u>Finance</u></p> <p><u>Annual Budget per Budget Monitoring Statement</u></p> <p>Thanks to the Administrator for preparing the budgets and detailed explanations in advance of the meeting. The report is very detailed and answers a variety of questions.</p>		



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	<p>CS asked for Governors approval to purchase an interactive Physical Board for the KS2 playground. The cost (£9,000) is to be split over three years. MW suggested that we could look at possibility of applying for local active funding through the Parish Council (which has been recently advertised). All agreed that the board would be beneficial to the playground.</p> <p>The report shows that the School Budget Share Summary is very healthy. There is a brought forward balance of £86,728 from 18/19. This is vital to ensure the future financial stability of the school as future budgets have an in year deficit.</p>		
5.2	<p><u>Finance</u> <u>D78 - Capital Budget</u></p> <p>CS reported that the increase in the number of part time staff means more laptops are required and the server is also nearing the end of its life. The school could look into the possibility of leasing laptops rather than purchasing. Leasing can be beneficial for maintenance and software as well as spreading the cost however the overall cost is likely to be higher.</p> <p>LB feels that if the laptops we buy are lasting longer than 3 years then it is beneficial to buy as it is cheaper. After a short discussion a decision was made to carry on as we are for now and review next year.</p>	Decision	
5.4	<p><u>Finance</u> <u>PE Grant</u></p> <p>See 5.1 regarding interactive activity wall.</p>		
5.5	<p><u>Finance</u> <u>Pupil Premium</u></p> <p>ACTION: A Pupil Premium annual report is to be completed by CS and LB.</p>	CS and LB	ASAP
5.6	<p><u>Finance</u> <u>School Fund</u></p> <p>CS has checked with the auditor and he confirmed that the School Fund Account can be added to the school budget system. The Administrator can complete this.</p> <p>HH challenged whether the school fund account is being closed. After a discussion about this it was decided that HH will clarify this with the administrator and report back the FGB</p>	HH	ASAP
6.1	<p><u>Personnel - Update - including pay reviews</u></p> <p>The meeting moved to Part 2</p>		



Ref	Action or Decision	Owner/ Decision	Date Due
7.1	<p><u>Buildings - Update</u></p> <p>CS reported that a surveyor came to inspect the roof. He identified a hole in the wall in roof area but felt that it can easily be filled. He also reported that the purlins seem sound. The next stage is to get quotes with the view to having works completed in the holidays.</p> <p>CS reported that the purlins on the gable side need to be painted and that this requires scaffolding making it an expensive job.</p> <p>LB asked if getting quotes for works such as this from the caretaker was a conflict of interest. It was decided that as long as three quotes have been sort and there is rational behind a decision then it isn't. KM suggested that the new contract doesn't have a clause prohibiting such situations.</p> <p>CS reported that the CDC (Condition) survey which is completed by the government every five years has been completed. Mostly, lighting was highlighted as being near life expired. Some heaters were also identified.</p> <p>With this in mind the head has arranged for a specialist to quote for the replacement of the lighting. They have suggested a total investment would be £7,000 to have all lighting changed. This would be with a staggered payment of £900 per year. KM asked if we have had more quotes. CS reported that we haven't thus far.</p> <p>The suggestion is that the new lighting would make an energy saving of £900 per year and it would last for 25 years.</p> <p>After a discussion it was agreed that in principle all are in support to looking in to this further.</p> <p>KM asked if we should look at payment over a shorter period of time as we cannot guarantee future funds but have available funds in the short term and it was agreed that CS will obtain more quotes.</p>	<p>LB Challenge</p> <p>Decision</p> <p>CS - quotes</p>	<p>ASAP</p>
8.1	<p><u>School Improvement and School Strategic Plan - Monitoring/Update</u></p> <p>To be discussed at the FGB meeting in July.</p>		
9.1	<p><u>Health and Safety - Audit Update</u></p> <p>CS reported that the recent audit went very well with a score of 97% achieved.</p> <p>The only action relates to DSE assessors and wasn't highlighted as urgent.</p> <p>Congratulations to CS for this achievement.</p>		



WHIMPLE PRIMARY SCHOOL

Governing Body

Ref	Action or Decision	Owner/ Decision	Date Due
10.1	<u>Community- Website</u> No update		
11.1	<u>Community - School COMMS</u> CS reported that the school has purchased a system called 'School COMMS' so that online payments can be made by parents for school dinners, trips etc. The plan is to 'Go Live' in September. MW asked how parents without online payment access could pay. CS assured that payments will still be possible by cash/cheque if required. The cost of the system is £400 per year with a £75 set up fee. CS feels that the system will easily cover costs as it will save office staff time.	MW Challenge	
12.1	<u>Policies for Review</u> None		
13.1	<u>AOB</u> LB asked if the committee would consider using some of the Governor budget to pay for an online resource such as <i>The Key</i> as she has recently made great use of a free trial. Do governors feel it would get enough use? All agreed that in principle is a good idea however the cost is quite high. ACTION: HH suggested bringing this to FGB for review.	Bring to FGB	July 19
The meeting closed at 20.13			
Date/Time	21st Nov 2019	Location	Whimple Primary School