



Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Date of meeting	22nd September 2015	Present	Name of Governor	Initials	Category	Name of Governor	Initials	Category
			Caren Brooks	CB	STH	Julie Harris	JH	PAR
Time of meeting	6:00 p.m.		Reg Edwardson	RE	Co-Op	Emma Walker-Brown	EW	Co-Op
						Matthew Giles	MG	PAR
Room	Year 6/2	Apologies	Rod Ruffle	RRe	LA	Natalie Bracher	NB	PAR
			Mark Burnard	MB	Foundation			
		In Attendance	Li Wang	LW	Clerk			

	Minutes	Actions
1	<p>To receive apologies</p> <p>Apologies received as above.</p>	
2	<p>To consider the minutes from the Building and Finance Committee meeting held on Tuesday 16th June 2015</p> <p>After reading through the previous Minutes, EW together with other Governors checked the completion of actions. The Minutes were approved as an accurate record of meeting and signed by Emma Walker-Brown.</p>	
3	<p>To discuss matters arising from minutes</p> <p>EW was elected as Vice Chair of B&F Committee and this was proposed by JH, seconded by RE and approved by all Governors;</p>	
4	<p>Excellence for All</p> <p>CB presented: To realise the ambition for all Devon schools to be good or outstanding, a new school improvement initiative, the Excellence for All Programme (EAP), has been created and commissioned by Devon Local Authority (LA) through Babcock LDP to replace TISP.</p> <p>All Devon schools will be included in the EAP self-evaluation process. The LA, through its commissioning of services with Babcock LDP, will work in partnership with schools, helping to identify schools which may be vulnerable in terms of not being judged 'good'</p>	

	<p>or better at their next inspection.</p> <p>Having undertaken the EAP self-evaluation process and having taken into account the most recent Ofsted judgement, pupil performance data and other contextual information about the school, those schools identified as being the most vulnerable will be engaged in the 'Key to Success' programme.</p> <p>As part of the school's action plan, the LA will agree with school outcomes to be achieved in order to secure rapid improvement.</p> <p>JH asked: After we assess ourselves, will our self-evaluation be checked by LA?</p> <p>CB replied: In order to support the guide schools in evaluating how they are performing a number of criteria have been identified that are designed to help schools respond effectively to meeting the needs of all pupils. If schools are able to demonstrate that they meet these criteria the LA believed they will be judged to be at least 'good' by Ofsted. These criteria will be pre-populated and go to all schools but are also unique for every school.</p> <p>CB added: The criteria documents are the bench line starting point.</p> <p>The criteria were circulated to all Governors and every item within was explained by CB.</p>	
5	<p>Governors RAG sheet</p> <p>CB explained to enter the information in columns of Green, Amber and Red as a judgement of items in those areas.</p> <p>CB advised Governors to fill in the RAG sheet in conjunction with Excellence for All criteria from which 'good' or 'outstanding' or 'requires improvements' could be marked and to pay more attention to Finance where B&F Governors' focus and advantages lie.</p> <hr/> <p style="text-align: center;">Governors RAG sheet Led by: EW Sep 22</p> <p>Green: Things in my area which are currently in the Green zone:</p> <ul style="list-style-type: none"> a. Review cost base and benchmarking b. Regular reports to governing body and Local Authority Evidence of review by Governors <p>Steps we can take to build on these areas are:</p> <p>Analysing and challenging the Budget Monitoring through the analysis of all items of Income and Expenditure</p> <p>More detailed information of Governors will be published on our website.</p> <p>AMBER: Things in my area which are currently in the Amber zone:</p> <ul style="list-style-type: none"> a. Seeking external funding b. Clear evidence of challenge & review by governors <p>Steps we can take to build on these areas are:</p> <ul style="list-style-type: none"> a. the school does seek external funding but this is only done selectively at present. b. As a governing body we do challenge the financial information we are provided with but need to get better at presenting evidence for this. 	

RED: Things in my area which are currently in the RED zone:

Steps we can take to build on these areas are:

After the discussion against the Finance of Excellence for All criteria, **it was agreed that we are outstanding at:**

1. School undertaking financial planning
2. Reviewing staffing structure in line with projected numbers
3. Reviewing cost base and benchmarking
5. Reporting updates to governing body and Local Authority
6. Clear links between budget spend and development plan priorities
7. Good audit report not highlighting any areas of concern

We are good at:

1. School monitoring its finance
2. Planning staffing changes in line with trend of numbers
3. Undertakes annual benchmarking as part of SFVS
4. Regular reports to governing body and Local Authority Evidence of review by Governors
5. Audit report not highlighting any areas of concern

EW: Why are there the same criteria in column 'Outstanding' and 'Good'? For example, in 1c Governance, 'Good relationships built on trust and transparency', 'Regular engagement in training opportunities' and 'Good parental relationships' appear in In column 'Outstanding' and ' Good' simultaneously.

