

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**  
**FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES**  
**WEDNESDAY 6<sup>TH</sup> JUNE 2018 AT 8:00AM**

**PART 1**

Present: Mr C Mackman, Mrs A Flack, Mrs S Roberts, Mrs E Adie,  
 Also present: Mr M Lunn, Mrs S Rix (Minutes)

*Meeting started at 5.10pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
1. Apologies for Absence		Apologies received and accepted from Mrs V Cook	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of the meeting held on 24 <sup>th</sup> January 2018 and matters arising		There were no matters arising from the minutes. Minutes approved and signed as a true record by Mr C Mackman.	
4. Charter Items – Termly	F1. Review implementation of internal financial audit recommendations (if applicable)	An audit was conducted in February 2018.	
	F2. Review of link governor visits	There have been no recent visits. A health and safety audit has recently been completed.	
	F3. Review planned appointments and delegate/arrange processes for staff appointments	The new teacher appointments are being processed in line with Lincoln Anglican Academy Trust (LAAT) processes. The Midday Supervisory Assistant (MSA) appointments before Easter were conducted in line with LAAT staff appointment processes.	

Mrs Adie arrived 8.20am	F4. Review Single Central Record (SCR)	Laura Lowe, LAAT HR Advisor conducted an external audit of the SCR in May. Although the report appears long, there is not much actually wrong with the SCR. The audit found that the induction process is not being fully completed; this has now been addressed and previous inductions are all now fully complete. Personnel files have been updated into the LAAT format. The SCR would have passed an Ofsted inspection.	
	F5. Review of Website Compliance	The website checklist should be completed again to ensure compliance. Mrs Flack stated that Ofsted do look at the school website but do not judge on it.	
	F6. Finance Report	Mr Lunn discussed school finances with governors.	
	F7. Health and Safety Monitoring	From the health and safety audit, there were no major concerns. Mr Lunn discussed with governors the additional health and safety checks that are required by an academy compared to a local authority (LA) school. <b>Q. With the hot water checks, does that cover legionella? (CM)</b> A. The hot water checks are separate from legionella checks which are already being carried out regularly.	
	F8. Review condition of premises and any recommendations for expenditure	Governors discussed the premises conditions.	
5. Charter Items – Spring Term	F16. Review & Approve Charging & Remissions Policy	LAAT policy for adoption – governors agreed to adopt the policy.	
	F17. Review Lettings Arrangements	LAAT policy for adoption – governors agreed to adopt the policy.	
	F18. Safer Recruitment – Implementation of Policy & Practice	LAAT policy for adoption – governors agreed to adopt the policy.	
	F19. Gifts & Hospitality Policy – Implementation & Staff Understanding	LAAT policy for adoption – governors agreed to adopt the policy.  Chair of Governors to sign gifts and hospitality register at each finance meeting.	Clerk to add register to agendas
	F20. Confirm relevant staff understanding of Finance Policy and Schedule of Delegated Authorities	The schedule of delegated authority sets out the budgetary limits of authority. Mr Lunn discussed the difficulties where on occasions it is difficult to raise purchase orders in advance  LAAT policy for adoption – governors agreed to adopt the policy.	

	F21. Review Whistle-blowing Procedures & Ensure Awareness	LAAT policy for adoption – governors agreed to adopt the policy. To ensure staff awareness, Mrs Flack asked for the Whistle-blowing policy to be on the agenda for the next school development meeting.	Mrs Adie to add policy to the next SDM agenda
6. Safeguarding		A new gate/fence has been installed as part of safeguarding school. Mrs Hooper has recently carried out a safeguarding audit.	
7. Risk Assessments		Evolve is now through LAAT rather than the LA, Mr Ruck will continue to be the coordinator. Mr Lunn stated he is 40% through the AJG risk assessments. <b>Q. Should Mrs Adie do the Evolve training as well? (SR)</b> A. No, Mrs Walker is completing them out at Weston but Mr Ruck will continue to complete them at Whaplode.	
8. Church School Distinctiveness		Governor training on the new SIAMS framework has taken place. It has been suggested that one area of the framework should be discussed at each governor meeting. Mrs Flack has completed the new SIAMS training along with the RE curriculum training. The SIAMS framework needs to be 'embedded' within school. Governors agreed that spiritual mindfulness is to be added to all agendas; giving governors chance to reflect. Mrs Atha is the new Bishops Visitor for school.	
9. Central Management Fee		Governors discussed the central management fee.	
10. Honoraria Payments & Incremental Progression Payments		Governors discussed honoraria payments and incremental payments.	
11. Policies	After School Club Policy	Governors approved and agreed to adopt the policy.	
12. AOB	<i>Budget 2018/19</i>	Mr Lunn talked governors through the proposed budget for 2018/19.	
13. Date & Time of Next Meeting		To be agreed	Clerk to draw up meeting dates

The meeting closed at 9.45am

Signed: \_\_\_\_\_ Chair of Committee

Date: \_\_\_\_\_