



## Governing Body of Bowhill Primary School

### Buildings and Finance Committee Meeting

<b>Date of meeting</b>	26 <sup>th</sup> January 2016	<b>Present</b>	<b>Name of Governor</b>	<b>Initials</b>	<b>Category</b>	<b>Name of Governor</b>	<b>Initials</b>	<b>Category</b>
			Reg Edwardson	RE	Co-Op	Caren Brooks	CB	STH
Rod Ruffle	RRe		LA	Emma Walker-Brown	EW	Co-Op		
Mark Burnard	MB		Foundation	Natalie Bracher	NB	PAR		
<b>Time of meeting</b>	6:00 p.m.							
<b>Room</b>	Year 6/2	<b>Apologies</b>	None					
		<b>In Attendance</b>	Joanne Radford	JR	New Governor	Li Wang	LW	Clerk

	<b>Minutes</b>	<b>Actions</b>
	<p><b>Fire Alarm</b></p> <p>There is no fire test today. If the alarm sounds then make your way quickly and safely to the playground. Fire exit procedures were detailed by RR.</p> <p><b>Business Interests</b></p> <p>None Declared</p>	
<b>1</b>	<p><b>To receive apologies</b></p> <p>Apologies received as above.</p> <p>Julie Harris has resigned from the role of a parent Governor owing to personal circumstances. JH expressed her enjoyment in her involvement with the School. She would like to pass on her sincere thanks to the Chair, the Headteacher, the governing body, staff and the Clerk for the hard work and effort that everybody contributes to making Bowhill Primary such a good School.</p> <p><b>It was agreed that a Thank You card will be delivered to JH expressing Governors' gratitude for her wonderful work and valuable contributions to the school.</b></p> <p><b>Clerk was requested to submit JH's resignation details to DCC for the record.</b></p>	<b>CB/Clerk Clerk</b>
<b>2</b>	<p><b>To consider the minutes from the Buildings and Finance Committee meeting held on Tuesday 17<sup>th</sup> November 2015</b></p> <p><b>Part I &amp; Part II Minutes were approved as an accurate record of meeting, agreed by Governors and signed by RR.</b></p>	
<b>3</b>	<p><b>To discuss matters arising from minutes</b></p> <p><b>Item 12.2 Governors asked about the solution to secure access system from last meeting.</b></p>	