CB replied: Schools have to meet those requirements in order to be good or above. It is the other criteria that differentiate 'Outstanding' or 'Good'

MG suggested: P&C is planning to set a limited period for Vice Chair who then could take training to become Chair in the future. What do you feel about this?

EM said: It is good in practice to break the chain.

CB added: It is a succession issue. There are potentially two Vice Chairs on each committee but only one Chair position is available.

MG wondered: Are there any limits to be Vice Chair?

CB replied: Any Governors could take the Vice Chair training. If you are Vice Chair you will be able to take the Chair training.

It was agreed by all Governors that the Vice Chair training is open to all Governors. If

	<p>you are the Vice Chair you will be expected to take the Chair training.</p> <p>RE announced: Rebecca Rankin (Co-Op Governor) has resigned. There are three vacancies for Governors, one Co-Op Governor and two Parent Governors. CB and RE will take more responsibility to recruit new Governors.</p> <p>Requires improvements:</p> <p>1. Clear evidence of challenging and review by governors</p> <p>The new inexperienced Clerk has taken some training sessions and will take more to fulfil the role. The Clerk is responsible for clearly minuting Governors’ questions, the related answers, decisions and actions to accumulate the evidence of being ‘Good’.</p> <p>2. Seeking external funding</p> <p>MG asked: Have we got anyone to get a bigger funding? Do we need to look for someone?</p> <p>CB replied: We have paid £100 a year to be a member of an agency Pebble which will provide us with information about the grants that might be available for schools.</p> <p>MG recommended a person who is wonderful for this position. He used to run a charity and was the award winner. If we could gather a group of potential people or companies, he could contact them.</p> <p>MG will be in touch with him and get back to B&F meeting and CB.</p> <p>3. Local engagement with managers around individual budgets</p> <p>CB said: There are some schools whose individual teachers have budgets.</p> <p>RE agreed: You get more control that way.</p> <p>CB added: You can have better ideas about Finance as well.</p>	<p>CB/RE</p> <p>MG</p>
<p>6</p>	<p>SEF/SMIP</p> <p>CB reported: We moved from SMIP to TISP which is no longer used. Excellence for All will replace TISP from September 2015. Safeguarding will be reviewed and updated as an individual item in the future.</p> <p>Sue Wake (Literacy Lead) had the English Team meeting morning on 22 September to create an Action Plan; Sue had discussions with MB with the conclusion that MB talked at the APMC meeting on the 21st September 2015 about how this data should be viewed. . MB showed the RAG sheet for the end of last term under the levels system as well as a number of baseline figures for the new Golden Codes. He did it very well.</p>	
<p>7</p>	<p>Safeguarding</p>	

	<p>Following the summer holiday there are 11 students with a Child Protection Plan in place. The parent support advisor is now working 3 days a week showing a high efficiency and a good relationship with parents. She is also visiting children's families.</p> <p>MG suggested: She might need to have an external space for her to meet with families.</p> <p>CB agreed: There should be a convenient place the parent support advisor and the pupils. The specific place needs further discussions.</p>	
8	<p>Produce forecast for next 3 years including pupil numbers</p> <p>It is too early to forecast pupil number for the next 3 years.</p> <p>CB reported that 450 children are on role at present of a possible 495. There will be 510 spaces available next year and 525 the following year.</p>	
9	<p>Review Budget Monitoring Policy</p> <p>New Budget Monitoring form was circulated to all Governors prior to meeting.</p> <p>EW advised: The new Budget Monitoring form is more national standard.</p> <p>JH agreed: It is a better version. There is only Income and Expenditure in the old version without subtitles or notes.</p> <p>JH asked CB: Will we use most of the carry forward? Why is there an overspend in Catering?</p> <p>CB The kitchen manager is still away following surgery so we are now paying both salaries though she is now down to half pay. We also had to pay a finders fee to the agency for Richard. EW added: We might need to add the recruitment cost for a new catering manager into the budget.</p> <p>It was agreed by all Governors that Budget Monitoring Policy was fully adopted.</p>	CB
10	<p>To review financial competencies of Governors (SFVS Checklist)</p> <p>RE requested: As it was mentioned at APMC meeting, the Clerk should gather the information from 'Governing Body Skills Audit and Training Needs Analysis' to formulate a form and sent it to all Governors.</p> <p>EW would like to try to find the old version of Skills analysis matrix for the financial management skills needed by the governing body done last year and send it to LW.</p>	LW EW
11	<p>To consider Audit Report</p> <p>Internal Audit Report (Bowhill Primary School Devon County Council May 2014) was circulated to all Governors at the meeting. CB advised that all Governors were welcome to read it.</p> <p>Any spend exceeding £15,000 needs to be requested by CB to the GB for approval.</p>	
12	<p>To review Governors Expenses Policy</p>	

