

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 January 12th 2016 at 9.00 am		
	<p>Present: Cedric Porter (Chairman), Mel Shackleton (Headteacher) (in part) ,Jim Stewart, Zoe Lund, , Ed Peacock (in part)</p> <p>Apologies: Bridget Radley, 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 9.00 am.</p> <p>Apologies were received from Bridget Radley (unwell) 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>The Caretaker, Stuart Fleming (SF) reported as follows:</p> <ul style="list-style-type: none"> • The soffits and fascias are going up today, • All the doors have been installed and are working well • The only problems are leaks in the roof. One in year 1 in the cloakroom, one in the disabled toilet and one in Beech classroom. SF reported that a company is coming to investigate the leaks later today. • SF advised that the Headteacher will discuss with the Governors the plans for the path and car park. • The Headteacher advised that the outside lighting had been upgraded. SF reported that a neighbour has complained about the bright lighting. SF will paint the light to stop it disturbing the neighbour. • SF reported that the drains are working very well even following the heavy rain. 	

St James's Church of England Infant School

	<p><i>Ed Peacock arrived at the meeting.</i></p> <ul style="list-style-type: none"> • Governors asked about the energy consumption of the new heating system. SF reported that the oil usage is much lower. However, the weather has been warmer this year and the system did not go on until later. • Governors asked about the site security. The Headteacher advised that she has a number to call if there are any issues. The Headteacher also commented that there have been some issues with the fence at the back of the school but following a work day hedging has been put in place. The Headteacher has also asked Tate Fencing to replace the wire, which had been cut, with a stronger wire. • SF advised that he would do another walk around the school prior to the new budget. • The Headteacher advised that school need to apply for planning permission again for the mobile classrooms as the original planning permission was for a temporary build. The Headteacher informed the Committee that the school have been in contact with John Constanti and the builders as the school were unsure as to what type of planning permission was required The Headteacher will discuss with KCC the right way forward as it was not practical for the school to be required to apply for planning permission every five years. 	
	<p><i>Stuart Fleming left the meeting.</i></p>	
<p>4</p>	<p>Minutes of the last meeting</p> <p>The minutes of the meeting held on 13 October 2015 were received and signed as a true record. There was a small amendment to 9.1 and 9.2 was removed.</p>	
<p>5</p>	<p>Matters arising</p>	
<p>5.1</p>	<p>This item is in part 2 of these minutes, Items of Confidentiality.</p>	
	<p><i>Lindsay Ayton joined the meeting.</i></p>	

St James's Church of England Infant School

7	<p>Voluntary Fund</p> <p>The FO confirmed that the account had been closed for the year with a healthy budget. The Fund is with Kent for auditing and she will report to the Governors once it has been received back from Kent. The Governors asked what the Fund was used for at the school. The Headteacher and FO advised that it is used for things like the pantomime, costumes, workshops and contributions to school trips etc. Governors asked the FO what was the normal balance of the account. The FO commented that since she had been at the school the balance had always been around the same figure. The HT advised that parents are generous contributing to the Fund and fundraising initiatives like the selling of DVDs following the Christmas productions help to replenish the Fund.</p>	
8	<p>SFVS</p> <p>SFVS will be required to be completed in March. The FO reported that the SFVS is up to date. The FO asked the Clerk to check if all Governors have completed the skills audit.</p>	Clerk
9	<p>Anti Fraud Policy</p> <p>The Anti Fraud Policy was previously circulated and a copy is held on the School's Policy file and on the School's website. The FO informed the Governors that this a new policy and this is the standard Kent policy. She had discussed this policy with other schools and they have used this standard policy.</p> <p>The Chairman asked if the school require 2 signatures on all financial items. The FO confirmed that all items require 2 signatures and the credit card has 3 checks. The Headteacher agreed to inform staff about the policy.</p> <p>The Governors asked the FO to make a few minor changes. Subject to these changes, the Governors unanimously agreed that the school should adopt the new Anti Fraud Policy. The Chairman of the Committee agreed to inform the FGB that this policy has been ratified.</p>	FO Clerk Chairman
10	<p>9 Month monitoring</p> <p>The FO had previously circulated the 9 month monitoring and a copy is attached to these minutes. She advised that this is budget where the school will now predict the year end closing balance.</p>	
10.1	<p>Income</p> <ul style="list-style-type: none"> • There is very small amount coming in as the year end if very close. • Credit cards – the FO advised that sometimes the school will purchase items on a credit card or through the Revenue budget to reclaim VAT and then the money will be transferred to pay the bill. 	

