

Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Tuesday 24th September 2013 at 6.00 pm at Bowhill Primary School

Present: Caren Brooks, Reg Edwardson, Rod Ruffle, Emma Walker-Brown, Natalie Bracher, Mark Burnard, Jenny Downing, Claire Quick

Apology:

Absent: Vanessa Newcombe

In attendance: Karin Gordon

*Fire exit procedures detailed by MB *

Appointment/Re-Election

RR proposed EWB as vice-chair and this was seconded by CQ.

1. To receive/approve apologies for absence

No apologies received.

2. To consider minutes from the committee meeting on Tuesday 18th June 2013

Minutes approved as accurate record of meeting.

3. To discuss matters arising from the minutes

No matters arising.

4. To review SMIP/SEF/Safeguarding

Whole staff reviewed SMIP at beginning of term and senior management team spent time looking at data to inform this year's SMIP. KG will forward SMIP to Governors to review, especially requested any comments on number 4.

SEF should be completed by this Thursday and will be forwarded to Governors.

Four families with children on CiN register, three families with children having Child Protection cases open. One CiC. One targeted family. Five families with

CAFs open and three referrals. Claire Kelly's role as Parent Support Advisor is positive in enabling more early intervention.

5. To produce forecast for next 3 years including pupil numbers

Copies of Budget previously circulated to Governors. CB advised that 417 children are on role, 74 having started in Reception this September.

6. To review Budget Monitoring Policy

KG circulated Budget Monitoring Policy prior to Meeting and this was viewed by the Committee and adopted without any amendments.

7. To review Governors' Visits

It was confirmed that Governors are now allocated to Year Groups. KG will circularise Governors Visit Form. It was noted that the Staff/Governors Tea will be on Tuesday, 26th November at 3.45 p.m. and the FGB Meeting will take place afterwards at the earlier time of 5.00 p.m.

8. To review financial competencies of Governors

Governors and competencies remain the same. Current governors are now, RE, RR, CQ and CB. It was noted that MB, VN and EWB also have financial competencies. It was noted that three Governors (RR, EWB and CQ) have been on Finance for School Governors courses within the last twelve months.

9. To consider Audit Report

Next audit is due in June 2014.

10. To consider any other matter brought forward by Chair

MB made Governors aware of possible strike action on the 17th October.

10. To confirm dates of next meeting

P&C 12th November

B&F 19th November

Staff/Governors Tea 26th November at 3.45 – 4.30 p.m.

FGB 26th November at earlier time of 5.00p.m.

There being no further items to discuss, the meeting closed at 7.00 p.m.

Signed _____ Dated _____