	All Governors were agreeable to Governors Expenses Policy.													
13	<p>To review Quotation re seating areas to back and side of main building</p> <p>Quotations from three companies are as follow:</p> <table border="1"> <thead> <tr> <th>Company</th> <th>Quotation</th> <th>Work involved</th> </tr> </thead> <tbody> <tr> <td>Devon Minor Works</td> <td>£19,740.00</td> <td>This is for rendered block work wall finished with masonry paint and built in stone easting made of coping stones. Coping stones to retaining wall.</td> </tr> <tr> <td>Oakwood Home Improvements</td> <td>£21,574.60</td> <td>Concrete foundations, brick wall, slabs for the seating.</td> </tr> <tr> <td>Nevada Construction</td> <td>£20,570.00</td> <td>New foundations, brick and blockwork retaining wall. Slab seating (this quote is for 8 seating areas whereas it will be 7 when the new area is excavated).</td> </tr> </tbody> </table> <p>EW suggested: The path needs to be widened up. How many days will it take to finish the work?</p> <p>CB replied: The last one needs altering and there will be someone coming this week from this company to talk about the work.</p> <p>EW asked: Did you get any details about the whole project?</p> <p>CB showed the detailed descriptions of the work from three companies.</p> <p>MG suggested: Can you ask Devon Minor Works to quote again as the quotation was dated on 17th October 2014. Or can you pass on the quotation of one company to another and ask if they can beat it?</p> <p>EW added: It is not surprising that they were overpriced. It is a labour intensive job.</p> <p>CB agreed: I will contact them again and bring further updated information next time.</p> <p>EW pointed out: They did not give the breakdown of labour work. We could ask for more detailed descriptions of the work.</p> <p>EW asked: How long will it take?</p> <p>CB replied: I will ask them for time breakdown.</p> <p>CB added: The work which is being undertaken shouldn't take such a long time; I will contact Chris Cooper (Project Officer - Built Environments Team of Devon County Council) for further discussions about the progress.</p>	Company	Quotation	Work involved	Devon Minor Works	£19,740.00	This is for rendered block work wall finished with masonry paint and built in stone easting made of coping stones. Coping stones to retaining wall.	Oakwood Home Improvements	£21,574.60	Concrete foundations, brick wall, slabs for the seating.	Nevada Construction	£20,570.00	New foundations, brick and blockwork retaining wall. Slab seating (this quote is for 8 seating areas whereas it will be 7 when the new area is excavated).	<p>CB</p> <p>CB</p>
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14	<p>To update Model Terms of Reference</p> <p>All Governors were agreeable to the updated version of Model Terms of Reference.</p>													
15	<p>Governors Reports</p> <p>EM asked about the Year Links.</p> <p>CB explained: Year Links were discussed at the APMC yesterday. KC advised that Governors should not get involved too much in daily business. SC insisted that we should</p>													

	<p>maintain a good relationship with teachers. Ofsted will also be expecting governors to be able to walk them around the school and now what they will see.</p> <p>CB added: Governors could be linked with Key Stages. Three people could stay in one team and the roles could be rotated.</p> <p>EW agreed: Governors would like to see where the pupils start and how they subsequently progress.</p> <p>JH agreed: We will get all the years covered.</p> <p>RE suggested: The Year Links form which is being updated by KC will be populated and Governors can see what their interests and advantages are.</p> <p>It was agreed that Governors will be linked with Key Stages and work together with their three-people groups.</p> <p>MG asked: I don't have the financial background. Does that matter?</p> <p>EW replied: It would be better if you had the relevant experience but there will be training for Governors to improve their financial skills.</p>	
16	<p>To consider any other matters</p> <p>No other matters arising.</p>	
17	<p>To agree dates of next meetings</p> <p style="text-align: right;">P&C 10 Nov</p> <p>Oct date to be agreed CB Performance Management RE & RO</p> <p>B&F 17 Nov P&C 12 Jan</p> <p>B&F 19 Jan P&C 23 Feb</p> <p>B&F 1 Mar P&C 19 April</p> <p>B&F 26 April P&C 7 June</p> <p>B&F 14 June</p> <p>Pay Committee 29th September</p> <p>APMC 21 September, 19 October and 23 November</p>	

There being no further items to discuss the meeting closed at 7:43 p.m.

Signed

Dated.....