

Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Tuesday 22nd January 2013 at 6.00 pm at Bowhill Primary School

Present: Caren Brooks, Reg Edwardson, Rod Ruffle, Natalie Bracher, Mark Burnard, Jenny Downing, Vanessa Newcombe and Claire Quick

Apology: Emma Walker-Brown

Absent:

In attendance: Karin Gordon

Fire exit procedures detailed by KG

1. To receive/approve apologies for absence

Apologies received as above

2. To consider minutes from the committee meeting on Tuesday 13th November 2012.

Minutes approved as accurate record of meeting.

3. To discuss matters arising from the minutes

No further matters arising.

4. To review SMIP/SEF/Safeguarding(review SEN Policy)

Staff reviewed SMIP at beginning of year and this will be ongoing through academic year. CB advised Governors of cost of staff attending all Safeguarding Meetings (both financially and time out of class) and it is thought that it would be more practical to employ someone on a part time basis, which has been discussed within West Exe Learning Community on a sharing basis. The Governors were agreeable to this going ahead.

SEN Policy was reviewed by Governors and adopted. KG will circularise to all Governors.

5. To review Pupil Numbers

CB advised that at present there are 412 pupils on role. Forecasting budget for next year 70. NB asked about Reception in Year 1 2013/2014 and CB said that it had been decided that there would be three Year 1 classes next year.

6. To review Expenditure

KG circularised budget monitor to all Governors prior to Meeting. CB reviewed monitor fully with Governors. It was noted that Year 4 will need supply for a term as teacher will be having major heart surgery.

7. To prepare Draft Budget

CB and IB will be attending Budget Workshop next Wednesday and will be able to advise on draft budget at FGB Meeting.

8. To review Finance Policy

KG circularised copy of Finance Policy to Governors prior to Meeting. In approving the financial policy a brief discussion centred around spending limits for the headteacher and deputy and it was resolved to maintain them at the current level due to forthcoming commitments involving the furnishing of the new build.

9. To review Lettings Policy

KG circularised copy of Lettings Policy to Governors prior to Meeting with proposed increases in lettings charges indicated in red. The Governors made one minor alteration to method of payment and then it was agreed to adopt revised policy.

10. To review Whistleblowing Policy

KG circularised Whistleblowing Policy to Governors prior to Meeting. This Policy was adopted by the Governors

11. To consider any other matter brought forward by Chair

Staff training next financial year. CB asked Governors to consider where they would cut off funding for professional development in order that she and IB can draft out letter.

Review service level agreement, it was decided that review should take place in Spring instead of Autumn calendar. It was agreed that service level should remain the same at present.

SFVS - Governors discussed and agreed that this could be submitted to County and that Business Continuity or Disaster Recovery Plan will be looked into more fully.

Pupil Premium was looked at by Governors, expenditure details will be on our website.

FMS Archive Data Base governors were agreeable not to buy into this.

Permanent Exclusion of Pupil, Meeting held on Monday 15 January 2013 this was not contested by parent.

12. To confirm dates of next meeting

P&C	26 th February
B&F	5 th March
FGB	19 th March

There being no further items to discuss, the meeting closed at 7.55 p.m.

Signed _____ Dated _____