**MOOR PARK PRIMARY SCHOOL**

**Minutes of a meeting of the Finance and Resources** **Committee**

**Held at the School on**

**Wednesday 16 October 2019**

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| **Present:** | Mrs J Roberts  Mr J Hayward  Mrs J Magson |
| **In Attendance:** | Mr G Kirkpatrick |
| **Clerk:** | Mrs D Parkinson |

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| **ACTION** | **R149.** | **Preliminaries:**  Governors confirmed that due notice of the meeting had been provided by the Clerk, together with a copy of the agenda and any report or papers to be considered at the meeting.  A quorum was not present, with three Governors, out of a possible five in attendance. Any decisions required would be deferred to the next Board of Governors meeting. |
| **FGB agenda** | **R150.** | **Appointment of Chair and Vice Chair:**  **AGREED:**   * Governors recommended Mr J Hayward be appointed as Committee Chair for the ensuing academic year. * Appointment of Vice Chair of the Committee for the ensuing academic year was deferred to the next Board of Governors meeting. |
|  | **R151.** | **Apologies for Absence:**  **AGREED:** Apologies were noted from Mr L Creegan, Mrs J Marlow and Mrs L Martin. |
|  | **R152.** | **Declaration of Interest:**  **AGREED:**  No declarations of interest were noted. |
|  | **R153.** | **Minutes of the Previous Meeting:** Confirmation of the minutes of the previous meetingAGREED: the minutes of the meeting held on 01 May 2019 were confirmed and signed (copy filed in minute book).  1. **Agreed actions from the proceedings of the previous meeting**   Governors noted progress on any outstanding agreed actions from the previous meeting, not elsewhere on the agenda. |
| **FGB agenda** | R154. | **Terms of Reference:**  Governors considered the committee’s Terms of Reference, linked to the Governing Board’s statutory obligations and the School Development Plan, to recommend any amendments for approval by the Governing Board.  **AGREED:** the Terms of Reference were approved for recommendation to the Board. |
| **FGB agenda** | **R155.** | **Financial Management:**   1. **Budget Monitoring**   Consideration was given to the latest budget monitoring report (copy filed in minute book).  Governors noted that Mrs L Martin was on long-term sickness absence and Ann Clark, LA, had completed the report in her absence. Ms V Sandwell had been successfully completing day-to-day tasks.  **Governor challenge/evaluation:**  **Why would we expect 50% of the budget to be spent by this point?**  A realistic budget had been set so a significant underspend was not expected this year.  **Why is E20 over budget by £12,000?**  This was due to the purchase of the new security system, which had now been fitted. It had been fitted in response to the health and safety audit. All staff now used a keycard system.  **Has a final bill for external painting been received?**  Some quotes had been received, ranging from £10,000 – £20,000. However, there had since been conversations with property services regarding submitting a bid for more cladding instead, which Governoirs agreed was a more favourable option. The money for painting would remain in devolved capital until a decision had been made.  **Is the new swimming contract going well?**  Yes, there had been a vast improvement in the quality of provision as the teachers were in the water with the children. There would be a formal review over time but early assessments were good.   1. **Unofficial School Fund**   **AGREED:** Deferred to the next Board of Governors meeting. |
|  | **R156.** | **HR Management/Quality of Teaching:**   1. **Appointments, Resignations and Absence**   Governors received a report on appointments, resignations and absences since the previous meeting.  In addition, the Headteacher informed Governors that a third 1-1 teaching assistant was being recruited, as a child had just been granted an EHCP.  A child with a visual impairment would possibly be joining nursery. There had been a visit from the LA to consider the environment and any adjustments needed.  **Governor challenge/evaluation:**  **School used to have insurance to cover teacher absence. On the last couple of reports agency staff has been over spent. Are you considering re-instating the insurance to mitigate the expenditure?**  This would be considered at the end of the year as it was a little early to see the overall impact as yet but a decision would need to be made for the next budget. The insurance also provided other elements. Some of the money saved on the insurance premium had been put into that budget line and some absence was covered internally.  **Is additional funding being received from the LA for the new pupils with SEND?**  Yes. As school’s entire SEND budget was already committed to cover the first £6000 of each EHCP the LA would be fully funding the additional support for those children. This predominately funded 1-1 support staff as that was what the EHCP required. The number of children with EHCP had increased from one to seven over the past two years and there were a number of applications to be submitted.  **Governors noted that ever increasing numbers of support staff will increase the staffing % of the budget above 80%.**  Yes, but there was a clear rationale, school could not operate without them.  **Are risk assessments updated to take account of an individual pupil’s EHCP?**  There was a general classroom assessment but if there were any specific risks e.g. nut allergy, a bespoke one would be completed in conjunction with health staff.  **Are staff Epi-pen trained?**  Yes. They were also trained in pediatric first aid and would receive bespoke training from the school nurse before a child with an EHCP joined school, where necessary.  **If any adjustments are needed in nursery will they be funded?**  School would be responsible for the costs, however, it was felt any adjustments would be minimal.   1. **Pay Matters**   Governors noted, in accordance with the Pay Policy, a Pay Committee had been arranged to consider pay recommendations following the completion of the 2018-19 appraisal cycle in line with the Pay Policy. |
| **FGB agenda** | **R157.** | **Estates Management:**   1. **School Premises Development**   Governors considered the approval of school premises development works being planned.  Staff were visiting Highfurlong School’s sensory rooms to inform the furnishing of the SEND area.  **AGREED:** Governors recommended that £15,000 for a family room and additional meeting spaces be match funded against potential Headstart funding.  **AGREED:** By reason of its nature, Governors were satisfied part of Minute R157 (i) should be declared confidential.   1. **Health & Safety**   Governors received a report on any health and safety issues in respect of Pupils, Staff and Premises.  **Governor challenge/evaluation:**  **Is any action required following the accident on the car park?**  No, the individuals foot got tangled up in their bag strap.  **Are the cleaners COSHH trained?**  Yes. The cleaning equipment had since been changed and there had been no further issues. |
|  | **R158.** | **School Organisation:**  **Admission Policies 2021/2022 (for September 2021 intakes)**  The Board noted the Blackpool’s Children Services Department was the admission authority for Community and Voluntary Controlled Schools, and would consult and determine the admission arrangements and PANs for these establishments as part of the annual consultation exercise between 01 October and 31 January. |
| **FGB agenda** | **R159.** | **Strategic Planning:**  Review of the School Development Plan 2018-19 in preparation for 2019-20 was deferred to the next Board of Governors meeting. |
|  | **R160.** | **Policy Review:**  No policies required review by the Committee that term. |
|  | **R161.** | **Declaration of Confidentiality:**  **AGREED:** By reason of its nature, Governors were satisfied part of Minute R157 (i) should be declared confidential. |
|  | **R162.** | **Dates of Future Meetings:**  Wednesday 25 March 2020  Wednesday 06 May 2020 (budget)  All meetings would begin at 4.00pm and be held in school unless otherwise indicated. |

