

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 24TH JANUARY 2018 AT 5:30PM

PART 1

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

Meeting started at 5.35pm

Agenda item	Issues	Agreed Action	Responsible
		Governors reviewed and signed off the first aid/accident slips.	
1. Apologies for Absence		There were no apologies	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of the meeting held on 18 th October 2017 (pre LAAT) and matters arising		There were no matters arising from the minutes. Minutes were 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)	Lincoln Anglican Academy Trust (LAAT) financial procedures have been implemented. Governors were informed that LAAT have their own auditors whom will be conducting an audit of internal processes on 2 nd February.	
	F2. Review of link governor visits	Not applicable	
	F3. Review planned appointments and delegate/arrange processes for staff appointments	The recent Midday Supervisory Assistant (MSA) appointments are in line with LAAT staff appointment processes. The LAAT induction policy is followed in entirety along with the new starter checklist being used to ensure all checks are made.	

F4. Review Single Central Record (SCR)	Mrs Hooper checked the SCR before Christmas. A safeguarding audit has been completed by Stuart Edmonds today.	
F5. Review of Website Compliance	The website was scrutinised as school went into academisation. Governors agreed for the LAAT governance officer to scrutinise the website to ensure compliancy.	Clerk to ask governance officer to check website for compliancy.
F6. Finance Report	Mr Lunn discussed school finances with governors.	
F7. Health and Safety Monitoring (linked with Charter Items – Spring Term F13)	<p>Prior to the meeting, the following questions were asked and were answered by Mr Lunn:</p> <p><i>Q. At the last meeting I asked if a health and safety audit had been carried out by the LAAT yet. As we are an academy now, is this something that will be carried out shortly? (VC)</i></p> <p><i>A. I have a pre-arranged appointment with Miss V Casey (AJG Risk Advisor) on Monday, 22nd January and hopefully we will have a report on the schools health and safety audit one month thereafter. Although the staff are aware of the meeting and will be prepared for the auditor, I think it would be equally beneficial for Victoria to see the school as is and where we have weaknesses or vulnerability within our process, we then adopt those recommendations from LAAT's appointed advisors.</i></p> <p><i>Q. Mr Lunn confirmed that he was happy with everything in terms of health and safety at the last meeting other than an issue with the caretaker cupboard – has this been resolved yet? (VC)</i></p> <p><i>A. I am meeting a CDM (Steve Pears) at Whaplode to discuss both the caretaker's cupboard and an issue at Weston.</i></p> <p>Mr Lunn informed governors that he had met with Mrs V Casey, who conducted a health and safety audit on 22nd January. The report following the audit has not yet been received although it is known that there will be one red flag item on the report - the caretaker's cupboard which has already been identified previously. Other minor areas include health and safety training for all staff and risk assessments for which Mr Lunn has already been in touch with AJG who are providing a generic list of risk assessments.</p> <p><i>Q. Have we a date for the caretaker's cupboard? (CM)</i></p> <p><i>A. Due to Mr Lunn still waiting upon quotes for the gates to be replaced, governors were asked whether they would like the LAAT CDM who works on minor capital works to quote for his time to seek quotes for the cupboard and fence and gates. At present local contractors have not produced quotes. Governors considered whether the LAAT CDM is tested on a smaller job in preparation for any future bigger contracts.</i></p> <p><i>Q. Is it worth the CDM doing both projects or can they be used for one contract only? (AF)</i></p>	