	<p>CB replied: The Safeguarding Governors CB &amp; KW looked into the whole secure access system, especially paying more attention to the new building. CB confirmed that effective actions have been taken to enhance security. They particularly considered the identification of people, the opening times of gates, deliveries and convenience for parents to drive in and out of the premises. New gates have been installed and notification about keeping these padlocked will appear in the Newsletter.</p>													
<p><b>4</b></p>	<p><b>Toilets</b></p> <p>CB confirmed that there were two construction projects that are priorities and the school is unlikely to be able to afford to undertake both of them for the time being.</p> <p><b>These are improvements to the toilets, and the potential installation of an outside room which could be used from PPA, for family groups etc.</b></p> <p>CB provided the proposed alterations to toilets next to SEAL room to provide separate toilets for KS1 as pupils have to walk along quite a long corridor to small toilets.</p> <p>Suggestion for the construction:</p> <ul style="list-style-type: none"> <li>• Install a door from walkway to existing lobby for girls’ toilets;</li> <li>• Block up door from girls’ lobby into existing girls’ toilets;</li> <li>• Install two cubicles for KS2 girls in existing lobby area;</li> <li>• Make a new door way from corridor into existing girls’ toilets and install 4 unisex cubicles for KS1</li> </ul> <table border="1" data-bbox="156 1025 1289 1361"> <thead> <tr> <th>Date</th> <th>Quotes</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>May 2013</td> <td>From £6,835 to £14,245</td> <td>The costs did not include architects’ fees or planning fees.  <b>CB advised these costs could not go through Capital as they would be classed as improvements which have to be paid from Revenue.</b></td> </tr> </tbody> </table> <p><b>There is also an ongoing issue with the drains of the school house which CB. Wanted to bring to governors attention.</b></p> <table border="1" data-bbox="156 1462 1289 1760"> <thead> <tr> <th>Date</th> <th>Quotes</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>February 2015</td> <td>£2,422</td> <td>Currently regarding the drainage at School House; Currently having to rod the system approximately every 6 months.  <b>Next step: asking for an updated quote and a second quote</b></td> </tr> </tbody> </table> <p><b>RE&amp;RR suggested and other Governors agreed:</b></p> <ol style="list-style-type: none"> <li><b>1) We could try to get some funding from outside;</b></li> <li><b>2) CB&amp;MB are in the best position to know what the school need most so they could make the decision which should be done first and will get the detailed information back to the</b></li> </ol>	Date	Quotes	Notes	May 2013	From £6,835 to £14,245	The costs did not include architects’ fees or planning fees.  <b>CB advised these costs could not go through Capital as they would be classed as improvements which have to be paid from Revenue.</b>	Date	Quotes	Notes	February 2015	£2,422	Currently regarding the drainage at School House; Currently having to rod the system approximately every 6 months.  <b>Next step: asking for an updated quote and a second quote</b>	<p>CB</p>
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	<b>next meeting.</b>	
5	<p><b>SEF/SMIP</b></p> <p>SEF &amp; SMIP updated by CB were circulated prior to the meeting. The new format of SEF clearly demonstrated the strengths and areas for development. CB highlighted actions or resources required across the four objectives in SMIP with Green, Amber and Red.</p> <p><b>RE challenged key priorities about Whole School Development identified through school performance review and evaluation.</b></p> <p>CB replied: CB with KS1 &amp; KS2 Phase Leaders Catherine Lawes and Carol Blatchford have been (a) monitoring actions to ensure consistently high expectations and good progress in all subjects across year groups and (b) collecting and analysing data to get a bigger picture of the development.</p> <p><b>RE asked about the progress in marking and the feedback of using coloured marking pens.</b></p> <p>CB answered: Teachers are to continue to develop children’s skills in responding meaningfully to marking and becoming more self-reflective to help them make progress. For instance, Purple pens have been used for children’s responses in all classes, which was highly welcome by pupils as well.</p> <p>Jacob Martin (Class 6/1 teacher), following NQT training last week, is going to Redhills to see how pupils are encouraged to respond at length.</p> <p>EW advised that questions should be submitted prior the meeting.</p> <p><b>Impact of Governance:</b></p> <p><b>Governors agreed that questions and challenges to the Headteacher should focus on SEF &amp; SMIP and be submitted to the Chair before the meeting. Clerk is responsible for writing them down at the bottom of next meeting’s agenda.</b></p>	all Governors /Chair/ Clerk
6	<p><b>Safeguarding (to include SEN Policy, Child Protection and Children in Care Annual Reports)</b></p> <p><b>CB announced that PREVENT training (to be presented by Kate Williams, Parent Support Adviser) will be added to the next FGB meeting agenda as the first item. This will be a 10-minute presentation and 5-minute Q&amp;A.</b></p> <p>CB confirmed that Annual Safeguarding Audit had been done. Key priorities were including Purchase of CPoms computer based reporting system.</p> <p><b>JR asked how to deal with the instant alert?</b></p> <p>CB replied that any information input on the system will result in email alerts going straight to the Headteacher .</p> <p>2) Another Safeguarding Governor is needed.</p> <p><b>RE would like to take the role as a Safeguarding Governor working together with KW. Clerk was requested to update Governor Responsibilities and Policy Links 2015/16.</b></p>	Clerk
7	<p><b>Review Pupil Numbers</b></p> <p>CB reported: There are 450 pupils on role. The number of references for next year are:</p> <ul style="list-style-type: none"> <li>➤ The first preferences - 73</li> <li>➤ The second preferences - 34</li> <li>➤ The third preferences – 30</li> </ul> <p><b>RR asked how many pupils would finally enter the school out of those preferences.</b></p>	

