

# Finance, Personnel and General Purposes Committee Meeting

## Minutes of the Meeting

6pm Wednesday 4<sup>th</sup> May 2016

Willow Brook Primary School

Ref	Item	Action
	<b>1 Members Present/Apologies &amp; Declarations of Interest</b>	
	Ly Toom (LT) (Head Teacher)	Anthony Williams (AW)
	Neil Rabbitts (NR) (Chair of Governors)	Simon Harris (SH)
	Sally Nix (SN)	Jamie Walker-Jones
	Zoe Roper (ZR) (ex-officio)	(JWJ)
	ZR clerked the meeting	
	Apologies – Duncan Cameron (DC)	
	<b>2 Minutes</b>	
	The minutes of the previous meeting dated 27 <sup>th</sup> January 2016 were accepted and approved.	
	<b>3 Matters arising from the last meeting</b>	
	4.6 - Window restrictors on agenda.	LT/ZR
	5 - Site Maintenance Plan, with LT – not complete. LT to present to AW.	LT/ZR
	6 - SFVS has been emailed to Schools Finance.	
	7- Kitchen works on agenda.	
	9 - Services for Schools have been emailed to Governors and accepted.	
	10 - The effect of losing two HLN children on agenda.	
	11 - Governor Skills Audit on agenda.	
	12 - There are no write offs at the moment.	
	13 - Keyworth Trail Run on agenda.	
	<b>4 Review Decision Planner tasks</b>	
	<ul style="list-style-type: none"><li>KR reviewed the Decision Planner tasks and these were accepted by the FP&amp;GP.</li></ul>	COMPLETE
	<b>9 Review Decision Planner Tasks</b>	

## 5 Health and Safety, including kitchen works and parking

- H&S report not yet been written as meeting only took place this morning. AW delivered a verbal report.
- In AW's meeting with Rob Castledine (RC), he examined H&S paperwork, carried out a general site visit and also undertook fire safety training.
- AW explained that the latest version of the NCC H&S audit is to be used to inform future termly visits and will be covered during the course of each year.
- It was agreed that during each termly visit, AW would carry out a different H&S monitoring task with RC – eg: asbestos inspection.
- LT spoke about the kitchen works which have started today and should be finished end of May 2016 – following a succession of delays. NR asked if we should send a letter to Councillor John Cottee to provide him with an update of the situation. LT has communicated to the NCC that the complaint will be escalated if the new, agreed deadline is not met.
- Parking outside school. LT had received an email from a parent who asked that their views be shared with governors. The email asked for governors and school leaders to consider the needs of parents who need to drive to school and asked whether more could be done to create additional parking for parents. Suggestions were discussed and it was agreed that, once the building works were complete and the staff car park cleared of Portacabins, some additional parking would again become available on Willow Brook. In addition, some local residents had complained about the parking during the morning of the Keyworth Trail Run (KTR). LT explained that all runners were asked to use the BGS car park – which the overwhelming majority did. LT also confirmed that for the next KTR, local residents would be informed.
- Window restrictors. Guy Barwell from Faithful and Gould has assured us that the works would be done at the same time as the kitchen works.

AW

LT

## 6 Keyworth Trail Run 13 March 2016 debrief

- NR and AW met with Matt and Sam Hall prior to the KTR to examine Health & Safety procedures and were very impressed with the organisation. The event was a success and organisers received a lot of positive feedback; it sold out with more places requested and there was a lovely atmosphere. An evaluation of the event has taken place and it was agreed for next time that: local residents would be informed; more volunteers would be sought and more portable toilets would be required. It was also agreed that a committee would be formed to share the workload.

## 7 Items from other committees incl. FGB meeting on 8 Feb 2016

- None from FGB but the meetings that had taken place regarding partnerships with other schools was raised. This will be discussed by the SDP committee meeting.

## 8 Budget monitoring, including review of year end and Budget Plan 2016-2017

- ZR spoke about the year-end and KR asked about a B02 balance. As the Governor Statement has not yet been received we don't know if we have a balance of this percentage yet. This will be confirmed and circulated via email.
- ZR and LT spoke about the services for schools and IT costs for 2016-2017 that were emailed out. The 2016-2017 budget plan was accepted and approved. The following questions were asked:-

Why has the school moved away from the NCC with regards to IT costs? NR explained how NCC have previously bundled costs together and this doesn't always lead to best value principles being followed. We now use Atom for broadband services/email and technical support. Two companies came in to demonstrate alternatives to the SIMS database system and it was decided to use ScholarPack which has now been introduced.

Why has the school moved away from Flint Bishop HR back to NCC HR? NCC HR has been bought back so that we have access to the most up to date safeguarding/recruitment information and note any changes or new information as it is published.

Why is capital expenditure so high? See agenda point 9.

ZR

## 9 Quotes for proposed projects

- LT is looking to have the classroom sinks and toilets refurbished, the playground resurfaced and a security fence with gates for the bottom court playground installed. ZR has put £50k of school money into the capital budget plus we have nearly £6k from DFC to use. Once all quotes received LT will circulate them for approval by governors.
- LT explained that the security fencing and gates can be partly funded by the NCC risk management department.

LT/ZR

## 10 Services to Schools: services chosen

- See point 8 on the agenda.

## 11 Personnel matters, including recruitment

- LT explained that school will lose 2 children in September 2016 who have EHC plans and receive High Level Needs funding. Due to staff changes – teaching assistants voluntarily wishing to reduce their hours - we did not need to go through redundancies.

- The school are advertising for a part time teacher (1.5 days) for Year 6 as Sherrie Parsons left in February and LT has been covering this post ever since. Governors asked why this wasn't covered by a supply teacher and LT replied because of a desire to minimise disruption and maintain standards during this crucial year.

## **12 Preschool and WBs leases**

- LT talked about the previous meetings with Helen Smith (HS) of NCC Property and what NCC suggest schools should be charging clubs for using the school premises. ZR is just working together with HS to establish new charges in the lease arrangements from September 2016.

**ZR**

## **13 Governor Vacancies and Training**

- SN's term as Parent Governor is up on 18.10.16 and, due to work commitments, she will not be standing again for the role. All the Governors thanked her for her time, her wisdom and her commitment to the school.
- A new skills audit will be done once the Governor vacancy is filled.
- KR is to look at bespoke training – with a view to book preparing for Ofsted training.

**LT/NR**

**KR**

**KR**

## **14 Write offs of old equipment**

- There are no write offs.

## **15 Matter for escalation to FGB on 16 May 2016**

- None

## **16 AOB**

- LT commented on how Safeguarding legislation has changed – including the new requirements for Governors to have DBS checks and would like more governors to be aware of the changes and to undertake basic awareness training. SH has accessed training as Governor for Safeguarding, NR is booked onto a refresher course as chair and even though all Governors are not required to undertake this training, KR agreed to look in to online modules that all governors could access.

**LT/KR**

## **17 Confidentiality**

- Nothing

## **18 Dates of academic year 2016-2017 meetings**

- KR to email ZR with dates.

**KR**