

Governing Body of Bowhill Primary School

Buildings and Finance Committee Meeting

Tuesday 30th April 2013 at 6.00 pm at Bowhill Primary School

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

Apology:

Absent: Vanessa Newcombe

In attendance: Karin Gordon

*Fire exit procedures detailed by KG

1. To receive/approve apologies for absence

Apologies received as above.

2. To consider minutes from the committee meeting on Tuesday 5th March 2013

Minutes approved as accurate record of meeting.

3. To discuss matters arising from the minutes

Item 3. Cascading of information, i.e. telephone, for Business Continuity Management Plan, still to be decided. To be finalised at FGB Meeting.

Item 4. Claire Kelly, has been employed on a part time basis (job share with Redhills), two and a half days at both schools. At present working in Deputy Head's Office but when Year 6 move will have permanent office on first floor.

Item 9. School house wall. CB has been in communication with Chris Cooper who said that needed to discuss wall and school house, however, still waiting to hear further from him.

4. To review SMIP/SEF and Safeguarding

KG circulated updated SMIP/SEF to Governors prior to Meeting. Claire Kelly has already taken on Safeguarding duties and has already been in contact with families.

5. To review Expenditure

KG circularised Budget Projection to Governors prior to Meeting. CB advised that carry forward for Budget is slightly less than that previously thought. CB advised that DCC has not decided how SEN funding for next year is to be allocated. RE proposed that the Budget be accepted and this was seconded by RR. RR asked that thanks be given to IB for all her hard work.

6. To review Voluntary Funds Accounts

Not applicable.

7. To review Asset Management Plan

CB advised that many items on the Five Year Building Plan have been achieved and that it is currently being reviewed and updated. KG will circulate to Governors prior to FGB Meeting.

8. To review Risk Assessments, School Security & School Travel Plan

MB advised that three year risk assessment checks are carried out by Devon County Council, the latest of which took place on the 14th February 2013. Any items that are brought up are dealt with by MB who then forwards checklist, this has been carried out and we are still waiting to hear back from DCC. MB does risk assessment for school security which is also checked by DCC. There has been a claim made against the authority by a lady who has had a fall, this is ongoing. KG will forward copy of School Travel Plan to Governors.

9. To review Outside Education Policy

Policy was circulated to Governors by KG prior to Committee Meeting, this was reviewed and adopted.

10. To review Pay Policy

To be updated by September. Revised pay progression arrangements come into force in September 2013 when pay progression will be linked to performance.

Key points from Department of Education

- The revised arrangements provide increased flexibility for schools to develop pay policies that are tailored to their particular needs
- Schools will need to revise their pay policy to reflect these changes
- It is up to each school to decide for itself how best to implement the changes
- No single approach will suit all schools
- School appraisal policies may also need to change to reflect links between performance and pay
- Schools are free to withhold progression pay without considering capability proceedings

However, there will still be a broad national framework which all schools will need to comply with and it is anticipated that there will be a revised Model Policy which CB suggested we circulate and agree later in the term to be ready prior to the next academic year.

10. To Set Annual Budget

Already dealt with and agreed as per Item 5.

11. To review Health and Safety Policy

KG circulated Health and Safety Policy to Governors prior to Committee Meeting. Dealt with issue of animals in school during term time and during the school holidays.

14. To consider any other matters brought forward by the Chair

NB will forward details of lunchtime workshop for modern languages to be run by undergraduates at the University.

CB advised that we are currently advertising for a full time teacher, although staffing arrangements have yet to be finalised we are anticipating appointing a new member of staff for lower KS2. This is subject to existing staff structure remaining the same. Interviews will be held on Tuesday, 21st May, could Governors interested in being involved in interviews please let CB know by the end of next week.

15. To confirm the dates of next meetings

P&C 11th June

B&F 18th June

FGB 2nd July

There being no further items to discuss, the meeting closed at 7.22 p.m.

Signed _____ Dated _____