



Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Date of meeting	26 th April 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Time of meeting	6:00 p.m.	Rod Ruffle	RR	LA	Caren Brooks
Room	Year 6/2	Reg Edwardson	RE	COO	Natalie Bracher	NB	PAR	
		Joanne Radford	JR	COO	Lizzie Clough	LC	PAR	
		Emma Walker-Brown	EW	COO				
		Apologies	Mark Burnard	MB	Foundation			
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
	<p>Fire Alarm</p> <p>There is no fire test today. Fire Exits were outlined by RR. If the alarm sounds then make your way quickly and safely to the playground.</p>	
1	<p>1.1 Welcome & Apologies</p> <p>Apologies received as above and sanctioned.</p> <p>1.2 Attendance & Business Interest Register</p> <p>Governors were reminded that they must declare any conflict of interest which becomes apparent during the meeting. None Declared.</p> <p>Governors welcomed Lizzie Clough, a qualified accountant, onto the Governing Body. LC's self-introduction was circulated to all Governors prior to the meeting.</p>	
2	<p>Approval of Minutes from the B&F committee meeting held on Tuesday 1st March 2016</p> <p>Governors were reminded to forward any errors, inaccuracies or queries about the Minutes to the Clerk no later than 24 hours before the meeting.</p> <p>Minutes were approved as accurate record of the meeting and signed by RR.</p>	
3	<p>To discuss matters arising from the last meeting (held on 1st March 2016)</p> <p>Governors' school visit report templates including Learning Walks Template were circulated.</p>	
4	<p>Questions to the Head teacher</p> <p>No questions related to the SMIP (specifically teaching and learning) were raised prior to and at the meeting.</p>	

5 &6	<p>Approval of SMIP and Approval of SEF</p> <p>Governors monitored and evaluated progress of SMIP and SEF prior to the meeting.</p> <p>CB confirmed: One area which was not green yet was to select key words to sum up our ethos and values and governors should be contributing to those discussions. (I.E. at another local school the head and staff chose one set of words and the governors chose another - leaving them with the problem of combining two different sets).</p> <p>Governors agreed that the key words should describe the nature of the function of the school. JR advised to take this question to the School Council to get pupils involved in this word-selecting task. Governors were agreeable to her suggestion.</p> <p>SMIP was approved by Governors. CB will share the same Governors Folder information platform as the Clerk so that accordingly updated SMIP and SEF could be circulated to Governors in time.</p>	
7	<p>Safeguarding</p> <p>CB confirmed that the updated Safeguarding policy had been published on the school website.</p>	
8 & 9	<p>Review Expenditure & Monitor/FRS report</p> <p>Governors challenged the FRS Report for Month 13 and queried why some of the figures in the budget remaining column were highlighted in red.</p> <p>Iris consulted Susette Barrett, Education Finance Consultant of Babcock International Group PLC and provided the answer:</p> <p>Sometimes they are red because there is a difference between school's original budget and actual but sometimes it is because the number is negative. It is inconsistent. So she recommended removing the red highlighting and that Governors focus on what the individual figures show rather than the fact they are highlighted.</p> <p>With regard to Income/Expenditure Report for the next five years, CB confirmed:</p> <ul style="list-style-type: none"> ➤ Budget in Training is less than 2015/2016 expenditure owing to reduced training requirements (mentioned in SIP Objective 2 - Quality of Teaching Core subjects). ➤ Lettings income is less than 2015/2016 owing to loss of one letting (one choir). ➤ Catering equipment contingency budget is to allow for replacement of equipment. ➤ Budget in Repairs is for 5 yr Buildings Plan for priorities - toilets for KS1 and repairs and improvements for classrooms and corridors on a rolling programme. ➤ Expansion budget is for Foundation Stage improvements (mentioned in SIP Objective 1) - canopy and outdoor resources. ➤ ICT budget is to cover licence costs, broadband etc. + procurement plan including Learnpads for KS2 (mentioned in SIP Objective 2 - Quality of Teaching) 	
10	<p>Set Annual Budget</p> <p>RR reminded Governors of two main reasons for the impact on income:</p>	

- Pupil Premium dropped £20,000
- National Insurance contribution have been raised which will total £25,000

Devon County Council published 'Delayed admission to reception for summer-born children': Children born between 1 September and 31 March, have a legal right to defer admission to reception to the start of the term after the 5th birthday (that's January or Easter).

Summer-born children (born from 1 April to 31 August) can also defer until January or Easter or to the next September with a fresh application for year 1 or for delayed admission to reception.

CB explained: The possibility that the Children's Centre (which is currently undersubscribed according to JR) would be encouraging parents to defer school entry or to have a split placement. CB will keep governors informed but asked them to consider their position on part time placements.

As Governors suggested that when EYFS staff know who has accepted places, the summer borns be offered additional transition visits.

CB confirmed: LA sends preferences to school twice a year - in January and October. For the last two years, the preferences number has been increasing.

Income and Expenditure report, Notes on Draft Budget Plan and Summary Budget Plan were attached to the Minutes.

CB confirmed: an application for funding CB made to the Hele's Trust had been successful. The school had received £5000 for library improvements and £10,000 towards a new outdoor shelter for Foundation Stage.

CB particularly reported the spending in some areas:

- To repair the electronic gate,
- The cost of CCTV cameras,
- Repair the drains.

CB showed Governors two quotes for reconstructing the drains.

Governors requested a third quote for the drains because the first two quotes were quite different. Governors asked if the DMW (Devon Minor Works) quote could come with a guarantee, and if so how long would it be?

CB will contact Iris to get further information and report it to Governors accordingly.

Governors reviewed Expenditure & Monitor/FRS report, went through the updates and were happy to see a big surplus shown in the Income and Expenditure Report.

