

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

### Buildings and Finance Committee Meeting

Tuesday 5<sup>th</sup> March 2013 at 6.00 pm at Bowhill Primary School

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

**Apology:** Reg Edwardson, Vanessa Newcombe, Rod Ruffle

**Absent:**

**In attendance:** Karin Gordon

\*Fire exit procedures detailed by EWB \*

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

Apologies received as above.

**2. To consider minutes from the committee meeting on Tuesday 22<sup>nd</sup> January 2013**

Minutes approved as accurate record of meeting.

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

Item 4. KG circulated SEN Policy to Governors.

Item 7. Draft budget will be circularised to Governors prior to the FGB Meeting.

Item 11. Business Continuity Management Plan would be put in to practice if disaster befell school. MB and IB have gone through in detail procedures that would be taken if there was a disaster. This is part of Health and Safety Audit which the school passed by 92%.

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

KG will circularise updated SMIP/SEF following Paul Garvey's visit last Thursday and Friday. CB overviewed new format and shared updated information with the Governors.

CB advised governors on quote for refurbishment of lower KS2 toilets and ICT suite. Consideration was given to the suitability for next year in view of the numbers. Playforce began work on the KS2 Adventure Playground. Governors were updated on ongoing issues concerning new building – snagging.

CB met Claire Kelly at WECC last week in respect of proposed job share for Safeguarding, on a part-time basis with another school i.e. two and half days for each school.

#### **5. To review Contracts**

One temporary contract is coming to an end at the end of April, which is not being renewed as this was a fixed term contract.

#### **6. To begin to prepare new SMIP**

As per item 4.

#### **7. To review Charging Policy**

KG circularised Charging Policy to governors prior to Meeting and this was duly adopted.

#### **8. To review Governors' Allowances (Expenses)**

It was decided to keep at same rate of £50.

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

Budget monitor was circularised prior to Meeting.

CB advised that letter has been received from DCC regarding school house wall and we are in communication with Chris Cooper.

Rates backdated to October in respect of the new building.

SVFS submitted and accepted with proviso that evidence of governors financial competencies is submitted.

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

FGB 19<sup>th</sup> March

P&C 7<sup>th</sup> May

B&F 14<sup>th</sup> May

There being no further items to discuss, the meeting closed at 7.09 p.m.

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