Woodchester Endowed Primary School

Minutes of Finance and Resources Committee Meeting held on 15th October, 2019 at 9.15am

Governors Present: **Mrs. Pennington, Mr. Close, Mrs. Pemberton, Mrs. Robinson, Mrs. Bijkerk** **In Attendance: Mrs. Smith**	
Item	**Actions**
1. Apologies for absence. There were no apologies for absence. In the absence of Mr. Upton, it was agreed the meeting be chaired by Mr. Close.	
2. To confirm the minutes of the Finance and Resources Meeting held on the 11th June, 2019. These were confirmed and signed as a true record by Mr. Close.	
3. Matters arising from the meeting held on 11th June, 2019 • Maintenance Check - AB and NR completed a maintenance check in September. Findings were circulated to Governors. The next check will take place in December. • The Play Area Inspection Report identified a trip hazard caused by loose membrane. This will need to be repaired and will be added to the maintenance list for action. • Crisis Management Plan – Work to complete this is ongoing. • Swimming lessons – A comparison of costs of both venue and transport concluded that the differential was negligible. Therefore swimming lessons will continue with the current arrangements. • Upgrading of SIMS provision - Gloucestershire County Council (GCC) are looking into this. JS to follow up. • Funding to provide new IT hardware is underway. It was suggested that Tesco be approached. JC to discuss with PTA. • S.106 funding from Rooksmoor Mills development – A sum of money has been agreed for the Parish for work to footpaths and the Bike Trails. JC will draft a letter to the owners of Rooksmoor Mills to seek additional funding for the school. • Funding for Building Project – JC looked at potential funding options available for capital build/ safeguarding projects through GCC and found a couple of possible options. The project was discussed under item 9.	**AB** **JS** **JS/LP** **JS** **JC** **JC**
4. Declarations of interest in items on the agenda. There were no declarations of interest in items on the agenda.	
5. Questions from Governors on Cost Centre Update Following the setting of a deficit budget, a Recovery Plan was submitted to GCC. A half-yearly return is required as part of this process. With various staffing issues it has been difficult to project forward. JS met at length with the Finance	

Officer to go through both the half-yearly plan and projections. The deficit has been reduced by £6600 due to a number of factors including staffing changes. The County Finance Officer was satisfied the school are actively looking to reduce this deficit where possible. This half-yearly plan was signed by TP and will be submitted to GCC.	**JS**
6. Governor Accounts Update. • Woodchester Endowed School for Poor Person: **£13,654.19** • Governor Business Instant Access: **£8,510.89** • Coventry Governors' Account: **£3555.00** JS confirmed that the majority of the Devolved Formula Capital to be spent before the end of this financial year has already been spent.	
7. Teachers' Pay Award 2019-20. Governors discussed the options for allocating pay increases to teaching staff and cost implications for each of those options. Governors agreed a pay increase of 2.75% across the board. A grant of £1335 has been provided by the Government to offset some of the increased cost, but an additional £265 will be met by the school.	
8. Staffing Issues. A number of staffing issues are expected in 2020-21 for both teaching and admin staff. Currently the school have a shortage of lunchtime supervisors due to absence. LP will look to advertise for an additional lunchtime supervisor. It is considered good practice to have a Pay Panel of Governors to agree any pay grade increases recommended by the Headteacher through staff performance management. Governors agreed it more appropriate if the panel does not consist of staff or parents. TP agreed to email Curriculum and Standards Governors to ask for a couple of volunteers to sit on such a panel alongside Mrs. Pemberton.	**LP** **TP**
9. DFC Build Project Planning permission has been granted for work on aspects of the school to improve safeguarding. Governors agreed to proceed with a bid application, which needs to be submitted in November. In order to demonstrate the school's ability to raise funds, the capacity of the PTA to raise on average £6,000 per year can be used. If the bid is successful, it's thought the work will go out to tender around Christmas time, with a plan to complete as much of the work as possible in the summer holiday of 2020. Governors discussed project management of the build. NR agreed to consider logistics and how the building will be used once work is complete. Improvements to comply fully with GDPR will be considered as part of this process. LP agreed to send an electronic copy of the proposed breakdown of costs to JC for grant funding applications. LP will work with Rob Stevens to complete the bid application.	**LP** **LP**

