

## **Governing Body of Bowhill Primary School**

### Buildings and Finance Committee Meeting

Tuesday 29<sup>th</sup> April 2014 at 6.00 pm at Bowhill Primary School

**Present:** Caren Brooks, Reg Edwardson, Rod Ruffle, Natalie Bracher, Mark Burnard, Jenny Downing, Claire Quick, Rebecca Rankin, Emma Walker-Brown and Debra Ward

**Apology:**

**Absent:**

**In attendance:** Karin Gordon

\*Fire exit procedures detailed by KG\*

RR requested that the B&F Committee and Clerk to Governors all observe a minutes silence for the teacher in Leeds

#### **Declaration of Business Interest**

None declared.

#### **1. To receive/approve apologies for absence**

No apologies received

#### **2. To consider minutes from the committee meeting on Tuesday 4<sup>th</sup>**

**March 2014**

Minutes approved as accurate record of meeting.

#### **3. To discuss matters arising from the minutes**

Item 8. Growth Fund Letter sent by CB, no response at present.

Item 8. Electricity Sub Station, most of work was completed during Easter Break, work also carried out last night, sub station now completed but still some work to be done, i.e. school fence which was damaged.

#### **4. To review SMIP/SEF and Safeguarding**

Safeguarding, Kate Williams has started as our new Parent Support Advisor and will be working on Monday, Tuesday and Friday. Will be shadowing CK in the first few weeks to get to know families she will be working with.

Updated SMIP will be circulated to Governors with these Minutes. SEF no change but new progress figures after May assessments.

#### **5. To review Expenditure**

KG circularised Budget Projection to Governors prior to Meeting. CB advised of updated figures in some areas and IB is still awaiting some details from County. Main priorities are awning over foundation play area, which needs updating, also toilets in KS2 area. JD queried if exterior paintwork on building extensions carried out when John Stocker and Cowick First School merged is within budget. Bearing in mind that this is a job that needs to be done and that quotes will need to be supplied in due course, when a decision will be made. CQ emailed some queries regarding the budget which were answered by CB. Questions and answers attached to these Minutes.

#### **6. To review Voluntary Funds Accounts**

Not applicable.

#### **7. To review Asset Management Plan**

Under review, CB to discuss with other heads how this is implemented.

#### **8. To review Risk Assessments, School Security & School Travel Plan**

MB advised B&F Committee last year that three year risk assessment checks are carried out by Devon County Council, the latest of which took place in February of last year. Any items that are brought up are dealt with by MB who then forwards checklist, which had been carried out. DCC found no problems. MB does risk assessment for school security which is also checked by DCC. Model LA School Travel Plan was formulated in 2010, no changes, though we will be surveying children's mode of transport in late summer term.

**9. To review Outside Education Policy**

Policy was circulated to Governors by KG prior to Committee Meeting. This has not altered significantly and was approved by the Committee.

**10. To review Pay Policy**

The Pay Policy was updated by DCC in September and was duly reviewed and adopted by P&C Committee at Meeting on 17<sup>th</sup> September 2013 and subsequently by FGB on the 18th March 2014.

**11. To Set Annual Budget**

Already dealt with in Item 5 and subsequently approved by the Governors.

**12. Governors Report**

EWB unable to meet with 1/3 as strike day, will arrange another date with class teacher. NB will be forwarding report re visit with Year 6, Year 3 and Year 2 regarding behaviour.

**13. To consider any other matters brought forward by the Chair**

CB advised Governors that there are 75 children at present on roll to start in September 2014.

**14. To confirm the dates of next meetings**

P&C 10<sup>th</sup> June

B&F 17<sup>th</sup> June

FGB 1<sup>st</sup> July

There being no further items to discuss, the meeting closed at 7.32 p.m.

Signed \_\_\_\_\_ Dated \_\_\_\_\_