

St James's Church of England Infant School

Minutes of a meeting of the Finance, Staffing and Premises Committee held at the school on Tuesday October 13th at 9.15 am		
	<p>Present: Cedric Porter (Chairman), Mel Shackleton (Headteacher), Jim Stewart, Zoe Lund</p> <p>Apologies: Bridget Radley, Ed Peacock and Ryland Atwood</p> <p>In Attendance: Stuart Fleming (Caretaker) (in part), Lindsay Ayton (Finance Officer) (in part), Amanda Barlow (Clerk)</p>	
		Action
1	<p>Prayer</p> <p>The Chairman opened the meeting with a prayer.</p>	
2	<p>Welcome and apologies for absence</p> <p>The meeting opened at 9.15 am.</p> <p>Apologies were received from Bridget Radley (childcare), Ed Peacock (holiday) and Ryland Atwood (work commitments) and accepted by the Governors.</p> <p>The governors noted that the meeting was quorate.</p>	
3	<p>Declarations of Business Interests</p> <p>There were no declarations of business interest relating to items on the agenda.</p>	
<p><i>It was agreed to take Agenda item 6 at the beginning of the meeting so Stuart Fleming (SF) could leave the meeting.</i></p>		
6.1	<p>Premises Report</p> <p>Stuart Fleming, (Caretaker) gave the following verbal report:</p>	
	<ul style="list-style-type: none"> • The water tanks are going to be installed at half term. All the hygiene items are now complete and in place. SF confirmed with the Governors the process for installing the tanks. • 2 new doors in Beech classroom will be installed during half term. • The back door in the reception area year 1 and 2 will be replaced at half term. • AECOM has been back to carry out the 12 month visit. The Headteacher advised that during the heavy rain there was flooding outside Oak Class. The school took photographic evidence and have showed it to AECOM. They will come back to do some additional repairs. 	

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	<ul style="list-style-type: none"> • Some additional hedging had been carried out to protect the school from its neighbours. • The following items were pending: <ul style="list-style-type: none"> - SF advised that he had had a quote of £720 for new mag lock on kitchen door and to change all the codes. - He explained to Governors that this would mean once the gates are closed the only way to enter the school was through the reception area at the front door. - The Governors asked the Headteacher to confirm that in an event of an emergency all exits were easily accessible. The Headteacher confirm that was the case. - SF explained to the Governors that the boiler house now needs a new roof following the installation of the new boiler. The Governors agreed that SF should get quotes for the new roof. - SF advised that he is waiting for a quote to replace the ridge tiles and will chase them as this work needs to be done prior to the cold weather - Soffit and fascia – this has been previously approved by the FSP Committee and SF is waiting for the builder to confirm the date. • Governors asked about the security at the back of the school. SF confirmed that this was now in the hands of the police. 	
6.2	<ul style="list-style-type: none"> • The Premises Governor confirmed that she had carried out a Health & Safety inspection and the report had been completed • She reported that there are plans to refurbish the toilets. • <p>It was agreed that Zoe would forward the report to the Clerk for circulation.</p>	
<i>Stuart Fleming left the meeting.</i>		
4	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on 2 June 2015 were received and signed as a true record</p>	
5	<p>Matters arising</p> <ul style="list-style-type: none"> • 15.d.iv – The TA who was on maternity leave has decided not to return to work. 	
	<p>The Headteacher gave a Staffing Update:</p> <ul style="list-style-type: none"> • The 2 NQTs have started and doing very well. • The MLT is working very well. • Jane is leading the maths and is doing an excellent job. • The Action plans are all being put in place • There is a new TA to replace Vicky Andrews who left at the end of the year. • Julie Hockney has returned to teaching (she was previously a TA) and is covering maternity leave. In response to questions, the Headteacher confirmed that she is contracted to work 2 days a week covering when Maria is not in the classroom. 	

