

## **Governing Body of Bowhill Primary School**

### Buildings and Finance Committee Meeting

Tuesday 17<sup>th</sup> June 2014 at 6.00 pm at Bowhill Primary School

**Present:** Caren Brooks, Rod Ruffle, Natalie Bracher, Jenny Downing, Claire Quick, and Emma Walker-Brown

**Apology:** Reg Edwardson, Mark Burnard

**Absent:**

**In attendance:** Karin Gordon

\*Fire exit procedures detailed by KG \*

### **Declaration of Business Interests**

**1. To receive/approve apologies for absence**

Apologies received as above.

**2. To consider minutes from the committee meeting on Tuesday 29<sup>th</sup>**

**April 2014**

Minutes approved as accurate record of meeting.

**3. To discuss matters arising from the minutes**

Item 3. (Item 8) All work to electricity sub station have now been completed, new fence has been installed.

**4. To review SMIP/SEF and Safeguarding**

No updates to current SMIP. SEF no change as yet, still awaiting up to date Data, will then be forwarded to Governors.

Kate Williams has now introduced herself to all relevant families and also working with JD and SEN Co-Ordinator. NB attending updated SEN training on 19<sup>th</sup> June 2014. CB has completed Safeguarding Refresher Training.

**5. To review Month 13**

Carry forward tallies with that on Budget Monitor Plan.  
Month 13 still in present Monitor format.

**6. Approve current Budget Monitor Plan**

IB has advised that this is the last time that the Monitor will be produced in this form as new software has been introduced, which has to be used as from September. There have been a few teething problems with the new software and the reports that can be produced. Suggestion that in the Autumn Term Governors come into school and meet with IB to look at what reports can be produced and decide on the best format for reporting to Governors. RR, EWB and CQ will meet with IB in the Autumn. Governors approved current Budget Monitor Plan.

**7. To check implementation of Health & Safety improvements**

Disaster Planning and Business Continuity Plan was approved by Audit and KG will circularise cascading Disaster Plan Governor Tree to FG Body.

**8. To review Security Policy**

KG circularised Security Policy to Governors prior to Meeting.  
RR requested that blinds in the KS2 computer suite be installed if practical.  
Governors approved Security Plan.

**9. To check Curriculum Aims and Statement**

KG circularised Curriculum Aims and Statement to Governors prior to Meeting. Approved by Governors, with slight alteration to last paragraph, bullet point two.

**10. To discuss Benchmarking**

Governors discussed and CB advised still using benchmarking tools and Bowhill is in line with schools of a similar size.

### **11. To prepare and complete Statement of Internal Control**

Statement of Internal Control has been prepared, completed and to be signed by Chair of Governors.

### **12. Governors Report**

EWB has forwarded two reports to KG. Visit to IB with RR and CQ with regard to Benchmarking . EWB's visit to Year 1/3 and CB. EWB will be visiting 1/3 and MB on 18<sup>th</sup> June 2014. CQ will be forwarding report on Year 3/4 Sports Day. CQ attended School Finance Governor Training on the 11<sup>th</sup> June 2014.

### **13. To consider any other matters brought forward by the Chair**

London Trip – with regard to the arson attack on the Hostel, the Monday before the children were due to leave. CB and MB found alternative accommodation and require Governors approval to reimburse school Site Manager of payment of £2100 for new accommodation with approval for CB and MB to sign cheque for this amount on petty cash account, which is over and above their authorised limit. Governors gave approval.

Coaches – Four trips had been booked with Carmel Coaches who are Being investigated by DCC. Three of these trips have now been booked through another coach firm, this has necessitated a further £160 to be added to the cost. Would the Governors approve this shortfall being met from the school budget rather than asking parents for an additional contribution. Fourth Year 4 trip to Dartmoor still seeking alternative provider. Governors agreed that shortfall should be met from school budget.

The Committee had a

lengthy discussion and it was decided that they would all think the matter over and a decision would be made at FGB Meeting on 2<sup>nd</sup> July.

Draft Audit Report – KG forwarded to Governors prior to Meeting.

Governors discussed page 10, item 1 and this was approved by Governors that this should be allowed to continue. Proposed by EWB and seconded by CQ. Pay Policy will be amended in due course and

forwarded to Governors for approval. CQ would like the thanks of the Governors to be given to IB for her work on the budget.

**14. To confirm the dates of next meetings**

P&C 24<sup>th</sup> June (Postponed from 10<sup>th</sup> June)

FGB 1<sup>st</sup> July

There being no further items to discuss, the meeting closed at 7.54 p.m.

Signed \_\_\_\_\_ Dated \_\_\_\_\_