



MINUTES OF FINANCE, PREMISES AND RESOURCES COMMITTEE MEETING
TUESDAY 8th OCTOBER 2019 – 11.30am

1. IN ATTENDANCE/APOLOGIES

IN ATTENDANCE

Shaun Jukes (Headteacher)
Dorothy Jones (Chair)
Simon Chester
Jen Jukes

Laura Jolliffe and Sharon Woolley sent apologies for their absences.

2. MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

Minutes from previous meeting agreed as correct.

JJ – 4. Condition survey carried out and photos have been uploaded but no report has been received at school as it is LCC who commission report. Highlighted areas show problems with roof and drains – this will be pursued under condition funding.

DJ – 8. Pupil Premium – DJ asked for report on Pupil Premium. The Headteacher has already handed this out previously at FGB and Ian Fazackerley was to respond on report content. Pupil Premium report is available on school website.

DJ – 9.1. DJ asked has there been any forthcoming items from parents? The Headteacher replied that this would be covered during new Parental voice stakeholder group meeting on Friday 18th October.

JJ – updated meeting on the two retirement applications which had been granted for staff on long term absences.

3. FINANCE UPDATE

3.1 JJ handed out and discussed Financial Monitoring Report Summer Term 2019-20. JJ explained and summarised report, noting a favourable increase of £19000 to the Budget forecast. All variations have explanatory notes within report.

3.2 DJ asked is Pupil Premium spent on students and can we show this? This is commented on within the report and IF responding to this on behalf of Governors.

3.3 JJ asked Governors to sign off School Fund balance which has already been audited. Governors' agreed to this. DJ asked is this to be used for extra outdoor area, JJ advised funds for this have already been allocated. School Fund is to support extra activities and visits.

- 3.4 Accounts audited by Julie Eccleston, Accountant and Julie Eccleston to be retained for next year's accounts. Governors' agreed to this.
- 3.5 JJ to submit audited report to LA and annual return report to Charity's Commission.

4. PREMISES UPDATE

- 4.1 JJ updated that all proposed works have been completed.
DJ asked has there been any defects to report? JJ replied that there are some repairs still outstanding
 - Repair to floor in hydrotherapy pool area
 - Leaky roof in IT suite is ongoing
 - Other snagging in line with expectationsDJ asked has defect in pool posed any risk to health? JJ answered that fortnightly and monthly water tests were all good and any issues were picked up with routine testing.
- 4.2 The Headteacher wanted to highlight that holiday periods are the busiest for some staff (Site, Admin Headteacher) and they have to be very flexible in taking their own holidays.
- 4.3 JJ updated on the outdoor classroom – JJ had a recent meeting with the facilities company, Eric Wright, and they wanted to express their apologies to Governors, the Headteacher and to School Business Manager in the delay in planning and in view of this they are waiving their professional fees for this project.
- 4.4 After a meeting with the HOD/classroom teacher it has been decided that bi-fold doors and heating are to be added to the proposed classroom making it suitable for use all-year round. The build is to be a three-week project and therefore, access will be required during the school day to facilitate the works.
- 4.5 Retrospective planning has been applied for in respect of the new garage.
- 4.6 Planning for a canopy over the front doors at a cost of £3000 + planning and approval. Governors approved this.
- 4.7 DJ asked is the new classroom in keeping with the existing building? Yes, it is and will also have soft flooring installed. Input has been sought from staff who will be using the room/responsible for the new classroom. DJ asked how much this is to cost? JJ a cost of £50,000 has been put aside for the project which is due to be finished after Christmas. JJ explained that if any issues arise whilst the work is in situ, semi-formal will move into hall until works completed.
- 4.8 LED stage lighting works (at a cost of less than £10,000) is still outstanding and this work is to go ahead – awaiting confirmation of dates.
- 4.9 DJ asked about a sound system in the drama hall – JJ replied that it is in situ but not always used.

5. STAFFING/RESOURCES UPDATE

SJ gave update on current staffing. VG to leave at half-term and HM is to leave at Christmas. There are plans in place to cover this which will be reviewed at the September planning stage.

6. PAY POLICY

The Headteacher advised that LCC's Pay Policy was delayed due to Brexit. The model pay policy was received this week. It will be asked at the FGB for the Governors to

agree the uplift of 2.7% pay award for teachers and an uplift to the foundation living wage across the board. DJ said this would be agreed by Governors.

7. SEN INFORMATION REPORT

The Headteacher handed out the report which is a statutory document (Appendix 2).

8. SIP MAIN OBJECTIVES REMINDER

The Headteacher handed out a document to who the SIP Main Objectives (Appendix 3).

DJ asked that colleagues on Governing Body link their lesson observations to their Governing responsibilities.

9. SCHOOL TERM AND HOLIDAY PATTERNS

Agreed at previous meeting that academic year will finish on Friday in July for students, decisions needed regarding other inset days to be discussed with staff and agreed: 2 days at the beginning of term and 1 at end and 2 to be decided.

10. ANY OTHER BUSINESS

- 10.1 DJ wanted to highlight the key documents which had been sent to Governors and Simon Chester informed that these had been received and read:
- Guidance for Safer working Practice for those working with children and young people in education settings.
 - Keeping Children Safe in education.
- 10.2 JJ asked that at the FGB could Governors be reminded to use the School Portals and school email addresses.
- 10.3 JJ informed Governors about the BT 2025 Telecoms Switch off, when analogue services and ISDN will be switched off and telecoms will have to be used via broadband/wi-fi. School has commissioned an audit to look at options and Governors are asked to bear this mind as it will have a budget implication in the next financial year. This could come into practise as early as 2021, or 2022 at the latest. It is probable that school will look at a complete package for telecoms and broadband.

DATE OF NEXT MEETING – Full Governing Body (Local Authority) Meeting – Wednesday 6th November 2019, at 9.30am.

Appendices

Appendix 1 – Financial Monitoring Report Summer Term 2019-20

Appendix 2 – SEN information report

Appendix 3 – SIP Main Objectives