NR will contact Rob Stevens to discuss the logistics and requirements for remodelling the interior of the school.	**NR**
10. Road Safety. A number of parents, staff and Governors are becoming concerned at the rising number of parents parking on the zigzag lines outside the school. On occasions parents have received abuse when asking drivers politely not to park in those areas. Mark Weadon is the Police School Beat Officer. He is due to talk to the children about road safety which will help make the children more mindful of the need for caution near roads. LP will ensure the issue is made clear to parents in the next newsletter. She has also considered this as the next project for the school council, to raise awareness with their peers. AB will contact the P.C.S.O. to ask for his presence at drop-off and pick-up times to highlight the importance of the issue. NR will communicate the school's proposed actions to the Playgroup Committee who are very supportive.	 **LP** **LP** **AB** **NR**
11. Premises Issues. Several issues were identified on the 'maintenance walk' in September. A parent has kindly agreed to cut back the ash tree in the front playground which is encroaching on the school building. LP agreed to ask him to look at a tree root in the rear playground, currently a trip hazard to assess the impact on the tree of removing it. Mr. Latham will repair the fence in the corner of the field which was damaged when a tree fell. He will also look to repair the gate between the front and rear playgrounds which needs lifting on its hinges. The reflective area was looking very tidy and welcoming. The Governors were grateful to Kath Clark for the work she's done on this in her own time. A parent has cleared the gutter in the front playground which now no longer leaks. AB will update the maintenance list.	 **LP** **AB**
12. Any other business The recent Health and Safety audit raised a couple of issues relating to fire compliance near Hawthorn classroom. Quotes for the work came in at around £2,000. GCC are currently looking to find a way the work might be completed at a lower cost. NR will make contact with the Fire Service to ask about the provision of smoke alarms. The school is shortly due for an external fire assessment and report. LP will enquire about the priority for these recommendations.	 **NR** **LP**
Dates of Next Meetings • Curriculum and Standards – 5th November 9.15am • Finance and Resources – 10th December 9.15am	

Actions	
LP	**Lunchtime Supervisors –** Advertise to fill role.
LP	**DFC Build Project** - Work with Rob Stevens to complete the bid application.
LP	**DFC Build Project** - Send an electronic copy of the proposed breakdown of costs to JC for grant funding applications.
LP	**Road Safety -** Ensure the issue of avoiding parking on the zigzags is made clear to parents in the next newsletter.
LP	**Road Safety –** Consider road safety as a project for the school council.
LP	**Tree work –** Ask tree surgeon to look at tree root in the rear playground, currently a trip hazard to assess the impact on the tree of removing it.
LP/JS	**Crisis Management Plan –** Work to this is ongoing.
JS	**Play Area Report –** Arrange repair to trip hazard.
JS	**SIMS –** Follow this up with GCC.
JS	**Half Yearly Return –** Submit to GCC.
JC	**IT Funding –** Discuss applying to Tesco with PTA.
JC	**IT/Build Funding –** Draft a letter to owners of Rooksmoor Mills to ask for their support.
JC	**DFC Build Project –** Use proposed breakdown of costs to begin to look at potential grant applications.
NR	**DFC Build Project -** Contact Rob Stevens to discuss the logistics and requirements for remodelling the interior of the school.
NR	**Road Safety -** Communicate the schools proposed actions to Playgroup.
NR	**Fire Safety Requirements –** Make contact with the Fire Service to ask about the provision of smoke alarms.
TP	**Pay Panel** – Contact Curriculum and Standards Governors to form a Pay Panel.
AB	**Health and Safety** – Compile a list of requirements for compliance from Health and Safety Policy and circulate to Finance and Premises Governors.
AB	**Maintenance Check** – Carry out maintenance check in December.
AB	**Maintenance List –** Update and distribute to Finance and Premises Governors.
AB	**Road Safety -** Contact the P.C.S.O. to ask for his presence at drop-off and pick-up times to highlight the importance of the issue.

The meeting concluded at 10.50am.

Minutes were agreed and approved by:

Name: …….

Signature: …….

Date: …….