

Bowhill Primary School

Building and Finance Meeting

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| Date of meeting | 28 th April 2015 6.00 pm Room Year 4/2 | Present | Caren Brooks(CB),Reg Edwardson(RE), Emma Walker-Brown(EW-B), Natalie Bracher(NB), Mark Burnard(MB), Julie Harris(JH) and Claire Quick(CQ) |
| | | Apologies | Rod Ruffle (RRe) |
| | Minute | Actions | |
| 1 | Fire Alarm There is no fire test today If the alarm sounds then make your way quickly and safely to the playground | | |
| 2 | Business interests None Declared | | |
| 3 | To receive apologies Apologies received as above. | | |
| 4 | To consider the minutes from the Building and Finance Committee meeting held on Tuesday 3rd March 2015 Minutes approved as accurate record of meeting | | |
| 5 | To discuss matters arising from minutes Item 5. MB will arrange to speak with C Lawes (KS1) regarding Abacus | | |
| 6 | To review TISP/Maths Progress MB gave Governors maths update –notes of which will be forwarded by KG CB and RE have been attending Meetings regarding TISP but will not be attending next Meeting as this is the same date as interviews for new Year 3/4 teacher. CB advised Alan Betts of this, who requested that, due to progression of Pupil Premium, new issues be identified. | KG | |
| 7 | To review SMIP/SEF and Safeguarding One child with Child Protection Plan, one Child in Need, three awaiting assessment for Child in Need, fourteen Dafs and another three in progress. SEF in process of being updated. | | |
| 8 | To review Expenditure KG circularised Budget Plan, Summary Budget Monitor, Budget Breakdown and Budget Notes for Governors prior to Committee Meeting. Budgeted for two new teachers, one for Year 3/4 and one as current full time teacher will be going part time. There are 75 children expected to start in Reception in September 2015. | | |

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| 9 | <p>To review Voluntary Funds Account</p> <p>Not applicable</p> | |
| 10 | <p>To review Risk Assessments, School Security and School Travel Plan</p> <p>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 2014 . 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 advised Governors that three main Risk Assessments are London Trip, Dartmoor Trip and Year 3 Overnight Stay at school. MB does risk assessment for school security which is also checked by DCC. Model LA School Travel Plan, no changes, though school does carry out mode of travel survey during the year.</p> | |
| 11 | <p>To review Outdoor Education Policy</p> <p>Policy forwarded to Governors prior to Meeting. No changes and Governors were happy to adopt.</p> | |
| 12 | <p>To review Pay Policy</p> <p>Pay Policy reviewed at P&C Meeting, Committee agreed to adopt after amendment to Appendix 2 of Policy, this however needs to be ratified by B&F Committee. The Committee also reviewed amendment and were happy to adopt policy.</p> | |
| 13 | <p>To set Annual Budget</p> <p>Committee discussed as per Item 8 of Minutes. Committee approved Budget subject to the carry forward figure changing.</p> <p>RE requested that it be noted that the proposed budget was good, with previous in and end year deficits being far higher.</p> | |
| 14 | <p>To review Accessibility and Disability Policy</p> <p>KG circularised Policy to Governors prior to Meeting. Governors were happy with the policy and it was adopted.</p> | |
| 15 | <p>To review Health and Safety Policy</p> <p>KG circularised Policy to Governors prior to Meeting. Policy was updated and duly adopted by Governors.</p> | |
| 16 | <p>Governors Report</p> <p>EWB and NB met with Jackie Nicolle for overall SEN Meeting with regard to questions identified from recent training. This was very useful.</p> <p>EWB visited Year 3 and will forward report to KG.</p> <p>RR, EWB and CQ have booked Advanced Finance for Governors on the 4th June 2015.</p> | |
| 17 | <p>To consider any other matters</p> <p>EWB said that there had been a positive response to the new menu.</p> <p>Thursday first meeting with County for improvements to the school –including lift in main building, pointing on school house wall, soffits, pointing on back of</p> | |

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| | top playground sheds, railings to basement. | |
| 19 | To agree dates of next meetings FGB 12 th May one hour meeting P&C 9 th June B&F 16 th June FGB 30 th June | |

There being no further items to discuss the meeting closed at 7.28 p.m.

Signed Dated.....