

**WHAPLODE AND WESTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL**  
**FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES**  
**TUESDAY 30<sup>TH</sup> OCTOBER 2019 AT 5:00PM**

**PART 1**

Present: Mrs V Cook, Mrs S Roberts, Mrs E Adie, Mrs A Flack, Mrs R Walker  
 Also present: Mr M Lunn, Mrs S Rix, Mrs K Davis (Minutes), Mrs I Hooper

*Meeting started at 5.06pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
		Governors reviewed and signed off the accident slips prior to the meeting.	
1. Apologies for Absence		Mr Mackman sent his apologies.	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of the meeting held on 15 <sup>th</sup> July 2019 and matters arising		Minutes approved and signed as a true record by Mrs Cook in the absence of Mr Mackman.  <b>Q. Has the tree survey been completed (VC)</b> Mr Lunn responded and said yes and a few action points been raised and dealt with.	
4. Charter Items – Termly	F1. Review implementation of internal financial audit recommendations (if applicable)	<b>Q. Has an internal audit been conducted? (VC)</b> Mr Lunn explained that this has already been started at LAAT and there are general improvements to be made but the overall practice is good. Mrs Rix is going to look into how the schools manage the cash, the Trust would like evidence showing that receipts are being given to parents to reduce fraud. There are talks regarding the schools becoming cashless which would resolve the receipt problem. Mrs Cook stated that other schools have adopted this system and it works very well and saves a lot of time.	

	F2. Review of link governor visits	Mrs Hooper has completed Whaplode's SCR and Safeguarding review.	
	F3. Review planned appointments and delegate/arrange processes for staff appointments	There are no planned appointments.	
	F4. Review Single Central Record (SCR)	Mrs Hooper has completed a recent review of Whaplode's SCR; governors have received a copy of the report. A review of Weston's will be completed this term.	
	F5. Finance Report	Mr Lunn discussed school finances with governors.	
	F6. Health and Safety Monitoring	Mr Lunn informed governors that Gallagher's conducted their annual risk audit at both schools before half term, both with very positive outcomes. Both schools have improved on the action points recorded last year and now need to maintain the high expectations.	
	F7. Review condition of premises and any recommendations for expenditure	Mr Lunn explained that all priorities are on the EYFS classroom project at Whaplode school.  At Weston St Mary school the health suite is due to be converted into usable storage and a disabled toilet. This may be delayed until Easter due to timeframes in which to complete the work without having a negative impact on the school. The scaffolding for the new roof has been erected and work is due to start soon.	
	F8. Personnel Update, including Staff Welfare and Wellbeing.	Mrs Flack explained how all schools are working together for planning and support.	
5. Charter Items – Autumn Term	F9. Performance management & performance related pay progression	<p>Q. Has the appraisal process been carried out in line with the policy? (VC)</p> <p>Q. Has evidence been provided to support and incremental increases or threshold progression applications? (VC)</p> <p>Q. For any applications for threshold progression, are the criteria as set out in the School Teachers' Pay and Conditions document (published September 17) being satisfied? (VC)</p> <p>Mr Lunn explained the appraisal process through Whaplode and Weston school and that all appraisals for 2018/19 are complete.</p>	

		Mrs Flack answered yes to all and explained that there had been no application for threshold applications.	
	F10. Headteacher's performance management – recommendations to LAAT	Mrs Flack stated that the Headteacher's report had been reported on in the summer and all new targets set and will be reviewed in February by Governors.	
6. Spiritual Mindfulness		Governors took time to reflect.	
7. Safeguarding		Mrs Hooper explained that Whaplode's Safeguarding audit had been completed and Weston's will be completed in the next few weeks. Q. In relating to safeguarding, is all well?? (VC) Mrs Hooper, yes it is.	
8. Christian Distinctiveness		<p>Mrs Flack, Mrs Adie &amp; Mrs Walker are reviewing the SIAMS action framework points and will roll out at Whaplode in line with Weston's. Both schools want to push for good-excellent at the next inspections. It was discussed how the Diocese felt that although the schools have the same values and ethos each school needs their own identity and vision statement. Governors were informed that the Whaplode individual vision will be:</p> <p>Whaplode Church of England Primary school, we aim to develop pupils as lifelong learners within a Christian context. We base all we do around the Parable of the Lost Sheep, which tells us that each individual is valued by God, even the troublesome ones who may get lost along the way. We recognise that if each is valued by God, then it is our duty to give each child the very best and to allow each one to flourish. (Matthew 18, Luke 15)</p> <p>The Weston individual vision will be :</p> <p>At Weston St Mary CE Primary school, we endeavour to serve our community and the common good by providing our children with the highest standard of education, within a Christian context. We celebrate diversity and demonstrate inclusivity. Inspired by the parable of the Good Samaritan, in which the Samaritan helps the Jewish traveller despite the differences between their people, we believe that we are all the children of God and that each member of our community deserves equality of opportunity and achievement.</p> <p>All governors were happy with the vision statements.</p>	

9. Policies for Review	Admissions Policy  Attendance Policy	The admission policies for both schools were sent to Governors for approval via email on DATE and have been submitted to Lincolnshire County Council (LCC). <b>Q. Do we need the Admission Policy on the website? (EA)</b> Mrs Rix stated that the 2021 has been submitted to LCC and does not yet need to be on the website until consultation is complete; the 2020 policy should be on the website. In relation to the attendance policy, Mrs Adie explained that in light of Whaplode's attendance last year, an additional letter needed to be added to both attendance policies. Mrs Cook commented that the letter was very good. All governors agreed and approved the attendance policy for both schools.	Clerk to check policy is on both websites  Clerk to adopt the policies and add to the school website.
10. AOB		Mrs Flack commented on how the combined meetings are working well. All governors agreed. Mr Lunn asked governors if next year's FB&P meeting could be delayed to November which would allow the management accounts to be ready to discuss. Mrs Cook stated this was an excellent idea.	
11. Date & Time of Next Meeting		Strategy & Oversight, Tuesday 26 <sup>th</sup> November 2019 at 5.00pm at Weston St Mary.	

The meeting closed at 6.10pm

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

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

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