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**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 3 February 2016**

Meeting commenced at 7.05pm.

Present:

Andrew Underwood (Chair)(joined at 7:10pm)	AU
Andrew Chapman	AC
Michael Freeman	MF
Stewart Martin	SM
Helen Rouse	HR
Sonia Wilson	SW
Karl Wainwright	KW

In attendance:	Tracey Crawshaw (Clerk)	TC
	Christine Taylor	CT

Apologies: None

Received from and accepted: None

The meeting opened at 7.05pm, Karl Wainwright welcomed everyone to the meeting. The meeting was quorate.

1. Apologies

Apologies were received as indicated above and the committee accepted these.

2. Declaration of Pecuniary Interest

None declared.

3. AOB

4. Minutes of the last meeting (7 December 2015)

The minutes were agreed and signed and dated by the chair.

5. Matters Arising and Review of Actions (detailed at the end of the minutes)

The following matters were arising in addition those within the actions below:

Action	Details	Who	To be Completed	Status
2.23	Head teacher to report on water pipe replacement quotes and lead times	HR	April 2016	Open
3.1	Head teacher to feedback to the committee on staff business car insurance.	HT	February 2016	Closed
3.2	P&CC committee to monitor spend on resources to meet curriculum needs and against the action plan.	P&C C	February 2016	Closed
3.5	Governors to attend Finance training. Clerk to investigate Finance training for the whole Governing Body	TC	February 2016	Ongoing
4.1	Travel Policy	HR	February 2016	Ongoing

4.2	Update on staff and budget	HR	February 2016	Closed
4.3	Review of extra hour rate at nursery, including a report on nursery costs.	HR	February 2016	Closed
4.4	Head teacher to meet with Neil Hunter regarding the finance audit and report back to the committee	HR	ongoing	Ongoing
4.5	Head teacher to provide quotes for the replacement fencing at the top of school lane.	HR	February 2016	Ongoing
4.6	Feedback to be given on quotes and progress on the traversing wall as an Olympic legacy	HR	February 2016	Closed

3.1 Ongoing. No progress has been made since the last meeting. Four members of staff have provided details of evidence of business car insurance. Only these members of staff can travel in their own car to training courses. The Head teacher has not been able to find a blanket policy to cover all members of staff at the school as Cambridgeshire County Council do not provide cover as it is the individuals responsibility. The register will be completed annually and reminders for updates given termly. Governors discussed the need for a school travel policy.

Closed

Andrew Underwood joined the meeting.

3.2 The P&CC committee as part of the subject presentations will include the budget amount, spend and impact for that subject. **Closed**

3.5 Governors confirmed that Finance Training is to be organised for the governors and the clerk will coordinate dates once received from Karl Wainwright. **Ongoing.**

4.1 The Travel policy to be created. Stewart Martin will send the Head teacher an example policy. **Ongoing**

4.2 Staffing and the budget will be discussed in the budget reports at each meeting.

4.3 Figures for hourly charges at the nursery (currently £4.00 and £2.25 for lunch) were compared with other local providers ranging from £3.75 (Winhills), Bluebell Day Nursery (£4.00), Montague Square Day Nursery (£4.40) and Treetops and Orchard Day Nurseries (£7.00). It is not known if lunch is included in the fees. The fees at the nursery have not been increased for 5 years. If the fees were increased by 10% based on the current number of extra hours bought in this years budget the income would be £3,360. Governors agreed to increase the additional hour rate for the nursery to £4.40 from after Easter. This will be reviewed in one year.

4.4 The school has received a letter (to all Local Authority Maintained Nursery, Primary, Secondary and Special Needs Schools in Cambridgeshire) from Martin Wade dated 2 February 2016 (previously circulated to governors) regarding the Schools Financial Value Standard (SFVS), and the head teacher will send the same comments to Mr Wade as were sent to Mr Hunter. The school has been advised that Rob Cottle the schools financial advisor (from the Local Authority) does not audit the school procedures and will not be aware of the audit questions. His role is to discuss and support the budget spend. **Action 5.1.** Governors agreed that the role of the schools financial advisor is to be clarified with the Local Authority. **Action 5.2.** The head teacher will contact Mr Wade to seek examples of best practice and details of the financial audit process, to know what are the standards expected. The SFVS for 2016 is due to be submitted on the 31 March 2016. The SFVS document had been circulated prior to the meeting. The document will be brought to the next committee meeting on 18 April 2016 and Chris Taylor will seek an extension for the submission of the SFVS; to give governors time to

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understand and complete the documents. The audit process was explained for new governors. The school did not have any problems with the SFVS last year and the additional Financial Audit did not have a link to the SFVS with completely different questions which the school was not made aware of in advance. The Head teacher has been unable to meet with Neil Hunter.

4.5 The Fencing quotes have come in over £2,000 and the quotes will be circulated to governors for approval. The fencing will be around the pond and replacing the wooden fence at the top of school lane.

4.6 The traversing wall quote has come back at £1,999.99 and the head teacher has been able to place the order. The wall will be put in place once the weather improves.

6. Finance

The December BCR dated 11 January 2016 was circulated to Governors, notes were circulated with the BCR and the following were noted:

7. Head teacher report

The Head teacher presented a verbal report which included personnel and premises items.

