

**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 14 December 2016**

Meeting commenced at 7.30pm.

Present:	Michael Freeman	MF
	Andrew Underwood	AU
	Helen Rouse	HR
	Karl Wainwright	KW
	Sonia Wilson	SW

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

Apologies accepted: Stewart Martin (SM)

Received from and not accepted: None

The meeting opened at 7.30pm, 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. Minutes of the last meetings (10 October 2016)

The minutes for the meeting held on the 10 October 2016 were agreed, signed and dated by the chair.

4. 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
7.1	Stewart Martin is to circulate a visit report for the Safeguarding Audit he has undertaken.	SM	ASAP	Closed
8.1	Governors to sign to acknowledge receipt of KCSiE document.	HR	December	Closed
8.2	Head teacher to send It'seesy example websites to governors	HR	ASAP	Closed

7.1 Still outstanding, the report has been sent to the Head teacher and needs to be circulated to governors. Closed.

8.1 Completed at the Full Governing Body meeting. Closed.

8.2 The website is to be launched in January. The Clerk will send the Pecuniary Interest and attendance information for the website to the Head teacher in January. Closed.

5. Finance

The Budgetary Control Report dated 16/12/2016 was circulated to Governors, notes were circulated with the BCR and the following were noted:

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Expenditure:

- Teaching Assistant spend is overspent due increased demands in several classes. Behavioural support is being put in place for a year 1 child who has 8 hours of TA support a week; in addition support is being sought from the specialist teaching team. [Governors enquired if the parents are engaging with the school regarding the child's behaviour. Yes, the school is being supported by the parents.](#)
- Staff training is over budget due to courses which are paid in this financial year but cover two academic years. There will be a reduced spend next year.
- Lettings income is slightly down (as discussed at the last meeting).
- There is an overspend on agency costs which does not have its own budget line. There have not been any agency costs since September and the school has used Level 3 TAs to support when necessary. The use of Level 3 TAs is monitored closely and any impact on the childrens' learning. Part time teaching staff have also been covering and supporting each other when teacher absence has occurred.
- The new school website is under development and the Head teacher is proposing that the Office Administrator hours are increased by 2 hours a week during the Spring term to dedicate specific time to the website (costings were given to governors). **Approval:** Governors approved the extra hours as the website is an important tool for engaging parents and this was an OFSTED target for the school.
- Midday Supervisors (MDS) is overspent due to additional needs and sickness. One MDS fell in the school hall and replacement cover has been found during her absence. The accident was reported to the Local Authority.
- Buildings maintenance has been discussed by the School Council and they have requested new classroom carpets. In the past the school had a rolling programme of carpet replacement and decorating and the Head teacher would like to return to that. The budget for next year will include new carpets and decorating. Year 4, 5 & 6 classrooms have the oldest carpets. Quotes are being requested for the redecorating and carpet replacements to be undertaken in the summer holidays. The cost will be in the budget for 2017-18.
- An additional employee is being sought to support the school with the evening lettings (1 hour per evening).
- The County have changed supplier for electricity (from SSE to Total) and there is a potential credit on the account with the previous supplier. CT is still investigating and a final bill has not been issued by SSE.
- The school has a new photocopier with cheaper rental and price per copy. The benefits should be seen in the next financial year.
- There are still problems with the level of service being provided by Keir as they are not meeting their Service Level Agreements. The school is looking at other property management companies.
- Breakfast club is making a loss as there are not enough children attending and there has to be a minimum of 2 staff. The club meets the need of parents and is an important selling point of the school. The situation will be monitored and reported back to governors. [Governors discussed how much of a loss the club can make before it is unsustainable. The Head teacher advised governors that if the club was not provided then the loss of the pupils to other schools would be a greater loss financially than the current loss of £900. The numbers in the club generally increase during the Spring term as the Reception pupils become more established in the school.](#)
- The school will continue to invest in music tuition with 1 term free for Year 2 pupils for violin tuition and then parents pay a reduced cost of the following terms. Pupil Premium children receive free music lessons and support with school trips. [Governors enquired if parents of Pupil Premium children enquire how the Pupil Premium funding is spent. This is rare as most parents will be aware of the music lessons and support with school trips.](#)

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- Governors asked how the roll out of Tapestry across the school is progressing. Teachers have been taking photographs in preparation for the roll out and forms have been sent to parents. Staff will be discussing Tapestry at the Inset day at the beginning of January.

The BCR was signed by governors.

6. Head teacher report

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

Personnel

- There is very little to report; there have been some minor staff absences, no long term sickness and no resignations.
- The SENCo has submitted 2 projects for the National SENCo award which have had a positive impact on the school.
- The Salary committee governors sent letters to four members of staff as a result of the salary review process to thank them for something of note they contributed to the school last year.

Premises

- A repair to a hole in the school fence was used by 3 pupils to leave the school. The children were found safely shortly after they left the premises. The children hid from staff and unpicked a previous repair to the fence. The situation has been dealt with and parents notified. The fence has been repaired with a more secure method. As a result the Head teacher requested approval of a new fence from the new shed, along the playground and nursery to the nursery gate. This will include a 3m wide gate and will be 1.2m tall. A quote has been received for £2,548 (Huntree Fencing) and a second quote is being sought by a previously used fencing company (Bradgates). **Approval:** Governors approved the fencing spend of £2,548 (or the second quote if cheaper).
- The old trellis on the main playground is unsafe. The Head teacher proposed a replacement blue fence 1.8m high at a cost of £912. **Approval:** Governors approved the fencing cost of £912.
- Governors discussed the siting of a spiritual garden (quiet/reflective area) which could be funded by the Diocese. The location would be behind the area of blue fencing near the football area. The wall belonging to an adjacent property is protected (grade 1 house) and was discussed. Previous repairs had not been undertaken by the owners. The new owners will be approached, as the safety of the children is a priority.

7. Policies

- Staff Behaviour Policy. The Head teacher is developing a policy which will encompass staff behaviour and will be a Code of Conduct. The guidelines state that this is a code of conduct for any adults in school (including paid staff, volunteers, external contractors and trainees). **Action 9:1** Head teacher to bring the Code of Conduct to the next meeting.
- C Taylor advised governors of an email received from the Local Authority regarding School Financial Regulation and the Scheme for Financing Schools and an appendix (Retention of Financial Records). She has been unable to locate the School Financial Regulation and the Scheme for Financing Schools on the portal and will ask Rob Cottle for them. **Action 9:2:** C Taylor to bring the School Financial Regulation and the Scheme for Financing Schools to the next meeting. Appendix A Retention of Financial Records was discussed by governors, the email advises governors to approve the Appendix. **Approval:** Governors approved the Appendix A Retention of Financial Records.

8. Cash Payments made to the school.

Deferred to the next meeting.

9. AOB

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None

10. Date of next meeting – 21 February 2017, 24 April 2017 and 26 June 2017.

Meeting of FPP Committee ended 20:55

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

Actions

Action	Details	Who	To be Completed	Status
9.1	Code of Conduct for staff to be brought to the next meeting.	HR	February 2017	
9.2	School Financial Regulation and the Scheme for Financing Schools to be brought to the next meeting	CT	February 2017	

Agenda for Next FPP Meeting 21 February 2017 meeting time 7.30pm

Apologies

Declaration of interests

Minutes of the Last Meeting 14 December 2016

Review of Actions/Matters Arising (including actions from FGB 1. Kitchen provision & 2. Fairer Funding budget implications).

Finance

Personnel

Premises

Policies including School Financial Regulation and the Scheme for Financing Schools.

AoB

Date of next meeting 24 April 2017

SignedDate.....