

WHAPLODE CHURCH OF ENGLAND PRIMARY SCHOOL
FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES
WEDNESDAY 20TH MARCH 2019 AT 5:30PM

PART 1

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

Meeting started at 5.35pm

Agenda item	Issues	Agreed Action	Responsible
		Governors monitored the learning environment prior to the meeting.	
		Governors reviewed and signed off the accident slips.	
1. Spiritual Mindfulness		Governors took time to reflect.	
2. Apologies for Absence		There were no apologies for the meeting.	
3. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
4. Minutes of the meeting held on 14 th November 2018 and matters arising		Q. Did we receive a church contact for the critical incident policy? (CM) A. Yes we did. Minutes approved and signed as a true record by Mr C Mackman.	
5. Charter Items – Termly	F1. Review implementation of internal financial audit recommendations (if applicable)	The Lincoln Anglican Academy Trust (LAAT) accounts were signed off last year. Q. Has there been a recent internal audit? (VC) A. The last internal audit was 14 months ago and there were only minor observations.	
	F2. Review of link governor visits	Covered under F7.	

F3. Review planned appointments and delegate/arrange processes for staff appointments	Governors discussed current and future staffing. Within this agenda item, governors discussed agenda item 8 – EHT NPQEL Finance Assignment.	
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 Flack has completed a check of the website and following this, a few areas have been updated. The LAAT data protection officer details have been added to the website and Mrs Flack's governance role at Edenham has been added within the governance table. Mrs Cook will complete a website check over the Easter holidays.	Mrs Cook to complete a check of the website during the Easter break.
F6. Finance Report	Governors discussed the school accounts with Mr Lunn.	
F7. Health and Safety Monitoring	Governors received the health and safety monitoring report and checklist from Mrs Cook. In January 2019, school had an external health and safety audit. Upon receipt of the original report and discussions with Mrs Cook, Mr Lunn went back to the auditor and said how disappointing and disheartening the report was to which a revised report was issued. Mr Lunn discussed the report with governors. Red areas from the report have been rectified; all other areas will be addressed by Easter. Mrs Cook stated how important health and safety is within schools and the importance of schools being closely monitored. Governors agreed that not all schools are aware of what they are meant to do in relation to health and safety and that evidence shows that skillsets are required for health and safety roles.	
F8. Review condition of premises and any recommendations for expenditure	The school is now compliant following the recent health and safety audit. Only minor cosmetic work is required. Q. Is there anything from the audit that we could spend monies on? (VC) A. The only area is an audible fire alarm system across the whole site. An audible alarm system is in place with no vulnerable areas and an effective programme is in place for notifying those areas where the alarm is not audible. The fire corridors have been addressed; all classrooms have external fire exits. Governors discussed the potential to replace notice boards	

		to those with Perspex doors/covers to reduce the amount of flammable material in corridors.	
6. Charter Items – Spring Term	F12. Monitor Ongoing Implementation of the Pay and Appraisal Policies	The LAAT policies for pay and appraisals, for both support staff and teachers are implemented.	
	F13. Review Health & Safety Policy & Arrangements, including recommendations from any audits.	Governors discussed the health and safety audit within F7. The LAAT health and safety policy has been fully implemented in school.	
	F14. Ensure Emergency Plan is in Place and Up To Date	The critical incident policy was updated in November. The finance and admin officer is creating four packs and digital files for the emergency plan. The electronic file will be updated each term and issued to those who hold the emergency plan pack. The new system will be GDPR compliant.	
	F15. Review and Ensure Academy Awareness and Implementation of Staff Discipline, Conduct and Grievance Procedures	Staff discipline, conduct and grievance procedures are all LAAT policies. There are currently no disciplinaries/grievances in school.	
7. Staff Survey Results		A staff survey was conducted in December 2018 by a third party across all employees within LAAT to get an overview of where positivity and negativity lies. Governors reviewed the survey and found only one area where the school score came in lower than the LAAT total. This area relates to marking and assessment; Mrs Flack and Mrs Adie are already looking into and wanting to develop this area. The SBM and FAO attended a HR/finance conference at LAAT and staff from other schools could not believe what we do, what school has and what school can afford and has funded.	
8. EHT NPQEL Finance Assigment		Discussed within agenda point F3.	
9. Christian Distinctiveness		Revd Atha is very supportive and has said that our school has a significantly Christian feel and the Christian distinctiveness can be seen and felt throughout. Revd Atha was very vocal in support at a recent signature of risk meeting. British Values displays are up in school and now cross-reference to school values with butterflies.	

		Governors agreed that school does well at Christian distinctiveness and is an area of continuous improvement.	
10. Maximising FSM Applications		The introduction of universal infant free school meals (UIFSM) has had a negative impact on free school meal (FSM) applications. Pupil premium has been used to fund trips and uniform incentives but further incentives are required to try and get parents to sign up to the Lincolnshire County Council (LCC) portal to test for FSM eligibility. Governors discussed incentives and the reduction in applications.	
11. Policies	<p>Snow & Ice Clearance</p> <p>Procedure for NRASTC Trained Staff</p> <p>Swimming Pool EAP 2019</p> <p>Swimming Pool NOP 2019</p>	<p>Mr Lunn stated that an effective snow and ice clearance system is in place but there has not been any written instructions as to why or how snow and ice clearance should be conducted. Governors agreed having the policy would be good practice and could be used in defence against litigation should it arise. Governors agreed for the policy to be adopted.</p> <p>It is good practice for schools with their own swimming pool to have an NRASTC policy in place. There are only minor amendments from the previous policy. Governors agreed for the policy to be adopted.</p> <p>An incident report has been added to the policy as an in school record; an accident slip will always be completed for parents if first aid is administered. Governors agreed for the policy to be adopted.</p> <p>Governors agreed for the policy to be adopted.</p>	
12. AOB		There were no additional items for discussion.	
13. Date & Time of Next Meeting		<p>The next finance, buildings and personnel meeting is scheduled for 26th June 2019 at 5.30pm</p> <p>The next strategy and oversight meeting is scheduled for 26th March 2019 at 5.30pm (governors to review the maths provision from 5pm).</p>	

The meeting closed at 6.45pm

Signed: _____ Chair of Committee

Date: _____