The meeting closed at 5.15pm.

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| **Approved as a true record of the meeting** | |
| **Signed:** |  |
|  | **Chair** |
| **Date:** |  |

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| **ACTION SUMMARY** | | | | |
|  | **Action For:** | **Minute:** | **Review of Actions:** | **Date for Completion:** |
| **1.** | **FGB agenda** | **R150.** | * Governors recommended Mr J Hayward be appointed as Committee Chair for the ensuing academic year. * Appointment of Vice Chair of the Committee for the ensuing academic year was deferred to the next Board of Governors meeting. | **27.11.19** |
| **2.** | **J Marlow** | **R146. (ii)** | A copy of the LA Probationary Policy would be provided. | **Autumn 19** |
| **3.** | **FGB agenda** | **R154.** | **AGREED:** the Terms of Reference were approved for recommendation to the Board. | **27.11.19** |
| **4.** | **FGB agenda** | **R155. (ii)** | **Unofficial School Fund AGREED:** Deferred to the next Board of Governors meeting. | **27.11.19** |
| **5.** | **FGB agenda** | **R157. (i)** | **AGREED:** Governors recommended that £15,000 for a family room and additional meeting spaces be match funded against potential Headstart funding. | **27.11.19** |
| **6.** | **FGB agenda** | **R159.** | Review of the School Development Plan 2018-19 in preparation for 2019-20 was deferred to the next Board of Governors meeting. | **27.11.19** |