# BUCKTON VALE PRIMARY SCHOOL

# MINUTES OF THE SUMMER TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD VIRTUALLY ON 21 JUNE 2021

**PRESENT: Mr Matt Hartley Parent - Vice Chair**

**Mrs Jenny Ross Parent**

**Mrs Deborah Brown Headteacher**

**IN ATTENDANCE: Mrs Carol Roberts School Business Manager**

**Mrs Lisa Cox School Business Manager**

**Mrs Rachel Lees Clerk to the Governing Board**

**PROCEDURAL**

Due to the Coronavirus (Covid-19) pandemic, the meeting had been arranged virtually via Zoom Pro.

**1 Welcome**

The Vice Chair welcomed governors to the summer term meeting.

1.1 Apologies for and Consideration of Consent to Absence

Attendance was recorded as above: apologies for absence were received from Mr Nick Whitbread, Parent governor and Mr Aaron Leech, Co-opted governor.The Headteacher would arrive at the meeting late.

RESOLVED: To consent to the absence of Mr Whitbread and Mr Leech

1.2 Declaration of Pecuniary/Business/Personal/Conflict of Interest form

Governors present at the meeting confirmed they had no pecuniary or personal interest in the items on the agenda.

**2 Minutes of the previous Finance, Personnel and Premises Committee meeting**

2.1 Confirmation of minutes of the spring term meeting held on 29 March 2021

RESOLVED: To confirm that the minutes of the Finance, Personnel and Premises Committee

meeting held on 29 March 2021 are a true and correct record

**3 Matters arising**

The Headteacher referred to the action table on page 5 of the minutes.

3.1 Quotes for the front office (minute 3.1 refers)

The SBM explained that the Headteacher had decided that the front office project would be postponed due to the IT situation as school had to prioritise what was needed within the constraints of the budget. A governor referred to the health and safety breaches, particularly with regard to ventilation, and asked if staff were happy to continue working under those conditions. The SBMs confirmed that they continued with a rota, with one member of staff working from home or in another office. The governor felt that both projects needed to go ahead, but the Headteacher was not at the meeting to respond at that time. See minute 6.1 below.

3.2 Financial competencies matrix (minute 3.4 refers)

The Chair reminded governors to complete the financial matrix and to email the document to the SBM. The document would identify any training gaps.

RESOLVED: That governors email the completed financial competencies matrix

to the SBM by 30 June 2021

3.3 Asset Management Plan (minute 4.2 refers)

The SBM would allocate costs but only Y5 classroom refurbishment, at a cost of £3,000, would go ahead because of the financial situation.

**TERMLY MONITORING**

**4 School Business Manager’s Report / Financial Monitoring**

The SBM had emailed her narrative report and supporting documents to governors on 16 June 2021.

4.1 Final Outturn Statement for the 2020-21 financial year and approval of Utilisation of

School Balances form

The financial year 2020-21 ended in a positive position with an outturn of £74,836. The SBM had completed the outturn statement from the LA which listed income and expenditure over the year which balanced.

RESOLVED: To approve the final outturn Statement 2020-21

The SBM explained that the LA monitored surplus balances closely with anything under 12% classed as permitted and over 12% as surplus. Although the balance was 1.96%, the form had to be completed and sent to the LA.

RESOLVED: To approve the utilisation of school balances form

4.2 Approval of Budget Plan 2021-22 including links to School Improvement Plan

The SBM recorded an anticipated outturn to £29,421 surplus. Staffing costs had increased slightly as there were two new midday assistants.

RESOLVED: To approve the revised Budget Plan 2021-22

4.3 Budget monitoring/Cost centre summary report

The SBM commented that, as it was very early in the financial year, there was not much to report but spending was on target. She estimated that the outturn would be achieved as predicted at £29,421. There may be more spending on IT equipment which the SBM hoped to pay from capital funding of £14,000.

RESOLVED: To accept the budget monitoring report

4.4 Approval of any assets disposed of since the last meeting

The SBM explained that laptops, monitors, cameras and hard drives had been disposed of. A governor asked if the digital media hard drives had been securely erased and the SBM confirmed this would be done and a certificate of disposal would be received to confirm it had been done securely. Those items would be removed from the inventory.

RESOLVED: To defer approval of the assets to the autumn term Committee meeting

4.5 Legionella Risk Assessment

The SBM explained that it was a statutory duty to have an approved contractor undertake a Legionella risk assessment with a scheme of work, training and logs. The statutory assessment had taken place on 24 May and Mr Marsden met with the assessor. Governors would receive a copy of the action plan and report as soon as it was available.

