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**Eynesbury C of E Primary School Governing Body  
Meeting of FPP Committee 18 April 2016**

Meeting commenced at 7.05pm.

Present:

Michael Freeman	MF
Stewart Martin	SM
Helen Rouse	HR
Karl Wainwright	KW

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

Apologies: Andrew Underwood (AU), Andrew Chapman (AC) and Sonia Wilson (SW)

Received from and accepted: None

The meeting opened at 7.07pm, Stewart Martin welcomed everyone to the meeting and chaired the meeting in Andrew Underwood's absence. 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

- Grounds maintenance
- Mouchel

### 4. Minutes of the last meeting (2 April 2016)

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
2.3	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	HR	April 2016	

	best practice and details of the financial audit process			
5.3	Stewart Martin to undertake Safeguarding Audit	SM	April 2016	

**2.3** The County Council has agreed to pay the full cost for the water pipe replacement works. Three quotes have been obtained and the lowest quote will be used. The work will take place over the summer holidays. **CLOSED** Governors discussed the large pot hole on school lane, it was agreed that caretaker will be asked to investigate a way of filling the hole temporarily. Michael Freeman will support him with this task. **ACTION: 6.1.**

**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.

**4.4, 5.1 and 5.2** Ray Byford has been contacted and confirmed that the School Financial Value Standards (SFVS) information is still the same as the previous year, with no updated regarding the LGSS Audit (Thematic Audit of Governance and Financial Management within Schools by reviewing compliance with the Schools Financial Value Standard) or benchmarking information added. The Head teacher has contacted LGSS for a re-audit and the audit was discussed and the evidence required. Items 4.4 and 5.1 are now **CLOSED**. The signed internal audit report is attached to the minutes. The Service Level Agreement (SLA) for the Financial Advisor role was discussed and governors noted that having reviewed the SLA they are disappointed with the level of service the school has been provided with by their Financial Advisor as Part 4 of the SLA Advice and Support states "All aspects of Financial Management" which Governors feels includes best practice and should have provided the correct advice for the Internal Audit. It was also noted that the Audit enabled the school to produce a document to show the Internal Financial Controls within the school. The Head teacher has reviewed the action plan from the audit and believes the school now show good practice and the action plan will be submitted alongside the SFVS document. Action 5.2 will remain ongoing.

4.5 The Fencing quotes have been agreed by governors. **CLOSED**

## 6. Finance

The Period 13 BCR dated 01/04/2016 was circulated to Governors, notes were circulated with the BCR and the following were noted:

### Income:

- £30,000 more in Formula funding was received due to pupil numbers and nursery funding.

### Expenditure:

- Teachers pay is underspent (£9,000) due to unable to replace staff leaving the school. The supply and agency costs are higher (£8,000) due supply teachers covering the classes.
- Teaching Assistants pay is higher than budgeted (£6,000) due to support required in Early Years.
- DBS checks is slightly overspent due to staff changes. Governors discussed DBS check including how often they are re-checked and continual service. DBS checks for volunteers are free. The school pays for staff DBS checks.
- Water and Sewerage were over budgeted by £7,000 due to completion of water leak problems.
- Oil had a significant underspend (£4,000) due to fall in oil prices and mild winter.

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- General curriculum was underspent by £4,000 due to over budgeting for the new curriculum.
- Possible reductions for 2016/17 were discussed, it was noted no redundancies will be taking place this year (2015/16) and 30 children are joining reception this year.

The Budget for 2016-17 will be discussed at a meeting prior to the FGB meeting on 5 May 2016 at 6.30pm.

The Period 13 budget was signed by the meeting chair.

Schools Financial Value Standards (SFVS) 2016 submission. Governors discussed the questions on the assessment form and discussed the evidence. The SFVS self-assessment form was agreed by the committee and signed by the chair.

## **7. Head teacher report**

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

### **Personnel**

Personnel was discussed including staff on maternity leave, Year 5 vacancy and appointment of Special Educational Needs Coordinator.

### **Premises**

The pond work as part of the School Grounds Consultation (previously circulated to governors) has been completed. The next works to be completed is a quiet area/reflection space on the playground. This could be potentially funded by a Diocesan grant, this year the grant was used to update the speakers and PA system in the school hall.

The P&CC committee requested a review of cookery facilities within the school and internal consultation took place and three options put forward to locate cookery facilities:

1. Dining hall
2. Breakfast club (Toasties room)
3. Resources room.

Governors agreed to the Breakfast club option. Toasties room will be upgraded to include a kitchen, sink and low units to meet the needs of the new Design and Technology curriculum.

## **8. Policies**

No policies were brought to the meeting.

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**AOB**

Grounds Maintenance – Bradgate the schools grounds contactor has sent a SLA for renewal and have offered to hold the cost at this years rate (£4,100) for 2 year if the school renews. Governors agreed to renew the contract.

Mouchel – The Head teacher highlighted to governors that she does not believe the school is getting value for money from the premises maintenance contract. Communication is poor and an email was sent in September about the level of service and a response has not been received. **Action 6.2 Mouchel to be contacted regarding level of service.**

**10. Date of next meeting – 5 May 2016 at 6.30pm before the FGB and 29 June 2016**

Meeting of FPP Committee ended 21:00.

**Signed by the chair .....Date.....**

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## Actions

Action	Details	Who	To be Completed	Status
3.5	Governors to attend Finance training. Clerk to investigate Finance training for the whole Governing Body	TC	February 2016	
5.2	The head teacher will contact Mr Wade to seek examples of best practice and details of the financial audit process	HR	Ongoing	
5.3	Stewart Martin to undertake Safeguarding Audit	SM	April 2016	
6.1	Investigations and action to be made regarding filling the pothole in School Lane	MF	ASAP	
6.2	Mouchel to be contacted regarding level of service	SM	ASAP	

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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

Signed .....Date.....