



Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Date of meeting	1 st March 2016	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Mark Burnard	MB	Foundation	Caren Brooks	CB	STH
			Rod Ruffle	RRe	LA	Emma Walker-Brown	EW	COO
Time of meeting	6:00 p.m.	Apologies	Reg Edwardson	RE	COO	Natalie Bracher	NB	PAR
			Joanne Radford	JR	COO			
Room	Year 6/2	In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
	<p>Fire Alarm</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>Business Interests</p> <p>None Declared</p>	
1	<p>To receive apologies</p> <p>Apologies received as above.</p>	
2	<p>To consider the minutes from the Buildings and Finance Committee meeting held on Tuesday 26th January 2016</p> <p>Minutes were approved as an accurate record of meeting, agreed by Governors and signed by RR.</p>	
3	<p>To discuss matters arising from minutes</p> <p>None</p>	
4	<p>Growth Funding</p> <p>CB confirmed that the school will receive growth funding of £13,500 from the County Council. There was some concern at the possible in-year deficit of £45k next year which is similar to the position which had been forecast for this year with a carry forward remaining at year end. The carry forward shown on the draft budget plan is £100,000. Expected savings/income from reimbursement from the mutual fund for teachers' absence, part of the committed cost for the seating areas will be payable in the next financial year,</p>	

	reimbursement to capital will be less than that shown in the Summary Budget Monitoring Report.	
5	<p>SEF/SMIP (begin to prepare new SMIP)</p> <p>CB advised that she and the SIP went through the SEF last week.</p> <p>Following her opinions and suggestions, CB will update SEF and then SMIP based on the revised version in which more details have been added to 'Monitoring/Evaluation Frequency' and Action/resource marked with Green, Amber and Red.</p> <p>EW asked about the progress of one Red area-Promotion of core values throughout school in OBJECTIVE 4 LEADERSHIP & MANAGEMENT SMIP.</p> <p>CB answered: Core values are openly displayed and clear to visitors and stakeholders. Definitive choice of three to six key words to symbolize the school's ethos and British values has not yet been made . CB advised to governors to consider 3 key words to cover high expectations and everyone in the school community such as Aspiration, Excellence and Community.</p>	CB
6	<p>Safeguarding</p> <p>CB confirmed: Key priorities included Purchase of the CPOMS computer based reporting system so as to enable the school to improve the management of child protection and similar incidents and actions, whilst reducing staff time, paperwork and administration. Members of staff from across school can add information to CPOMS allowing Senior Leaders to take appropriate follow up action thereafter. CPOMS can be accessed from wherever staff have an internet connection. Teachers can do it there and then and have key members of staff alerted. CB has asked teachers to use this new system from Easter but it is being trialled until then by 2 members of staff.</p> <p>PREVENT safeguarding training for staff will take place next Monday. A briefer version for governors run by Kate Williams, Parent Support Advisor has been set up for the next FGB meeting on 15th March 2016.</p>	
7	<p>Draft Budget</p> <p>CB pointed out that one reason to impact on income is that Pupil Premium dropped £20,000. As Budget letter from DCC mentioned there are many pressures on school budgets. Following the cost on services and activities, they would make some cuts. For example, the budget for Foundation Stage for improvements has been cut from £20,000 to £10,000 .The draft budget plan is based on current staffing.</p> <ul style="list-style-type: none"> ➤ 1% increase applied for teaching staff for the next 2 years. ➤ Increments applied to all staff entitled to increments. <p>CB added that the school's canopy was blown by the wind into the air and fell and broke into four pieces. They will wait before getting the right item to replace the broken one. The insurance company refused to pay for the loss because they claimed that the canopy is not a permanent structure.</p> <p>EW asked CB about the amount of money she is authorized to spend.</p>	

	<p>CB said that it remains the same: £15,000.</p> <p>Governors agreed to the draft budget. RR and EW will email CB if they have any other enquiries about it.</p>	
8	<p>Monitor/FRS Report</p> <p>RR and EW will email CB if they have any other enquiries about it. CB reminded Governors that the explanatory notes of questions had been included in the Monitoring Report.</p>	
9	<p>Review Contracts</p> <p>Governors asked about the number of permanent and temporary contracts. CB answered: There is one temporary contract and 116 permanent contracts. CB confirmed that a temporary contract linked to a child is not obliged to keep it on when a person leaves.</p>	
10	<p>Review Governors' Allowances (Expenses)</p> <p>Governors agreed to adopt Governors' Allowances (Expenses) without amendments.</p>	
11	<p>Review Charging Policy</p> <p>Governors were agreeable to approving the Charging Policy with minor amendments. Clerk was requested to add review date to the policy.</p>	
12	<p>Pupil Premium</p> <p>Governors agreed to adopt Pupil Premium Policy as it is. Clerk will update the review date at the bottom of the policy.</p>	
13	<p>Governor Report</p> <p>No Governor reports</p> <p>EW asked: What was the best way logistically to contact relevant staff for her next visit about SEN and her year linked area? MB would like to arrange this visit for EW.</p> <p><i>With regards to Governors visits, Governors agreed to take the following actions:</i></p> <ul style="list-style-type: none"> ➤ <i>To revise visit pro forma</i> ➤ <i>Advise Governors to change verbal summary into written visit report</i> ➤ <i>To update Governors Responsibilities and Year Links and circulate it to all Governors</i> ➤ <i>To circulate all Governors visit reports to all Governors for information in the future</i> <p>CB advised APMC to update Governors Responsibilities and Year Links. CB will revise the visit pro forma and Clerk was requested to circulate it to all Governors together with Governors Responsibilities and Year Links.</p>	<p>MB/EW</p> <p>CB/Clerk</p>
14	<p>Items brought forward by the Chair</p> <p>MB circulated Health and Safety Review Report to all Governors prior to the meeting.</p> <p>He explained: This is the 3 yearly Health and Safety audit. There was one immediate action</p>	

	which has been attended to , other recommendations will be actioned by M.B.	
15	To agree dates of next meetings <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>B&F 26 April</p> <p>B&F 14 June</p> <p style="text-align: center;">APMC 7 March</p> </div> <div style="width: 45%;"> <p>P&C 19 April</p> <p>P&C 7 June</p> </div> </div>	

The related documents to be discussed were circulated prior to the meeting.

There being no further items to discuss the meeting closed at 7.20 p.m.

Attachments:

1. SEF/SMIP 2.Safeguarding 3.draft budget 4. Charging Policy 5.Governors' Allowance (Expenses) 6.Pupil Premium Policy 7.Health and Safety Review Report

Signed

Dated.....