RESOLVED: To share the legionella report and action plan with Committee members at the autumn term Committee meeting

4.6 Maintenance Spreadsheet

The statutory document was submitted for information.

*Mrs Brown joined the meeting at 9:27 am*

**5 PERSONNEL**

5.1 Staffing Structure

The Headteacher had looked at the staffing structure along with another member of staff and an external reviewer. The only way of saving money was to lose one of the three senior staff. The Headteacher had also looked at the staffing structure for support staff but no significant savings would be made. In response to a governor’s comment, the Headteacher agreed that the office was a major concern because of the size and lack of ventilation, which would cost £8-10,000 to remedy. School also needed to meet the statutory needs of the curriculum with regard to IT, but because of the budget issues, both were not affordable. A governor stated that both projects should go ahead as both were of equal importance. The Headteacher confirmed that she had approached the LA for support but none was available and school had to pay the first £10,000 of capital funding for any building works.

RESOLVED: That the Headteacher will present options for staffing structures at an Extraordinary

Governing Board meeting on Tuesday 13 July 2021 at 4:00 pm

5.2 Interim Headteacher’s Performance Management Review

The panel would meet with Carol Thomas, external School Improvement Partner, to discuss performance to date. The Clerk suggested that the panel discuss the Headteacher’s wellbeing.

RESOLVED: That the Vice Chair will propose a date for an interim review

5.3 Interim Teacher Appraisal

The Headteacher confirmed that the schedule for teacher appraisal was March and September. Performance management was agreed in October, with an interim meeting in March and review in September. Staff were required to present evidence for any applications up the payscale by September.

**6 REVIEW OF POLICIES AND PROCEDURES**

6.1 Data Breach Policy, Data Protection Policy and Data Subject Rights Policy

The SBM commented that the new GDPR policies came from Stockport IG and were available on the school website. A governor commented on the timeframes within policies and the SBM responded that a records management document was available, which listed timeframes for disposal.  
  
RESOLVED: To approve the Data Breach Policy, Data Protection Policy and Data Subject Rights

Policy

6.2 Primary Privacy Notice, SEND and Safeguarding, Pupils, Visitors, Governors and

Workforce

RESOLVED: To approve the Primary Privacy Notice, Privacy Notice - SEND and Safeguarding,

Privacy Notice for Governors, Privacy Notice for Pupils, Privacy Notice for Visitors

and Privacy Notice for Workforce

6.3 Site Security Policy

The updated policy included arrangements for the Covid-19 pandemic.

RESOLVED: To approve the Site Security Policy

6.4 CCTV Policy

RESOLVED: To approve the CCTV Policy

6.5 Health and Safety Policy

The SBMs explained that the Policy had been updated to include a lockdown procedure. Both SBMs had attended a counter terrorism course which was very interesting and, as a result, the policy had been amended. In response to a governor’s question regarding how not to frighten the children, the Headteacher said that it would work better with children being in the classrooms, rather than having them all in the hall.

6.6 Business Continuity Plan

RESOLVED: To approve the Business Continuity Plan

**7 ORGANISATION**

7.1 To agree the date and time of Committee meetings 2021-22

RESOLVED: To agree the date and time of Committee meetings at the Governing Board meeting

on 13 July 2021

7.2 To set a date for the Pay Committee’s annual review

RESOLVED: To agree the date and time of the Pay Committee meeting at the Governing Board

meeting on 13 July 2021

7.3 To set a date for the Headteacher’s Performance Management Review

Panel members would meet with Carol Thomas, external School Improvement Partner, to review the Headteacher’s performance for the current academic year and set targets for the next academic year.

RESOLVED: That the Vice Chair will coordinate the Headteacher’s performance management

review meeting

**8 Any Other Business**

There were no further items of business.

*Meeting started: 0900*

*Meeting ended: 0950*

**ACTION ARISING FROM THE MINUTES OF THE VIRTUAL SUMMER TERM MEETING OF THE FINANCE, PERSONNEL AND PREMISES COMMITTEE HELD ON 21 JUNE 2021**

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| --- | --- | --- | --- |
| Min | Resp | Action | Audience/Date |
| 3.2 | Governors | Complete financial competencies matrix | SBM before 30/6/2021 |
| 4.4 | SBM | Disposal of assets certificate |  |
| 4.5 | SBM | Legionella report |  |
| 5.1 | Clerk | Inform GB of Extraordinary GB meeting | 13/07/2021 @ 4 pm |
| 5 & 7 | Clerk | Agree meetings 2021-22 | 13/04/2021 |