

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL

FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES
MONDAY 15TH JULY 2019 AT 5:30PM

PART 1

Present: Mr C Mackman, Mrs V Cook, Mrs S Roberts, Mrs E Adie, Mrs A Flack
Also present: Mr M Lunn, Mrs S Rix (Minutes), Mrs K Davis, Mrs I Hooper, Revd G Atha, Ms J Waters-Dewhurst, Mr D Clements

Meeting started at 5.32pm
Prayer by Revd Atha

Agenda item	Issues	Agreed Action	Responsible
		Governors reviewed and signed off the accident slips prior to the meeting. In preparation for the merging of the local boards of Whaplode and Weston St Mary, all governors from Whaplode and Weston St Mary attended the meeting. Mr Mackman welcomed everyone to the meeting and governors introduced themselves. Mr Mackman congratulated Weston St Mary on their Ofsted 'good' judgement.	
1. Apologies for Absence		There were no apologies for the meeting.	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of the meeting held on 20 th March 2019 and matters arising		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 has been no recent internal audit at Whaplode. LAAT will be audited over the summer and will include an audit of school data and documents.	

F2. Review of link governor visits	Mrs Cook completed a health and safety monitoring visit during April; reports from this will be sent out during the summer. Mrs Cook met with Mr Wardill and was very impressed with his knowledge and willingness to learn. Mrs Hooper is trying to meet with Mrs Halden to complete a SEN monitoring visit.	
F3. Review planned appointments and delegate/arrange processes for staff appointments	A teacher has been appointed in year one to replace Mrs Halden. A teaching assistant has been appointed to replace Mrs Christie in KS2. There were over forty applications for the teaching assistant position.	
F4. Review Single Central Record (SCR)	Mrs Hooper has completed a recent review of the SCR; governors have received a copy of the report.	
F5. Review of Website Compliance	Mrs Cook completed a website review during April and any queries from this addressed. Mrs Flack has added additional safeguarding documentation to the website. Staff have received safeguarding updates including female genital mutilation updates, and have been informed of the Keeping Children Safe in Education (KCSIE) changes and will be supplied with the full updated document in September.	
F6. Finance Report	Mr Lunn discussed school finances with governors. LAAT directors signed off the 2019/20 budget last week.	
F7. Health and Safety Monitoring	Mr Lunn informed governors that the way health and safety (H&S) is monitored will be slightly different from September. The current H&S toolkit works well in schools where governors are trained or have H&S knowledge but it does not work so well in schools where governors have not been trained. Gallagher's will be using a toolkit to monitor schools and then from the Gallagher report, governors can monitor schools. Q. Are staff provided with H&S training? (VC) A. Yes, online courses have been issued. LAAT schools have received a training summary detailing which online H&S courses employees should be completing.	
F8. Review condition of premises and any recommendations for expenditure	All work has been completed and signed off in relation to the class three and four wall where there was subsidence. Alarms and toggle access was completed in term five. Painting and decorating would have been due this summer in classes three and four but this was completed complimentary as part of the subsidence repairs. All priorities are on the EYFS classroom project.	

	<i>Weston St Mary</i>	<p>Governors were informed that Mrs L Holmes at LAAT submitted a CIF bid to have part of the roof replaced at Weston St Mary (WSM) due to an overhanging tree causing mould and damp.</p> <p>School thought it was a no-chance bid but the bid was accepted and WSM will receive a new roof for around £14,000. Monies are in the budget and if the contractor cannot complete before the end of summer then the cost will be taken from the 2019/20 budget.</p> <p>Q. Can we address the tree? (VC)</p> <p>A. There is a tree survey scheduled in for the summer but it will not stop the issue as there are so many trees around.</p>	
5. Charter Items – Summer Term	F16. Review & Approve Charging & Remissions Policy	This is a LAAT policy therefore is for governor information.	
	F17. Review Lettings Arrangements	There are no lettings. The swimming pool is a separate entity and the Diocese own the land that Acorn Preschool sits on.	
	F18. Safer Recruitment – Implementation of Policy & Practice	This is a LAAT policy therefore is for governor information. The relevant staff have safer recruitment training and the policy is applied.	
	F19. Gifts & Hospitality Policy – Implementation and Staff Understanding	This is a LAAT policy therefore is for governor information. A gifts and hospitality register is maintained and sent to LAAT annually and is signed by governors annually.	
	F20. Confirm Relevant Staff Understanding of Finance Policy & Schedule of Delegation	Mr Lunn explained the schedule of delegated authorities within Mrs Flack's three schools which is slightly different from the LAAT schedule. Auditors will check that delegated authorities are adhered to.	
	F21. Review Whistle-blowing Procedures & Ensure Awareness	This is a LAAT policy therefore is for governor information. The policy is on the website and is sent out to staff annually.	
6. Spiritual Mindfulness		Revd Atha said a prayer at the beginning of the meeting.	
7. Safeguarding		Mrs Hooper has completed a safeguarding monitoring visit and has signed off the 2018/19 safeguarding audit document.	
8. Christian Distinctiveness		<p>Revd Atha stated that Christian distinctiveness is obvious throughout school and all children show Christian ethos. Revd Atha likes that each classroom has a reflection area.</p> <p>Q. Have staff been on the new SIAMS training? (JWD)</p> <p>A. Some governors have attended training with Yvonne Shaw and at pupils and provision the SEF was discussed.</p>	

		Ms Waters-Dewhurst stated that another school had set up a SIAMS working party.	
9. AOB		Governors left AOB to be discussed during in the strategy and oversight meeting that follows the finance, buildings and personnel meeting.	
10. Date & Time of Next Meeting			

The meeting closed at 6.35pm

Signed: _____ Chair of Committee

Date: _____

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