		<p>A. Due to the complexities of the gate which requires connections to the fire alarm and be on a timer, it is beyond most fence contractors therefore it may be best for the CDM to be tested on this project.</p> <p>Mrs Cook gave Mr Lunn the names of two further fence contractors whom may be able to provide quotes.</p> <p>Q. What do you think (ML)? (AF)</p> <p>A. As the gate is more specialised, it lowers the numbers of contractors available.</p> <p>Governors agreed for school to seek quotes for the caretaker's cupboard and if the recommended suppliers from Mrs Cook do not provide quotes within two weeks then the LAAT CDM can be used. Governors all agreed that they are not agreeing costs with the CDM, only that he has a look at the fence and gates and seeks quotes.</p>	
	F8. Review condition of premises and any recommendations for expenditure	LAAT appointed a conditions survey to be completed to validate schools condition pre academisation as part of the due diligence procedures.	
5. Charter Items – Spring Term	F12. Monitor ongoing implementation of Pay and Appraisal policies	The LAAT appraisal policy has been implemented and was being used pre academisation to ensure a complete cycle of appraisals under the LAAT format were undertaken for the academic year.	
	F13. Review Health and Safety policy arrangements, including recommendations from any audits	Discussed under Charter item F7.	
	F14. Ensure Emergency Plan is in place and up to date	<p>Q. Do we have an up to date Emergency Plan in place and if so do governors need to approve? (VC)</p> <p>A. Mr Lunn stated that there is already a detailed critical incident plan in place which contains all of the required information. Mr Lunn raised the policy with the Health and Safety Advisor whom agreed the policy covers procedures for all emergencies.</p> <p>Q. Can we change the name of the critical incident plan to include emergency plan? (VC)</p> <p>A. Mr Lunn agreed to amend the name of the policy.</p>	Mr Lunn to amend the policy and send out to governors for approval
	F15. Review and ensure academy awareness and implementation of Staff Discipline, Conduct and Grievance Procedures	<p>Q. I assume that we will be following the LAAT policies, do we need to look at these policies or just minute whether we agreed to adopt them or not? (VC)</p> <p>A. The LAAT policies are in place and systems are in place to contact LAAT HR as and when required for any matters that arise.</p>	

6. Pupil Premium Fund and PE Fund Strategies		<p>Mrs Flack and Mrs Adie had attended a QA meeting with Stuart Edmonds earlier in the day.</p> <p>In relation to the pupil premium fund strategy, there were some suggested changes to show the funding in even better ways. Once amended the strategy will be sent out to governors again.</p> <p>Governors were informed that Stuart Edmonds gave very good constructive criticism to make the pupil premium fund strategy look better.</p> <p>The PE fund strategy goes over and beyond what is required. When the strategy is next rewritten it will be on a new format to make it more measurable.</p> <p>Following Mrs Roffe's resignation from the Governing Body, Mr Mackman agreed to be the named governor for Pupil Premium and PE Funding.</p>	
7. Safeguarding		<p>Governors received the safeguarding training delegate workbook.</p> <p>Stuart Edmonds conducted a safeguarding drop in and reviewed procedures.</p>	
8. Monitoring Planning and Feedback		<p>Mr Mackman has been into school on various occasions.</p> <p>Mrs Cook to provide report on Christingle</p> <p>Mrs Roberts to provide report on buddy class after school clubs</p> <p>Mrs Flack stated that a monitoring timetable of governor visits is required.</p> <p>Q. Is there anything specific that requires monitoring? (VC)</p> <p>A. Areas for governors to monitor are on the school development plan (SDP). The SDP was previously based on Ofsted areas but is now broken down into areas where school is to improve.</p> <p>Governors discussed the SDP and monitoring.</p>	
9. Policies	Hot Work Policy	<p>It is unlikely that hot works will be carried out but the policy is to be put in place in the event of hot works being required.</p> <p>Governors approved and agreed to adopt the policy.</p>	
10. AOB	<p><i>Acorn Preschool</i></p> <p><i>Parent Governor</i></p> <p><i>March Meeting</i></p>	<p>Governors discussed a request from Acorn Preschool.</p> <p>Mr Mackman informed governors that there is currently a parent governor vacancy.</p> <p>Governors agreed to cancel the March resources meeting now that the school year end has changed to 31 August. The next finance committee meeting will now be on 15th May 2018</p>	

	<i>Staff Congratulations</i>	Governors agreed it was nice to receive an email from a parent regarding how well staff cared for her daughter. Governors to congratulate Mr Wright and Mrs Christie.	Mr Mackman to send congratulations to the staff involved.
--	------------------------------	--	---

The meeting closed at 6.50pm

Signed: _____ Chair of Committee

Date: _____