

# Bowhill Primary School

## Buildings and Finance Committee Meeting

<b>Date of meeting</b>	20 <sup>th</sup> January 2015 6.00 pm Film Club Room	<b>Present</b>	Caren Brooks(CB), Reg Edwardson(RE), Rod Ruffle(RRe), Natalie Bracher(NB), Mark Burnard(MB), Claire Quick(CQ) and Emma Walker-Brown(EW-B)
		<b>Apologies</b>	
	<b>Minute</b>	<b>Actions</b>	
<b>1</b>	<b>Fire Alarm</b> There is no fire test today If the alarm sounds then make your way quickly and safely to the playground		
<b>2</b>	<b>Business interests</b> None Declared		
<b>3</b>	<b>To receive apologies</b> Apologies received as above.		
<b>4</b>	<b>To consider the minutes from the Buildings and Finance Committee meeting held on Tuesday 18<sup>th</sup> November 2014</b> Minutes approved as accurate record of meeting		
<b>5</b>	<b>To discuss matters arising from minutes</b> Item 4. Governor's agreed to TISP as a working plan and for it to be forwarded to DCC.  Item 5. IB met with Governors and discussed Monitor, Benchmarking and the SFVS (Item 14 below)		
<b>6</b>	<b>To review TISP/Maths Progress</b> APMC Governors KC,SC and CQ. Meeting held on 13 <sup>th</sup> January and Minutes will be forwarded to Governors. KC (Chair of APMC) has been advised to report back to FGB. RR asked about make up of APMC, feedback (to be given at FGB). NB asked if there would be an information sheet for parents with regard to Maths. MB and CB advised that Fun Maths leaflets, being compiled by Mr Mawdsley and Miss Lawes, will be going out to parents by half-term and a second by Easter. There will also be information evenings taking place, the first being with Mrs Carter for Reception parents. MB to look into possible software for children for maths.  KG circulated updated TISP to Governors. Term One tasks have been completed. Progress to Date was also circulated. CQ looked at financial elements of TISP with IB, Bid to Teaching Schools Alliance successful, CB met with Lorraine Dunne from TSA to discuss how this could be best used for the benefit of Bowhill. CQ asked how this would be used and CB advised this would be possibly around middle leaders.	MB	

7	<p><b>To review SMIP/SEF and Safeguarding</b></p> <p>All teachers and teaching assistants reviewed the SMIP and progress to date, no major changes and TISP reflects the SMIP and vice versa.</p> <p>CB attended Getting to Good OFSTED Training on Friday 16<sup>th</sup> January 2015.</p> <p>Safeguarding 1 child on Child Protection Plan, 4 Children in Need, 13 DAF and 1 CAF, 2 targeted families. Children in Care group will now include adopted children and children with special guardianship, of which we have 8.</p>	
8	<p><b>To review Pupil Numbers</b></p> <p>CB advised that at present there are 429 pupils on role. Potentially losing two large families due to social housing relocation. Admissions Officer for Bowhill is on Paternity leave and therefore numbers for September 2015 have as yet not been received, however we will be requesting numbers from their office.</p>	
9	<p><b>To review Expenditure</b></p> <p>KG circulated Budget Monitor and notes to Governors prior to the Meeting. CB did give Governors an update regarding an increase in cover costs for the remainder of the term as well as an update regarding canteen staff. Member of canteen staff requires operation and will be off for four to six months. CQ met with IB to discuss the new Budget Monitor. JH will talk to County regarding the new set up.</p>	JH
10	<p><b>To prepare Draft Budget</b></p> <p>Budget planning tool was not available until last Friday, RR and CQ met with IB on Friday and is aware. Mike Allen (Finance) was in this morning with IB. IB and CB booked on Budget Planning Day in February. Draft will be available for next B&amp;F.</p>	IB
11	<p><b>To review Finance Policy</b></p> <p>KG circulated Policy to Governors prior to Meeting. Amendments made in light of Audit recommendations. Request for petty cash increase RE proposed amendment to Finance Policy and EWB seconded.</p>	
12	<p><b>To review Lettings Policy</b></p> <p>KG circulated Lettings Policy to Governors prior to Meeting, with proposed increases to lettings charges. RR proposed that we accept 5% increase in charges and NB seconded. MB will look into charges for MUGA for private use.</p>	MB
13	<p><b>To Review Service Level Agreements</b></p> <p>Anticipate buying into same County support. RE proposed maintaining same level and this was seconded by EWB.</p>	
14	<p><b>To review SFVS</b></p> <p>As per item 5 above. Governors (RR, EWB and CQ) looked at the questions on the SFVS and were happy that all standards were met. They also looked at benchmarking, comparing costs with similar schools in the area, Bowhill came out as average overall.</p>	
15	<p><b>Governors Reports</b></p> <p>EWB postponed visit to Year 3, rescheduling in February</p> <p>CQ to visit Year 5/2 Monday 9<sup>th</sup> February</p> <p>RR, EWB and CQ attending Financial Efficiencies Course on the 27<sup>th</sup> January</p> <p>NB and EWB attending SEN Course on the 3<sup>rd</sup> February</p>	

	RE, RR, KC attending Role of Chair Course 31 <sup>st</sup> January JH attending Finance of Maintained Schools 29 <sup>th</sup> January, New Governors Course on in March	
<b>16</b>	<b>To consider any other matters</b> RE advised that ELT Minutes have been circularised to all Governors. CB advised that TISP objectives have been shared with the rest of ELT.	
<b>17</b>	<b>To agree dates of next meetings</b> P&C 24 <sup>th</sup> February B&F 3 <sup>rd</sup> March FGB 17 <sup>th</sup> March	

There being no further items to discuss the meeting closed at 7.51 p.m.

Signed ..... Dated.....