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| **The Finance, Personnel and Premises Committee**  **BUCKTON VALE PRIMARY SCHOOL**  **STALYBRIDGE**  Mr Matt Hartley – Chair  Mrs Jamie Briggs  Mr Arron Leech  Mr Nick Whitbread  Mrs Deborah Brown - Headteacher  Mrs Carol Roberts - School Business Manager  Mrs Lisa Cox - School Business Manager  **All governors invited** |  | **CHILDREN’S SERVICES**  **Jane Sowerby**  **Head of Education, Improvement and Partnerships**  **CORRESPONDENCE ADDRESS ONLY**  **NO PUBLIC ACCESS:**  Tameside Council  PO Box 317  Ashton under Lyne  OL6 0GS  [www.tameside.gov.uk](http://www.tameside.gov.uk)  e-mail : [rachel.lees@tameside.gov.uk](mailto:rachel.lees@tameside.gov.uk)    Call Centre 0161 342 8355  Ask for L Carter  Direct Line 0161 342 3206  Date 8 March 2022 |

Dear Governor

**AGENDA – SPRING TERM 2022 FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING**

The Spring Term meeting of the Finance, Personnel and Premises Committee will be held virtually on Monday, 7 March 2022, commencing at 9:00 am. This meeting will consider the business on the attached agenda.

The contribution of governors to the school’s performance is evaluated as part of the judgement on the effectiveness of leadership and management. Governors are strongly urged to read the information provided prior to the meeting.  This provides the opportunity to prepare and ask relevant, challenging and supportive questions to ensure your school is able to deliver the highest expectations for its pupils and staff.

Members of the Committee are requested to make every effort to attend this meeting, If, however, you are unable to attend, please email rachel.lees@tameside.gov.uk. Alternatively, you can call Governor Services on 0161 342 3206 or 3222, who will forward your message onto me before the meeting is scheduled to take place.

I look forward to seeing you at the meeting.

Yours sincerely

**Rachel Lees**

Clerk to Governors

Governor Services

*Enclosures:*

*Minutes of the Finance, Personnel and Premises Committee meeting held on 6 December 2021*

***AGENDA***

*Please refer to* [Schools financial value standard (SFVS) and assurance statement - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs)

**PROCEDURAL**

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| **No.** | **Item** | **Comments** |
| 1 | **Welcome and Confidentiality reminder**   1. Apologies for and consideration of consent to absence 2. Verbal Declaration of any pecuniary or business interests |  |
| 2 | **Minutes of the previous Committee meeting:**   1. To confirm the minutes of the meeting held on 6 December 2021 2. Matters arising (please refer to the action table on page 7 – see below) |  |

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| Min | Resp | Action | Audience/Date |
| 4.2 | SBM | Send financial competencies matrix to governors for completion by Friday 17.12.2021 | FPPC email to SBM |
| 7.5 | Clerk | Review of insurable risks | FPPC 7.2.2022 |
| 8.1 | Clerk | Pay Policy 2021 | FPPC 7.2.2022 |

**TERMLY MONITORING**

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| **No.** | **Item** | **Comments** |
| 3 | **School Business Manager’s Report and Financial Monitoring:**   1. Budget Monitoring Report - Spring term and projected outturn 2021-22 2. Preparation of 3 Year Projected Budget Plan 2022-23  * Cash Flow Monitoring Report  1. Catch-up Premium Report 2021/22 2. Supplementary Funding 2022/23 3. Workforce Staff Absence Grant Claim |  |
| 4 | **Premises/Buildings Report:**   1. Appointment of new Caretaker Jan 22 2. Maintenance Schedule 3. Planned maintenance |  |
| 5 | **Staffing Structure** |  |

**ANNUAL REPORTS/REVIEWS**

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| **No.** | **Item** | **Comments** |
| 6 | **Review and approval of SFVS documentation:**   1. Approval of the Schools Financial Value Standard 2020-21 *(submission deadline 31 March 2022)* 2. Approval of any assets disposed of since the last meeting 3. Review of Benchmarking Data 4. Review of Local Authority and external Service Level Agreements for 2022-23   5.1 Increase in Carol Thomas’ contracted hours  *(please refer to the minutes of the Curriculum and Standards Committee meetings on 16 November 2021 and 7 February 2022)* |  |

**REVIEW OF POLICIES/PROCEDURES**

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| **No.** | **Item** | **Comments** |
| 7 | **Review and approval of Policies and Procedures:**   1. Tameside model Pay Policy 2021 *(to be recommended to Governing Board for approval)* 2. Charging Policy 3. Lettings Policy 4. Whistleblowing Policy 5. ICT Security Policy (TMBC) 6. Recovery of Unpaid Dinner Monies Policy 7. Tameside Staffing Procedures/Policies *(please see Tameside staff portal):*  * Capability * Disciplinary * Grievance * Managing Attendance * Probation |  |

**ORGANISATION**

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| **No.** | **Item** | **Comments** |
| 8 | To note the date of the summer term Committee meeting:  Tuesday 26 April 2022 at 4:00 pm |  |
| 9 | Any other business (*The Chair to be informed prior to the meeting)* |  |
| 10 | Consideration of confidential items (*The Chair to be informed prior to the meeting)*  To approve the confidential minutes of the Finance, Personnel and Premises Committee meeting held on 6 December 2021  *NOTE: Any governors who are not eligible for this item must leave the meeting* |  |