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| **To the members of the**  **Finance, Personnel and Premises Committee**  **BUCKTON VALE PRIMARY SCHOOL**  **STALYBRIDGE**  Mr John Cesarz  Mr Matt Hartley - Chair  Mr Arron Leech  Mr Nick Whitbread  Mrs Deborah Brown - Headteacher  Mrs Carol Roberts - School Business Manager  Mrs Lisa Cox - School Business Manager |  | **CHILDREN’S SERVICES**  **DIRECTORATE**  **Jane Sowerby**  **Head of Education Improvement and Partnerships**  Hyde Town Hall, Market Street, Hyde, Tameside, SK14 1AL  [www.tameside.gov.uk](http://www.tameside.gov.uk)  e-mail : rachel.lees@tameside.gov.uk    Call Centre 0161 342 8355  Ask for L Carter  Direct Line 0161 342 3206  Date 24 May 2021 |

Dear Governor

**AGENDA – SUMMER TERM FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING**

The summer term meeting of the Finance, Personnel and Premises Committee is to be held virtually, via Microsoft Teams/Zoom Pro, on Monday 21 June 2021, 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 urged to read any documents provided prior to the meeting. This provides the opportunity to prepare and ask relevant, challenging and supportive questions to ensure that 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](mailto:rachel.lees@tameside.gov.uk) . Alternatively, you can call Governor Services on 0161 342 3206, 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

School Performance and Standards

*Enclosures:*

*Minutes from the Finance, Personnel and Premises Committee meeting held on 29 March 2021*

***AGENDA –FINANCE, PERSONNEL AND PREMISES COMMITTEE MEETING***

*Please refer to* [*www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs*](http://www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs)

**PROCEDURAL**

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| **No.** | **Item** | **Comments** |
| 1 | Welcome   1. Clerk to record virtual attendance, apologies and consent to absence 2. Declaration of Pecuniary/Business/Personal Interests | *Clerk to record virtual attendance and absences* |
| 2 | To confirm the minutes of the spring term meeting held on 29 March 2021 |  |
| 3 | Matters arising from the minutes *(Please refer to the action table below)* |  |

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| *Min* | *Resp* | *Action* | *Audience/Date* |
| *3.1* | *D Brown*  *C Roberts* | *Quotes for office* | *FPPC – 21.6.2021* |
| *3.2* | *D Brown*  *C Roberts* | *Quotes for computers/iPads* | *FPPC – 21.6.2021* |
| *3.4* | *Clerk* | *Email financial competencies matrix to governor* | *SBM 19.4.2021* |
| *4.2* | *D Roberts* | *Allocate costs to Asset Management Plan* | *-* |
| *5* | *Clerk* | *Inform governors of changed date* | *GB* |

**FINANCIAL MONITORING**

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| **No.** | **Item** | **Comments** |
| 4 | School Business Manager’s Report   1. Final outturn statement for the 2020-21 financial year 2. Approval of Utilisation of School Balances form 3. Approval of the Budget Plan for the 2021-22 financial year, including links to the School Improvement Plan 4. Budget monitoring report for the summer term, including School Business Manager’s narrative report 5. Approval of any assets disposed of since the last meeting | *Statutory requirement to approve the budget plan and SFVS* |

**PERSONNEL**

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| **No.** | **Item** | **Comments** |
| 5 | 1. Staffing Structure - update 2. Interim Headteacher’s Performance Management Review 3. Interim teacher appraisal |  |

**REVIEW OF POLICIES/PROCEDURES**

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| **No.** | **Item** | **Comments** |
| 6 | Policies due for review by the Committee:   1. Business Continuity Plan 2. Health and Safety Policy 3. Site Security Policy |  |

**ORGANISATION**

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| **No.** | **Item** | **Comments** |
| 7 | 1. To agree the date and time of the Committee meetings 2021-22 2. To set a date for the Pay Committee’s annual review (before 31/10/2021) 3. To set a date for the Headteacher’s Performance Management review (before 31/12/2021) |  |
| 8 | Any other business |  |