

# Finance, Personnel and General Purposes Committee



## Summer Term Meeting

Date/time: 6.00pm, Tuesday 20<sup>th</sup> May 2025

Location: Willow Brook Primary School

### F/055/25 Present / apologies / declarations of interest

'A' denotes absence

Tamsin Armour  
Louise Ballard (Head)  
Chris Litchfield  
Colin Brearley (Committee Chair)  
Simon Harris (A)  
Neil Rabbitts (Chair)  
Zoe Marsden  
Chris Cleal  
Scott Kenna (A)  
Pete Marsden  
Charlie Feathersone  
Oscar de Malplaquet

Ex officio: Zoe Roper

### Apologies for absence

Apologies received from SH but not SK.

### Declaration of Interest

None

### F/056/25 Accuracy of minutes of last meeting, 04.02.2025

Approved by all.

### F/057/25 Matters arising from the last meeting

F/29/23 HOT's – waiting for a reply regarding rent changes.

ZR

F/23/24 Charging Policy discussed – to be discussed at Full Governors.

F/31/24 Cyber training – Cyber link to be sent.

NR

F/44/24 Flooding – on agenda.

LB

F/46/24 DFC pot for drainage – ZR confirmed that we can't capitalise fees but can the rest of the project.

**F/058/25 Review Decision Planner**

No changes.

**F/059/25 Policies for annual review**

There are no policies to review.

**F/060/25 Items from other committees, including FGB on 25.02.2025**

There are no items from other committees.

**F/061/25 Keeping children safe in education (standing item)**

No updates.

**F/062/25 Health and Safety link governor report**

Report uploaded. CB mentioned the works to the trim trail. LB spoke about latest inspection of the sports equipment and the problems we've had. This is to be rectified in due course.

LB

**F/063/25 Budget monitoring, including end of year position for 2024-2025, budget plan outline for 2024-2025, and outline plan for 2027-2028**

**And Committed Balances**

2024-2025 year-end finished with a surplus of £267,530. Governors discussed the differences from the Spring term meeting and approved the year-end balance.

The Committed Balance form has been completed as per Schools Finance. Money has been set aside for laptops, drains, outdoor area and the early years play area. The potential deficit shown on the Five-Year Governors School Budget Report will be closely monitored.

ZR discussed the budget guide 2025-2026 and summarised any changes. All staffing changes with point increases have been included. Insurance income and the expenditure from the flooding in January are in the plan. The water meter should be read in June so hopefully the correct charges will come through. Cleaning, Catering and Grounds Maintenance are being taken over by Suffolk CC therefore only received 5m charges. ZR has therefore calculated the full year on the 5m costs.

Governors will take the Budget Plan 2025-2026 to the FGB for approval.

**F/064/25 Proposed expenditure**

Budget has been set aside for staff laptops, Early Years to update their play area, outside seating etc., and the potential drainage works.

**F/065/25 Write offs of old equipment**

None

F/066/25 **Personnel matters arising**

See separate sheet.

F/067/25 **Governor Training**

NR and SM mentioned the Governor Induction course run by the NCC for the new governors present.

F/068/25 **Matters for escalation to FGB on 13.06.2023**

End of Year, Budget Plans, H&S and Cyber training.

CB

F/069/25 **Any other business**

None

F/070/25 **Confidentiality**

See attached.

F/071/25 **Date of next meeting**

Date of next meeting to be confirmed.