Governors agreed to approve the Draft Budget which will be submitted to LA by Iris.

Notes on the Draft Budget will be brought to the next FGB meeting.

CB
accordingly

Clerk
06/16

11	<p>Review Voluntary Funds Accounts</p> <p>RR confirmed that there were no voluntary funds.</p>	
12	<p>Review Asset Management Plan</p> <p>This item will be brought to the next B&F meeting for discussion.</p>	
13	<p>Approval of Risk assessments & School Security & School Travel Plan</p> <p>Risk Assessment for short trips like a London Trip or a Dartmoor Trip will be uploaded to County Council appointed website.</p> <p>CB confirmed that School Travel Plan was not required and will be deleted from Governors Calendar.</p> <p>Caroline (Deputy Chair of P&C committee) will set up a meeting with RR, RE (Chair) and SC (Chair of P&C committee) to finalise the Governors Calendar on 11th May. The workload will be rebalanced between the P&C committee and the B&F committee.</p> <p>Governors asked about the actions taken to investigate the access security to the new building.</p> <p>CB replied: The door of the new building where the canteen is located should be kept unlocked, so the higher level of entry access control could enhance the access security to the new building. The following control measures were in place:</p> <p>ENTRY ACCESS CONTROL</p> <ul style="list-style-type: none"> ▪ An access control system is in place e.g. ‘visitor’ badges ▪ Everyone in the establishment, including parents/guardians and young people, know about the arrangements for identifying visitors ▪ The system prevents unrestricted access to all visitors ▪ All visitors sign in and give the reason for their visit ▪ Procedures are in place for hirers/lettings which include details such as: arranged access points, the number of people attending, escape routes, and securing areas not in use <p>SECURE WINDOWS AND DOORS</p> <ul style="list-style-type: none"> ▪ External door locks and window catches are provided with a similar level of security ▪ Exit doors are fitted with alarms to warn of unauthorised use during normal hours ▪ Frequently used doors (internal and external) are fitted with push button combination locks and self closures <p>Governors challenged about Kidz Biz children’s Health and Safety and suggested a risk assessment be conducted.</p> <p>Kidz Biz is an after school club offering a range of activities and games, such as: Arts and Crafts, Football, Unihoc, Cricket, Table top games, Top Trumps, Ping Pong, Trainsets, Dolls, as well as a staff-led activity each day, such as making masks or healthy foods. It is open Mon – Fri (term times) 3:15 – 5:45 pm.</p> <p>CB will take Governors’ advice to set up a meeting together with the Kidz Biz team.</p> <p>Governors requested to amend the Risk Assessment about Kidz Biz children’s Health and Safety.</p>	

14	<p>Review Outdoor Education Policy</p> <p>Governors agreed to adopt the model Outdoor Education Policy March 2014.</p> <p>It was agreed that Governors will highlight the relevant areas in the model policy related to school.</p>	<p>B&F Governors 06/16</p>
15	<p>Approval of Pay Policy</p> <p>Pay Policy will be reviewed by Pay Committee.</p>	
16	<p>Approval of Health and Safety Policy</p> <p>Governors agreed to adopt the Health and Safety Policy. RE will attend a Healthy and Safety training session at Tiverton Hotel on 28th April and will bring the updates back to the next meeting.</p>	<p>RE 06/16</p>
17	<p>Approval of Disability and Equality Scheme 2015 (Accessibility/ Disability Plan 2015)(4 yearly)</p> <p>Governors agreed to adopt Disability and Equality Scheme 2015 (Accessibility/ Disability Plan 2015. The next review will take place in 2020.</p>	
18	<p>Governors Report</p> <p>Governors were reminded to forward their visit reports in advance and give a brief overview at the meeting.</p> <p>EW paid a visit to school on 21st April 2016 and met with the Headteacher, four teachers and Jacqueline Nicolle (Inclusion & Intervention Manager / SENCO). EW observed different teaching styles between experienced teachers and new teachers. The visit report will be submitted to the Headteacher for approval and will be sent to the Clerk for circulation.</p> <p>RR intended to submit his two visit reports shortly.</p>	<p>EW 06/16</p> <p>RR 06/16</p>
19	<p>Items brought forward by the Chair</p> <p>Following the update visit, Roy Souter- Headteacher at Stoke Hill Junior School- sent out the draft Pupil Premium report.</p> <p>At the update visit he looked at actions taken and their impact. The visit involved:</p> <ul style="list-style-type: none"> • Interview with the headteacher • Discussion with the Y6 teacher • Visits to classrooms, including short opportunities to look at some children’s books • Interview with the Deputy Headteacher to discuss how assessment data is used • Document review, including records of interventions, headteachers report to governors, individual progress records <p>The Action and Impact of 5 areas for development were presented in detail. For further information, please see the attachment of Bowhill Primary School Pupil Premium Review</p> <p>Reg and Caren would like to circulate the good news: DfE facilitator phoned Justin Stone, the Headteacher of St Thomas, and confirmed that the proposal to set up MAT had been accepted.</p>	

20	Dates & Time of next Committee meetings 6.00 p.m. Tuesdays P&C 7 June B&F 14 June 10.00 a.m. Mondays APMC 23 rd May, 4 th July	
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All related policies and documents to the meeting were circulated prior to the meeting.

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

Attachments: 1. SEF 2. SMIP 3.Safeguarding 4.School Travel Plan (3 documents) 5.Outdoor Ed Policy 6. Pay Policy 7. Health and Safety Policy 8.Disability and Equality Scheme 2015 (Accessibility/ Disability Plan 2015)(4 yearly)9. Income and Expenditure Report (draft budget plan) 10. Notes on the draft budget plan 11.Summary Budget Monitor Report from Month

Signed Dated.....