

## Bowhill Primary School

### Building and Finance Meeting

<b>Date of meeting</b>	16 <sup>th</sup> June 2015 6.00 pm Room Year 4/2	<b>Present</b>	Caren Brooks(CB), Reg Edwardson(RE), Emma Walker-Brown(EW-B), Natalie Bracher(NB), Julie Harris(JH) and Claire Quick(CQ)  Li Wang (New Clerk to Governors in September)
		<b>Apologies</b>	Mark Burnard (MB), Rod Ruffle (RRe)
	<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 Building and Finance Committee meeting held on Tuesday 28<sup>th</sup> April 2015</b> Minutes approved as accurate record of meeting		
<b>5</b>	<b>To discuss matters arising from minutes</b> Item 6. KG circularised Maths Update to Governors together with Minutes of 28 <sup>th</sup> April 2015 Meeting		
<b>6</b>	<b>To review TISP/Maths Progress</b> Catherine Lawes attended last meeting on CB's behalf  Debbie Buckingham no longer able to assist with Pupil Premium and this will now be Roy Souter from Ladysmith  Maths Year 6 Level 4 91% Level 5 38%  Writing Year 6 Level 4 96% Level 5 33%  Latest maths data went to AMPC on Monday. TISP no longer used now called Excellence for All as from September 2015		
<b>7</b>	<b>To review SMIP/SEF and Safeguarding</b>  CB attended new Ofsted Framework, which has been postponed until the 21 <sup>st</sup> June. Safeguarding will be something that Ofsted will be looking closely at in the future  Safeguarding – all new staff now have brief training from Kate Williams as soon as they begin working in school. This also includes parent helpers who come into school. NB requested on behalf of Governors that they also receive training  Kate will also bring in outside representatives for more in depth training, i.e. FGM.		

8	<p><b>To review Month 13</b></p> <p>CB advised that this does not include carry forward, which needs to be added. Looked at two different types of summary budget monitoring and will stick to current report which is linked to IB's system but will look again when enhancements to the programme have been made.</p>	
9	<p><b>To check implementation of Health &amp; Safety Improvements</b></p> <p>MB advised via email that we have had a fire alarm practice with the contractors on site, which with current arrangements have meant different exits being used. This was successfully done with no problems in term of exits from the buildings.</p> <p>County have agreed to pay for an extraction system to be installed and also two temporary for use at the present time.</p>	
10	<p><b>To review Security Policy</b></p> <p>Security Policy adopted with changes to</p> <p>Page 8: which now reads DBS checks</p> <p>Page 10: Entry Access Control to include: Electronic access system for both vehicles and pedestrian access</p>	
11	<p><b>To discuss Benchmarking</b></p> <p>Benchmarking was discussed at 20<sup>th</sup> January 2015 Meeting and it was decided that it would now be discussed at January B&amp;F Meeting together with SFVS.</p>	
12	<p><b>To prepare and complete Statement of Internal Control</b></p> <p>Statement of Internal Control has been prepared, completed and signed by Chair of Governors, Chair of Committee and Headteacher.</p>	
13	<p><b>Governors Report</b></p> <p>JH visited Year 1/1 and 1/5 – half session with each. Report will be forwarded to KG.</p> <p>NB arranging a date to meet with MB.</p> <p>CQ visiting 5/2 on Monday, 21<sup>st</sup> June 2015. CQ also went on Reception visit to World of Country Life and will forward Report.</p> <p>RR, EW-B, JH and CQ all attended Advanced Finance for Governors. JH met with IB after attending and discussed staffing and curriculum budget.</p>	
14	<p><b>To consider any other matters</b></p> <p>NB asked about new teachers, CB advised that we have new Year 3/ 4 teacher, Adam Roddy and Jacob Martin, maths specialist, who will be working in Year 6, both will be starting in September 2015.</p> <p>Bowhill Ten Year Celebration – talent show in morning, circus b in afternoon and then tea party outside.</p>	

15	<b>To agree dates of next meetings</b> FGB 30 <sup>th</sup> June	
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There being no further items to discuss the meeting closed at 7.18 p.m.

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