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<i>Lindsay Ayton joined the meeting.</i>		
7	<p>Finance Policy</p> <p>The Finance Policy was previously circulated and a copy is held on the School's Policy file and on the School's website.</p>	
	<ul style="list-style-type: none"> • The Finance Officer (FO) advised that there was no change other than the school have now gone to online banking. • The FO informed the Governors that she and the Headteacher have to approve each other's use of the system. • Governors asked if 2 members of staff are still required to authorise any payments. She advised that she and the Headteacher are required to authorise any payments. • All payments will be made by BACS were possible. If the Headteacher is not in the school for a period of time for any reason the school can revert back to using cheques with Sarah Cota (Deputy Headteacher) as the other signatory. • The FO will write a procedure once she understands how the online banking works and it will be circulated to all Governors. <p>The FSP unanimously agreed to adopt the Finance Policy and the Chairman of the FSP duly signed it.</p> <p>It was agreed that the Chairman of the FSP would inform the GB that the Finance Policy had been ratified.</p>	
8	<p>Pay and Rewards Policy</p> <p>The Pay and Rewards Policy was previously circulated and a copy is held on the School's Policy file and the School's website.</p>	
8.1	This Agenda item is in part 2 of these minutes, Items of Confidentiality.	
8.2	<ul style="list-style-type: none"> • 5.6 – this point covers when staff are contracted out to help other schools. This statement refers to if the GB decide to make a lump sum award to the member of staff for the work. • Governors discussed the issue that the school would be making the payment but the other school would be benefitting from the expertise of that member of staff. • Governors felt that it would be useful to have this option to encourage staff to undertake such a role. • It was agreed that this statement would stay in the Policy as the word "may" is used and it is not a guaranteed payment. 	
8.3	This Agenda item is in part 2 of these minutes, Items of Confidentiality.	
8.4	The other changes were in the pay scale for the staff and the adjustment of the leadership pay scale.	
8.5	The Headteacher also included the school's current leadership structure.	

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8.6	The Headteacher confirmed that she would then put the Pay & Rewards Policy to the staff.	
9	Lettings Policy The Lettings Policy was previously circulated and a copy is held on the School's Policy file and on the School's website.	
9.1	The Governors agreed that the statement read out by the FO about wanting the school to used by local groups etc.	
9.2	The FO explained that the new policy does not include some of the	
9.3	The FO informed the Governors that some of the hirers open and lock the school themselves and get the key from the school. The After School club do have keys to the school.	
9.4	The FO advised that the Policy and rates need to be approved by the Governors and reviewed annually.	
9.5	The FO advised that all the providers have insurance of up to £5million and she has copies of their policies.	
9.6	The FO advised that the following rates are charged:	
	<ul style="list-style-type: none"> · Msporti £12.50 per week – field after school on Fridays · Art Club £6.50 per week – library Thursday lunchtime · Sugarcraft £30 for 3 hours Mondays / £75 per day at weekends · LEAF £12.50 per week – library Wednesday lunchtime · ASC - £12.50 per hour / daily rate £50 · Smash the Fat - £6.25 per hour field 1 hour M/W/Th · Insanity - £25 1.25 hours Wednesday evenings 	
	The Governors discussed the above rates and the options to charge different amounts to each provider.	
9.7	The Governors agreed that the FO should contact other schools and see what they charge other providers.	
9.8	The FSP unanimously agreed to adopt the Finance Policy and the Chairman of the FSP duly signed it. It was agreed that the Chairman of the FSP would inform the GB that the Finance Policy had been ratified.	

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10	Benchmarking The FO explained that she benchmarked the school against other Infant schools in Kent with a similar role number and no nursery.	
10.1	The FO reported that generally the school are standard with other schools.	
	Expenditure	
10.2	The school were higher on supply teachers as they use teachers at the school to maintain high standards.	
10.3	Higher on 1:1 provision as the school provide extra cover for certain children.	
10.4	Lower on Administration staff.	
10.5	Higher on training, which Governors felt was important to maintain the school's high standards of outstanding teaching.	
10.6	Higher on building costs but a lot of work had been done this year.	
10.8	Lower on grounds as the school does not have many grounds to keep such as flower beds etc.	
10.9	Higher on bought in professional services as the school use Fegans, Sports Partnerships and IT consultant.	
	Income	
10.10	Slightly lower on standard income – the FO was not sure why. It was agreed why that the FO would investigate why the income was £100 per child lower.	
10.11	SEN higher due to a number of children with statements.	
10.12	Pupil Premium is very low as there are very few children on Free School Meals. Governors questioned the Headteacher as to whether this was a true economic picture or whether parents did not want to apply for FSM due to possibly the stigma or maybe because the children in Infants receive FSM anyway. The Headteacher explained that the school do write to all new parents and if they are aware of any parents who might be eligible, they do encourage and help them to complete the necessary paperwork.	
10.13	Insurance was higher as the school had a claim for one teacher who was off sick for some time.	
10.14	The PTA raise large sums of money so that income is higher than average. The Governors noted the excellent work of the PTA in raising funds for the school.	
10.15	There is a high incidence of children taking up free school meals.	
10.16	Overall Governors felt there were no issues for concern.	
11	Half year Return The FO had previously circulated the new FS Guidance for Governors. The half yearly return is due this week. The FO explained that there have been some issues with the new system.	
11.1	Income is slightly higher and it will continue to grow. There has been another successful application for High Needs Funding. The FO will make the adjustments for October.	

