

**WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL**  
**FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES**  
**WEDNESDAY 14<sup>TH</sup> NOVEMBER 2018 AT 5:00PM**

**PART 1**

Present: Mr C Mackman, Mrs Cook, 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>
		Governors reviewed and signed off the accident slips	
1. Apologies for Absence		Apologies received and accepted from Mrs A Flack	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of the meeting held on 6 <sup>th</sup> June 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)	There are currently no recommendations. Kerrie Byers conducted the previous internal, financial audit in December 2017. The 2017/18 accounts have not yet been signed off.	
	F2. Review of link governor visits	There have been no recent visits in relation to finance, buildings and personnel.	
	F3. Review planned appointments and delegate/arrange processes for staff appointments	LAAT processes are followed for staff appointments. A site manager has been appointed and is due to start on 26 <sup>th</sup> November. <b>Q. Is there any cleaning training or framework that could be used? (VC)</b> Mr Lunn stated that he would be able to find some guidance, at present weekly and monthly audits are complete which can be used as guidance.	

F4. Review Single Central Record (SCR)	Laura Lowe, LAAT HR Business Partner has recently conducted an external validation of the SCR. There were three minor observations from the validation; there are no safeguarding concerns. Governors discussed the SCR and pre LAAT data along with Ofsted requirements for the SCR.	
F5. Review of Website Compliance	Governors reviewed the governance page of the school website during the meeting and found all areas compliant.	
F6. Finance Report	Mr Lunn discussed the finance report and school finances with governors.	
F7. Health and Safety Monitoring	Governors received a health and safety audit document recommended by AJ Gallagher, LAAT health and safety auditors. All items on the document are complete. Mrs Adie had an academy discussion with Paul Thompson who is more than happy with finances and health and safety of school and stated that 'school has a highly effective SBM who provides robust financial management' which should be recognised. Although governors are ultimately responsible for health and safety, it is good practice for staff to complete the health and safety audits and governors to then review and drill down further.	
F8. Review condition of premises and any recommendations for expenditure	Governors walked around school reviewing conditions. Mr Lunn talked governors through the works completed during the summer on classrooms three and four. The only item outstanding is a ramp outside classroom four. Governors agreed that both classrooms are looking very good. EYFS requires a refurbishment and new lighting. The next areas for refurbishment are decorating the KS2 toilets and a new carpeting for the hall to replace the orange carpet. Mr Lunn stated that ideally, he would like to revamp all toilets within school dependent upon budgets nearer the end of the academic year. <b>Q. Are there any plans for developing staff changing areas/toilets? (SR)</b> A. This can be looked at. Mrs Roberts stated that it can be difficult at break times when staff require the toilet and need to get changed for PE/Forest Schools. <b>Q. Is there a separate disabled toilet? (VC)</b> A. Yes. Governors agreed that governors and leadership have to resource decorating/refurbishment on rolling programmes.  The walking track has been installed.	

		<p><b>Q. Is it being used regularly? (CM)</b>  A. It is used each break and lunchtime. Mrs Adie is meeting with Mr Ruck to discuss developing the daily mile in school.</p>	
5. Charter Items – Autumn Term	F9. Performance management & performance related pay progression	<p>All performance management and pay progressions completed at 31<sup>st</sup> August 2018; September 2018 started a new cycle. All teacher targets have been set and teachers have been informed.  Executive Head Teacher performance management has been completed and confirmed; this was reviewed by governors and then sent to LAAT for director review.</p> <p><b>Q. Why is this item on the Autumn agenda if the process has been complete and reviews do not come to governors? (VC)</b>  A. Most schools have not completed the process by 31<sup>st</sup> August. Mrs Adie confirmed, as per the charter, that appraisals were all completed by the end of the summer term and pay progressions reviewed and applied where necessary.  Appraisals have been set for the current academic year with bespoke targets looking at cohorts individually.</p> <p><b>Q. Do the targets relate back to the SDP? (VC)</b>  A. Yes, they do.  Progress measures are also part of appraisals, not just attainment. Other targets relate to coaching programmes and staff self-review; this year’s appraisals are very individual.  This is the first full appraisal cycle under LAAT.</p>	
	F10. Headteacher’s performance management – recommendations to LAAT	Discussed within F9.	
	F11. Review Safeguarding Policy (HR Elements)	<p>Governors agreed that the safeguarding governor should complete a review and report back to governors on the committee.  Governors were informed that annual safeguarding training has been completed and is due again on 21<sup>st</sup> December for all staff. All staff have received and read the updated KCSIE document and the LAAT induction policy contains safeguarding within it.</p>	Clerk to ask safeguarding governor to complete a review and report as per charter F11.
6. Christian Distinctiveness	Strand 4 – Community and Living Well Together	Following the SIAMS review at WSM, Mrs Adie informed governors that she and Mrs Flack would work on the Whaplode SIAMS evaluation, which will hopefully be ready for governors before Christmas.	
7. Gifts and Hospitality Register		<p>Mrs Cook commented that photo commission is vatable.  Mr Mackman signed off the 2017/18 gifts and hospitality register.</p>	
8. Policies	Critical Incident	Governors discussed the policy.	

		<p>Clerk to make contact with Whaplode church to seek permission for a point of contact to be named within the policy.  Mr Mackman gave permission for his contact details to be in the policy.  <b>Q. Is there no longer going to be hard copies of the policy kept with staff? (CM)</b>  A. Under GDPR, staff will keep a PDF copy of the document once governors have agreed and adopted the policy.</p>	Clerk to email Whaplode church contact
9. AOB		<p>Mr Lunn informed governors that the way parents apply for free school meals (FSM) has changed; parents now apply direct with LCC rather than schools applying on their behalf. School has to take a proactive approach to engage with parents to capture the maximum number of FSM applications. If parents do not apply, school potentially misses substantial funding throughout a pupils time in school.  Governors agreed to think about ideas to maximise FSM applications and discuss further at the next meeting.</p>	Clerk to add FSM applications to the next committee FBP agenda
10. Date & Time of Next Meeting		The next finance, buildings and personnel meeting is scheduled for 20 <sup>th</sup> March 2019 at 5.30pm	

The meeting closed at 7.05pm

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

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