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**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 10 October 2016**

Meeting commenced at 7.05pm.

Present:	Michael Freeman	MF
	Sue Lea	SL
	Stewart Martin	SM
	Andrew Underwood	AU
	Helen Rouse	HR
	Karl Wainwright	KW
	Sonia Wilson	SW

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

Apologies accepted: None

Received from and not accepted: None

The meeting opened at 7.05pm, Andrew Underwood 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. Election of Chair and vice chair

Election of Chair

One nomination was received for the vacancy of Chair from Andrew Underwood and he was appointed chair for the term of one year.

Election of Vice Chair

One nomination was received for the vacancy of Vice Chair from Stewart Martin and he was appointed Vice Chair for the term of one year.

4. Minutes of the last meetings (29 June 2016 and 5 July 2016)

The minutes for the meeting held on the 29 June 2016 were agreed, signed and dated by the chair. The minutes for the meeting held on the 5 July 2016 were agreed, signed and dated by the chair with minor corrections.

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:

Interactive White Boards – The Head teacher gave a summary of the uses of the interactive white boards and the training staff have received. Staff with the new white boards have been asked to send an example of part an interactive lesson to the Head teacher.

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Governors agreed to review the impact of the white boards in 6 months time with the view of updating the rest of the classrooms in the school. Visits are being made to 2 outstanding nurseries with different white boards, to see which type of white board will suit the younger children in the school. **Action 8:1: Clerk to place interactive white boards on the agenda for the April meeting.**

Action	Details	Who	To be Completed	Status
3.5	Governors to attend Finance training. Clerk to investigate Finance training for the whole Governing Body. The Clerk is awaiting confirmation of dates. Carried over to the Full Governing Body to be held on 5 July.	TC	February 2016	Closed
7.1	Stewart Martin is to circulate a visit report for the Safeguarding Audit he has undertaken.	SM	ASAP	Ongoing
7.2	Report on buildings maintenance spending and projection	CT	When available	Closed
7.3	Head teacher to seek answers to smart board queries for extra FPP meeting to be held on 5 July 2016	HR	5 July 2016	Closed

3.5 Governors agreed to close this item and finance training is no longer required. Two audits have taken place since the LGSS finance audit and action plans and outcomes have been fed back to the committee including the Schools Financial Value Standards. Rob Cottle will be visiting the school and any outstanding financial actions will be discussed. Governors agreed to look at any finance audit actions at the February meeting. **Closed. Action 8:2 Governors to discuss outstanding financial audit actions.**

7.1 Still outstanding, but will be completed as soon as possible.

7.2 At the time of the last meeting the buildings maintenance budget line was overspent. This was early in the financial year and is now underspent. The Early Years spending linked to the school grounds has now been budgeted in a separate budget line. **Closed.**

7.3 Item closed.

7. Committee Terms of Reference

The Terms of Reference for the committee were updated last year and no updates were made this year. Governors agreed the Terms of Reference for 2016-17 and they were signed by the chair.

8. Finance

The Budgetary Control Report dated 08/09/2016 was circulated to Governors, notes were circulated with the BCR and the following were noted:

Income:

- Lettings – one letting has ended due to low numbers. Governors asked if there had been any loss of lettings due to the price increase. No, only one has stopped due to low numbers.

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Expenditure:

- Teaching Assistant spend is overspent due to a high need of support of a child not yet receiving an EHCP and associated funding.
- Supply staff spend is higher due to cover staff who had not been appointed anticipated to be £2,000.
- Inset supply is expected to be underspent by £2,000.
- Staff training will be overspent as investments have been made in staff training. The budget had been underspent in previous years and over 2 years the spending will have balanced out. The school has the capacity this year to release staff for training more so than last year.
- The County have changed supplier for electricity and there is a potential credit on the account with the previous supplier. CT is investigating.
- Costs have been incurred due to the impact of vandals over the summer, with some telephone cables being damaged.
- There is an overspend in the agency costs due to the cover of the Year 5 class in the summer term.
- The carry forward to reserves currently stands at £12,881.
- There is always a higher spending on curriculum items in September and resources are being shared across the school to ensure the budget is not overspent and it is being monitored closely. Governors enquired if the PTA can be approached for curriculum needs if required. The Head teacher would like to see the PTA funds going on items that impact the children's learning and is fun, which can be used across the school.

Capital

- As part of the Schools Financial Value Standards (SFVS) schools are expected to produce forecasts for spending in the next 3 years. If the budget is predicted to fall into a deficit then the Head teacher has highlighted areas for potential reduction.
- Water mains repair costs have been covered by the Local Authority.
- It is anticipated that all Capital spending will be on Interactive White Boards replacement.

The BCR was signed by governors.

9. Head teacher report

The Head teacher presented a written report which included personnel and premises items. The following items were discussed:

Personnel

- The school has returned with a full complement of staff which is very positive. Governors enquired regarding the training staff are undertaking and if it will have an impact on the future budget. Yes, the National SENCo award has to be completed within 2 years of taking on the role and a pay increase would be expected upon completion.
- One member of staff is on maternity leave and is due back on 31 October.

10. Policies

- Whole school pay policy – This is a model EPM policy and governors approved the policy and it was signed by the chair.

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- Recruitment and selection Policy and Procedure. Governors approved the policy and procedures and they were signed by the chair.
- Keeping Children Safe in Education (September 2016) (KCSiE) – All staff have been given the updated document and have signed to say that they acknowledge the changes and implications. Governors were issued with the document at the Full Governing Body meeting and will be asked to sign to acknowledge receipt of the document. **Action: 8.1**

AOB

The Head teacher updated governors on options for a new school website:

- Currently the school pays £349 a year to Primary Site to maintain the school website. The site is outdated and needs to be replaced.
- It'seezy will charge for their "maxi" package £400 (to set up 10 page templates and help to design the website). The school will receive a report monthly on any broken links and report any information back to the school. The website can only be updated with logins. The Head teacher has viewed examples of sites created by the company and will send the links to the committee members. **Action:8.2** Cost per month £40.
- Primary Site will charge £999 for a pre designed website or £1599 for a bespoke website, with the addition of £399 per annum (bronze level) to maintain the website or £599 per annum if it is linked to the management systems within the school (media sharing and blogs).

The Head teacher recommended It'seezey to create the new website and an ongoing contract of 1 year. Governors supported the Head teachers decision.

10. Date of next meeting – 14 December at 7.30 (please note later time), February meeting to be confirmed, 24 April 2016 and 26 June 2016.

Meeting of FPP Committee ended 20:35

Signed by the chairDate.....

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Actions

Action	Details	Who	To be Completed	Status
7.1	Stewart Martin is to circulate a visit report for the Safeguarding Audit he has undertaken.	SM	ASAP	Ongoing
8.1	Governors to sign to acknowledge receipt of KCSiE document.	HR	December	
8.2	Head teacher to send It'seesy example websites to governors	HR	ASAP	

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Agenda for Next FPP Meeting 14 December 2016 meeting time 7.30pm

Apologies

Declaration of interests

Minutes of the Last Meeting 10 October 2016

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies

AoB

Date of next meeting 21 February 2016

SignedDate.....