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11.2	There is an additional £8k, which is due to another successful application for High Needs Funding.	
11.3	Expenditure is down £1,243. The FO advised that the PTA had funded some items, which the LA had asked to be moved to Capital funding.	
11.4	The FO advised that there has been some issues with Capita and some of the teachers were not on the correct grades so until she receives the October payroll, she will not know the true picture. The Governors discussed other options for the payroll. The FO advised that there are really two main options for primary school, Capita and Schools Personnel Service. It was agreed that the FO would discuss the issues with Capita.	
11.5	Pupil premium/LAC – The school are assuming that funding follows the child.	
11.6	The new system overestimated the National Insurance for employees with 2 contracts.	
11.7	The FO advised that the school are currently where they should be and all the cost centres are online for where they should be.	
	<p>Capital</p> <ul style="list-style-type: none"> • Money is in capital from PTA. • The 12/13 capital has been spend on the roof lights • The 13/14 allocation will be spent on the gutters, fascia and soffits. <p>The FO explained that it would then be only the 14/15 allocation that will remain.</p> <p>Governors discussed other items for the expenditure of the capital budget but agreed that the school should wait for the costs for the roof to come in.</p>	
11.8	The FO explained that the school now have report each month the Balance Control Mechanism (BCM) position. She advised that the current predicted Revenue rollover was £79,610. This was well within allowable 8% for BCM of £93,963.76.	
11.9	<p>The Governors noted that the current predicted year end Revenue Rollover was £79,610 and the predicted year end Capital Rollover was £8,`693..</p> <p>The Governors duly monitored the budget.</p> <p>The Chairman of the FSP agreed to advise the FGB of the predicted year end rollover figures.</p>	
12	<p>Capital Projects</p> <p>The FO advised that she has received a quote from Willis & Wright for the work on the gutters, fascia and soffits. The cost was £10,560.</p> <p>As required, the FO had secured 2 other quotes.</p> <ul style="list-style-type: none"> • One quote was £23,000 for the same job. • The other quote was from a supplier who was recommended by Pembury School and they quoted £12,500 but would not over clad. <p>Following discussion the Governors agreed to go ahead with the quote from Willis and Wright as the school had used them previously and felt that it offered the school best value.</p>	

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	It was agreed that the FO would email the Governors the quotes.	
13	Governor Training The Training Governor advised that not all the training was in the local vicinity. It was agreed to look at some bespoke training. The Headteacher advised that she would discuss training with the Local Collaborative Trust.	
14	School Development Plan (SDP) The Headteacher circulated at the meeting the Premises and Resources section of the SDP and a copy is attached to these minutes.	
14.1	The Headteacher explained that the school have looked into the driveway project and have contacted Kent Highways. The Headteacher has been advised that it is the local authority who are responsible for the safety measures around the school entrance. She advised the Governors that John Tutt, Headteacher of St James's Junior School would contact them. However, she advised that this proposal to have electronic gates is unlikely to go ahead.	
14.2	The Headteacher informed the Committee that the school have put in a bid for a new toilet and washroom facilities. She has been advised that the Diocese will review the bid in the Spring.	
14.3	In response to questions, the Headteacher advised that walking bus scheme needs to be run by parents and she would discuss this with the parent representatives for each class. Headteacher to discuss with parent representatives walking bus schemes.	

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15	<p>Any other urgent business</p> <p>There was none.</p>	
16	<p>Confidentiality</p> <p>The governors agreed that Agenda items 8.1 and 8.3 should be in part 2 of these minutes, Items of Confidentiality.</p>	
17	<p>Date and time of next meeting</p> <p>The next meeting would be held on Tuesday January 12th at 9.15 am</p> <p>The following meetings will be held as follows:</p> <p>FGB Tuesday 24th November at 7.00 FGB Wednesday Feb 24th at 7.00 Finance, Staffing and Premises Tuesday May 17th at 9.15 FGB Tuesday May 24th at 7.00</p> <p>The meeting closed at 11.05 am.</p>	

Signed.....

Date

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6.1	SF to get quotes for new boiler house roof.	Stuart Fleming
6.2	Zoe Lund to forward the report to the Clerk for circulation.	Zoe Lund Clerk
7.0	Chairman of the FSP to inform the GB that the Finance Policy had been ratified.	Cedric Porter
8.3	Headteacher to ask other schools how they reward outstanding TAs.	Headteacher
8.6	The Headteacher to put the Pay & Rewards Policy to the staff.	Headteacher
9.7	Finance Officer to see what other local schools charge for lettings.	Finance Officer
9.7	Chairman of FSP to inform GB that the Lettings Policy has been ratified	Cedric Porter
10.10	FO to investigate why the income was £100 per child lower.	Finance Officer
11.7	FO to discuss payroll issues with Capita.	Finance Officer
11.9	The Chairman of the FSP to advise the FGB of the predicted year end rollover figures.	Cedric Porter
12	FO to email Governors quotes for soffits/fascia work	Finance Officer
14.3	Headteacher to discuss with parent representatives walking bus schemes.	Headteacher

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