- Teachers pay is running £5,000 below budget value due staff not being recruited after members of staff have left. Supply staff budget is higher due to staff not being appointed and cover required.
- The Teaching Assistants line is higher than budgeted due to a greater need for support in the classroom.
- Building maintenance is underspent.
- Water and sewerage is overbudgeted by £6,000. This is due to savings made by the completion of water leak repairs.
- The breakfast club is now profit making and have requested the purchase of a laptop and interactive board and WiFi. Governors discussed if the old laptops could be used for the breakfast club. No, it is not possible to take one laptop from the trolley set as it will then not be a full half class set of laptops. The P&CC committee suggested that this area maybe used as a cooking area and this will be looked at.
- General Curriculum is underspent by £10,000. This is due to over budgeting for the new curriculum. The budget will be spent by the end of the financial year.
- Sports Partnership is underspent by £4,000 due to no longer involved in the Hunts Schools Partnership. The traversing wall will account for £1999.99 of the budget.
- The underspend is anticipated at £50,000 and the budgeted carry forward was £14,000.

Governors approved the request for financial support for a residential from a low income family in the school of a child in Year 6. Three children who receive Pupil Premium funding will receive support for the Year 6 residential. The parents receiving support will be expected to pay the board and lodgings for the child. The transport and educational costs are paid for by the school.

Personnel

The Year 5 part-time maternity cover has been re-advertised. Temporary arrangements are in place with Mandy King teaching 4 days a week and Mrs Pope 1 day a week until February half term. The children's learning has not been impacted by the changes and having 1 teacher for 4 days has meant consistency for the class. The changes have had an impact on the Senior Leadership time which has gone from 9.5 days a week to 5.5 days a week. The possibility of approaching members of staff to take on a leadership role was discussed by governors. Part time staff have also been approached to take on extra hours to cover. The staffing challenges

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currently being faced are short term and staff will be returning from maternity leave which will ease the situation regarding loss of leadership time. Governors also discussed the lack of primary school teachers and recruitment. The clerk noted that there is a new training course provided by governor services on staff recruitment and retention. Governors enquired how they could help during this time of challenge with recruiting staff. The Head teacher asked that governors be understanding and that the focus is on children and their learning.

Premises

The County funded electrical works due to be undertaken to upgrade the kitchen are still being queried. The Head teacher is requesting a clear plan of the works to be completed before they commence.

8. Policies

- Governor Expenses Policy – the policy is to be brought to the next meeting.
- Intimate care - the policy is to be brought to the next meeting as updates are required. Governors were advised of the safeguarding updates to the policy including the best practice of having a second member of staff available for incidents where intimate care is required such as soiling of underwear. Governors enquired if soiling is logged. They are not currently logged, but could be if required. Parents are informed or contacted if a child soils themselves unless the child has an Education Health Care Plan and intimate care is part of the plan.
- Physical Intervention – Cambridgeshire County Council guidance on management of behaviour 2013 has a log included which is not being used by the school. This could have an impact on the Behaviour Policy and a review of the policy is needed. The revised policy is to be brought to the next meeting.
- Charging and Remission (for school activities) – the policy was agreed and signed by the chair.
- Keeping Children Safe in Education 2015 – Helen Rouse is undertaking the NSPCC Safer Recruitment online training, this is a refresher course. **Action 5.3** Stewart Martin will undertake a Safeguarding Audit next term. The document was agreed by governors and signed by the chair. All staff will be issued with the Keeping Children Safe in Education 2014 & 2015 documents. All staff are expected to read the documents and will be expected to sign to say they have received and read the documents. This process is underway and will be completed as soon as possible.
- Accessibility plan – the policy was agreed and signed by the chair.
- Allegations of abuse against staff policy- the policy was agreed and signed by the chair.
- Data Protection - the policy was agreed and signed by the chair.
- Premises management policy- the policy was agreed and signed by the chair. The DfE advice on standards for school premises was added as an appendix to the policy.
- Fire routine - the routine was agreed and signed by the chair.

AOB

10. Date of next meeting - 18 April 2016

Meeting of FPP Committee ended 21:00.

Signed by the chairDate.....

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Actions

Action	Details	Who	To be Completed	Status
2.23	Head teacher to report on water pipe replacement quotes and lead times	HR	April 2016	
3.5	Governors to attend Finance training. Clerk to investigate Finance training for the whole Governing Body	TC	February 2016	
4.4	Head teacher to meet with Neil Hunter regarding the finance audit and report back to the committee	HR	ongoing	
4.5	Head teacher to provide quotes for the replacement fencing at the top of school lane.	HR	ASAP	
5.1	Governors to receive clarification of the role of the schools Local Authority Financial Advisor.	HR	April 2016	
5.2	The head teacher will contact Mr Wade to seek examples of best practice and details of the financial audit process	HR	April 2016	
5.1	Stewart Martin to undertake Safeguarding Audit	SM	April 2016	

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Agenda for Next FPP Meeting 18 April 2016

Apologies

Declaration of interests

Minutes of the Last Meeting

Review of Actions/Matters Arising

Finance – including budget

Personnel

Premises

Policies

AoB

Date of next meeting 29 June 2016

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