St James's Church of England Infant School

10.2	This item is in part 2 of these minutes, Items of Confidentiality.	
10.3	The FO advised that some of the PTA funds have been used for playground equipment and so this money has been moved to capital.	
10.4	The FO advised that the Income is up by £25,000.	
10.5	Expenditure	
	<ul style="list-style-type: none"> • The FO advised that the staff costs are generated by the computer and this is for lines 101 to 107. The amount changes depending on hours and new contracts etc. • The staffing costs are slightly increased due to some additional hours for midday supervisors. • The FO advised that she has now amended the expenditure to what she thinks the year end expenditure will be at March. • The FO advised that some of the savings made on expenditure will be spent on the renovation of the Infant path. • Supply has gone down as there has been no sickness. • The direct revenue financing has gone up as the money has been transferred. There is also a mulch path being added to the trim trail. • The FO explained that the Balance Control Mechanism (BCM) is £95,090 and the school were very close to that figure. The FO advised that the school were in the position where they might have to hand money back. Therefore it was agreed to spend the money on the renovation of the path and carpark area. The Governors agreed to discuss this item further under Agenda item 11. • The FO advised that the current in year surplus is £15,429. 	
10.6	Capital The FO advised that the main rollover is the devolved budget amount.	
10.7	This item is in part 2 of these minutes, Items of Confidentiality.	
10.8	<p>The FO advised that the census will be taken on Thursday January 14 and she will do her final prediction for year end following those figures.</p> <p>The Headteacher responded that the school had a health and hygiene audit by KCC. The department completing the audit had advised the school that the numbers for school lunches was very high which was excellent.</p>	

St James's Church of England Infant School

	<p>The Governors noted that the current predicted year end Revenue Rollover was £80,755 and the predicted year end Capital Rollover was £8,691.</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>	
11	Capital Projects	
11.1	<p>The FO advised the Governors that the school had asked 3 companies to quote for the renovation of the path and car park. The FO, Headteacher and Caretaker will look at the car park and ensure that the car park had the maximum spaces. The FO agreed to circulate the full quotes and copies are attached to these minutes.</p> <p>The FO advised that although Sturgeons were more expensive the Governors felt that they would provide the best option. The Headteacher informed the Governors that the path will be done during school time but the staff felt it would be good to show the children the progression and a full risk assessment would be done prior to the commencement of any work.</p> <p>The Headteacher advised that the Junior school have offered to contribute to the car park costs as Junior staff also park in the car park. It was agreed to ask the Junior School to pay for the car park markings.</p> <p>The FO advised that the car park would be done at half term and the woodland path the following week.</p>	
11.2	The Headteacher advised that the school are still waiting to hear about the toilet renovations.	
11.3	Statement of Internal Control (SIC) – the Governors asked the Clerk to put the SIC on the FGB Agenda so it could be signed prior to the year end.	Clerk
	The Chairman asked the Headteacher to leave the meeting for this item.	
11.4	This item is in part 3 of these minutes, Items of Confidentiality.	
	The Headteacher returned to the meeting.	

St James's Church of England Infant School

12	<p>Governor Training</p> <p>The Chairman of the FGB advised that there is new Governor training and he will ask the new Governor if he would like to attend.</p>	Chairman of FGB
13	<p>School Improvement Plan</p> <p>This item was discussed under Agenda item 11.</p>	
14	<p>Any other urgent business</p> <p>There was none.</p>	
15	<p>Confidentiality</p> <p>The governors agreed that Agenda items 5.1, 10.1, 10.7 should be in part 2 of these minutes, Items of Confidentiality. It was agreed that Agenda item 11.4 should only be for the sight of the Governors who were not in the paid employment of the school.</p>	
16	<p>Date and time of next meeting</p> <p>The next meeting would be held on Tuesday May 17th at 9.15 FGB Wednesday Feb 24th at 7.00 FGB Tuesday May 24th at 7.00</p> <p>The meeting closed at 11.05 am.</p>	

Signed.....

Date

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 January 12th 2016 at 9.00 am
Action List**

8.	Clerk to check all Governors have completed SFVS Skills Audit.	Clerk
9	Headteacher to inform staff about the new Anti Fraud Policy.	Headteacher
9	FO to make a few minor changes to Anti Fraud Policy.	FO
9	The Chairman of the Committee to inform the FGB that Anti Fraud policy has been ratified.	Chairman
10.8	Chairman to advise FGB of the predicted year end rollover figures.	Chairman
11.	FO to circulate the quotes for the renovation of the path and car park.	FO
11.	Clerk to attach quotes to the minutes for the files.	FO
11.4	Clerk to put Staff Pay Policy on next Committee Agenda.	Clerk
12	Chairman of FGB to ask if new Governor can attend the training.	Chairman of FGB

St James's Church of England Infant School