	<p>CB confirmed: Based on last year's entries, we would hope for a full intake in 2016/17 2 points which may impact – the newly introduced option for parents with summer born children to defer entry for a year; the possibility that the Children's Centre (which is currently undersubscribed according to J.R.) would be encouraging parents to defer school entry or to have a split placement. C.B. will keep governors informed but asked them to consider their position on part time placements.</p> <p>E. WB. Suggested that when EYFS staff know who has accepted places, the summer borns be offered additional transition visits.</p> <p><b>CB agreed and will report back to keep Governors posted.</b></p>	CB
8	<p><b>Review expenditure</b></p> <p><b>Governors asked about the overspending on training.</b></p> <p>CB replied: Teaching and support staff attend external training, or in house CPD which has been selected strategically to meet the need of the school as recorded in SEF and SMIP and where possible, within the planned budget, but there have been additional opportunities which have arisen later and which would be beneficial.</p> <p><b>CB was happy to inform Governors that after Richard Elgar undertook the role of Kitchen manager, Projected savings until the end of the year are £7,000 and waste has been reduced to approx. one quarter.</b> His contract finished at the end of B.T's phased return.</p>	
9	<p><b>Prepare draft budget</b></p> <p>CB pointed out that there were two main reasons for the impact on income:</p> <ul style="list-style-type: none"> <li>➤ Pupil Premium dropped £20,000</li> <li>➤ National Insurance contribution have been raised which will total £25,000</li> </ul> <p>CB particularly explained the spending on some areas:</p> <ul style="list-style-type: none"> <li>➤ there will be an additional teacher needed in 2017/18;</li> <li>➤ catering might cost more as Richard has left;</li> <li>➤ £10,000 Foundation Stage for improvements.</li> <li>➤ £30,000 has been put into the draft budget or ICT resources. Where possible, savings are being made. An example is the transfer of broadband services. <b>Comparisons of Provision of Internet Services were attached to the Minutes in hard copy.</b></li> </ul> <p><b>CB reported the saving from ICT:</b></p> <p><b>Thanks to Adam Wardknot (Technical Manager), £3,000 will be saved by changing from SWGFL to Schools Broadband over summer holiday; £4,000 will be saved next year.</b></p> <p><b><u>Governors would like to pass on their thanks to Adam for his wonderful work.</u></b></p> <p><b><u>RR on behalf of B&amp;F would like to thank Iris Browning (Senior Administrator) and CB for</u></b></p>	

	<b>their proficiency and efficiency in producing budget and expenditure data sheets.</b>										
<b>10</b>	<b>Review Finance Policy</b> <b>Governors agreed to adopt Finance Policy. RR will go through the Finance Policy and report any suggested changes to the Full Governing Body.</b> <b>Clerk was requested to update the review date in the policy.</b>	<b>RR</b>  <b>Clerk</b>									
<b>11</b>	<b>Review Lettings Policy</b> <b>It was agreed by all Governors that Lettings Policy was adopted without amendments.</b> <b>Clerk was requested to update the review date in the policy.</b>	<b>Clerk</b>									
<b>12</b>	<b>Review Service Level Agreements</b> Anticipate buying into same County support. RR proposed staying at the same level and this was seconded by all Governors.										
<b>13</b>	<b>Review Benchmarking and SFVS (Schools Financial Value Standard)</b> <b>Iris with RR &amp; EW reviewed SFVS2016-2016 on 15<sup>th</sup> January 2016.</b> The standard consists of 25 questions which governing bodies or management committees should formally discuss annually with the Headteacher and senior staff. Each question requires an answer of Yes, In Part, or No. <ul style="list-style-type: none"> <li>• If the answer is Yes, the comments column can be used to indicate the main evidence on which the governing body based its answer.</li> </ul> RR confirmed that Question 8 & 9 were newly raised and they were confident enough to say YES as the main evidence had been provided. <table border="1" data-bbox="156 1115 1307 1453"> <tr> <td>8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?</td> <td>Y</td> <td>As determined by Pay Committee on 05/10/15.</td> </tr> <tr> <td>9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?</td> <td>Y</td> <td>Independent consultant involved in pay decision process of Headteacher with 2 Governors. One Governor attended Headteacher Appraisal training on 22/10/15.</td> </tr> </table> <b>EW asked if there was anything else that needed reviewing.</b> <b>RR showed Question 20 to Governors for advice.</b> <table border="1" data-bbox="156 1570 1300 1823"> <tr> <td>20. Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?</td> <td>Y</td> <td>Audit Report (May 2014) with action plan reported to B &amp; F 17/06/14. Annual agenda item (B &amp; F 22/09/15). A Review of Governance undertaken November 2014 quoted          "There is evidence of a more focused approach to the school finances than to teaching and learning".          Another Review of Governance undertaken 14/01/16</td> </tr> </table> <b>Governors agreed to add 'No explicit actions in relation to finance from Governance report' to the end the evidence.</b> EW reviewed Benchmarking this morning.	8. Have your pay decisions been reached in accordance with a pay policy reflecting clear performance criteria?	Y	As determined by Pay Committee on 05/10/15.	9. Has the use of professional independent advice informed part of the pay decision process in relation to the headteacher?	Y	Independent consultant involved in pay decision process of Headteacher with 2 Governors. One Governor attended Headteacher Appraisal training on 22/10/15.	20. Is the governing body sure that there are no outstanding matters from audit reports or from previous consideration of weaknesses by the governing body?	Y	Audit Report (May 2014) with action plan reported to B & F 17/06/14. Annual agenda item (B & F 22/09/15). A Review of Governance undertaken November 2014 quoted "There is evidence of a more focused approach to the school finances than to teaching and learning". Another Review of Governance undertaken 14/01/16	
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	<p><b>CB&amp;EW told Governors that Bowhill came out above national standard.</b></p> <p><b>CB reported that Jacqueline Nicolle obtained additional funding for the school.</b></p>											
14	<p><b>Review Terms of Reference</b></p> <p><b>JH submitted a draft of Terms of Reference to the meeting. In particular, there were more responsibilities included into the draft.</b></p> <ul style="list-style-type: none"> <li>➤ 'To consider and approve a Statement of Internal Control and recommend it to the full Governing Body for approval.' was added to the responsibility of <b>Financial Aspects</b>;</li> <li>➤ 'To prepare and agree a lettings and charges policy and to monitor its implementation.' was added to <b>Health, Safety and Building Matters</b>.</li> </ul> <p><b>All Governors agreed to adopt Terms of Reference. Clerk was requested to turn yellow and red highlights into black.</b></p>	Clerk										
15	<p><b>Governor Report</b></p> <p><b>No Governor reports</b></p>											
16	<p><b>Items brought forward by the Chair</b></p> <p><b>MB asked what we should do to deal with Travel issues such as LONDON RESIDENTIAL 2016</b> if there was a terrorism time.</p> <p>Governors agreed:</p> <p>Under the circumstances of terrorism alert,</p> <ul style="list-style-type: none"> <li>➤ The cost of the travel will be covered by the school if it is school's decision to cancel the trip;</li> <li>➤ Parents will pay for the trip if they choose to cancel the trip.</li> </ul>											
17	<p><b>To agree dates of next meetings</b></p> <table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">P&amp;C 23 Feb</td> </tr> <tr> <td>B&amp;F 1 Mar</td> <td style="text-align: right;">P&amp;C 19 April</td> </tr> <tr> <td>B&amp;F 26 April</td> <td style="text-align: right;">P&amp;C 7 June</td> </tr> <tr> <td>B&amp;F 14 June</td> <td style="text-align: right;">APMC 8 February</td> </tr> <tr> <td></td> <td style="text-align: right;">APMC 7 March</td> </tr> </table>		P&C 23 Feb	B&F 1 Mar	P&C 19 April	B&F 26 April	P&C 7 June	B&F 14 June	APMC 8 February		APMC 7 March	
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**The related documents to be discussed were circulated prior to the meeting.**

There being no further items to discuss the meeting closed at 7.50 p.m.

**Attachments:**

1. SEF/SMIP
2. Safeguarding
3. draft budget
4. Finance Policy
5. Lettings Policy
6. Benchmarking and SFVS
7. Terms of Reference
8. Comparisons of Provision of Internet Services in hard copy

Signed .....

Dated.....