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**Eynesbury C of E Primary School Governing Body  
Meeting of FPP Committee 16 October 2017**

Meeting commenced at 7.07pm.

Present:	Michael Freeman	MF
	Andrew Underwood (Chair)	AU
	Helen Rouse (Head teacher)	HR
	Sonia Wilson	SW
In attendance:	Tracey Crawshaw (Clerk)	TC
	Christine Taylor (Advisor)	CT

Apologies accepted: Stewart Martin (SM) and Karl Wainwright (KW)

Received from and not accepted: None

No apologies given: None

The meeting opened at 7.00pm. 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. Election of Chair and Vice Chair

Chair

One nomination was received for the post of chair from Andrew Underwood, he was appointed as chair for the term of 1 year. This was proposed by HR and seconded by MF.

Vice Chair

**The appointment of the Vice Chair will be carried over to the next meeting. Action 12.1.**

### 2. Declaration of Pecuniary Interest

No declarations of interest were declared.

### 4. Terms of Reference

The terms of reference were approved by governors.

### 5. Minutes of the last meetings (24 April 2017)

The minutes for the meeting held on the 24 April 2017 were agreed, signed and dated by the chair.

### 6. 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
10.1	Governors to discuss price increases for Squirrels and Toasties	HR	June 2017	Closed
10.2	Additional income generation to be discussed	ALL	June 2017	Ongoing

11.1	Report on uptake of music lessons after the free lessons	HR	June 2017	Ongoing
11.2	SEN review actions to be discussed at FGB meeting	HR	July 2017	Closed

**Action 10:1**

The Head teacher provided governors with comparative local nursery and before and after school club charges. The school charges lower rates in comparison to other settings. Governors compared the prices and discussed charges at the school. The following changes to charges were agreed:

**Nursery**

Hourly rates increased from £5.00 to £5.50 per hour, from January 2018. This will be reviewed in April for any changes to start in September 2018. The increase is to reflect that the Nursery is teacher led and increased running costs. **Action 12.2 Nursery hourly charge to be reviewed April 2018.**

Governors discussed nursery numbers and with 44 pupils currently in the nursery it will not make a loss this year. The one implication of the higher numbers is that there will be less additional hours available for parents to buy extra hours.

**Breakfast club (Toasties)**

Session rate increased from £4.00 to £5.00, from January 2018. This will be reviewed in April for any changes to start in September 2018. **Action 12.3 Breakfast club charge to be reviewed April 2018.**

**Afterschool club (Squirrels)**

Session rates increased from £6.25 to £7.00 for up to 5.10pm and from £7.25 to £8.00 for up to 6.00pm, from January 2018. This will be reviewed in April for any changes to start in September 2018. **Action 12.4 Afterschool Club charges to be reviewed April 2018.** *Governors enquired if Squirrels pays for itself. Yes, the club does cover its own costs. The breakeven number is 20, with different numbers attending on different days. Governors enquired if Squirrels pays for its own equipment. Yes, all the equipment is paid for from their funds. They currently pay nominal fee of £1,200 to the school to cover school costs.* Governors agreed to increase this fee to £1,250 from the 1<sup>st</sup> January 2018. **Action 12.5 Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee.**

**CLOSED****Action 10.2****Additional Income**

The following were discussed:

- The school has lettings bookings every night and there is no space during the working week to add anymore booking.
- There is capacity for more bookings during the weekends, although the school has decided it is not able to accommodate football clubs as there are no outdoor changing facilities and the potential impact on the grass.
- The school kitchen cannot be used by lettings as it is run by Cambridgeshire Catering Services.
- Hiring out of the carpark was discussed, but the school is too far away from the town to make it viable. The school does allow the church to use the carpark on Sunday mornings.
- Can parents be asked to donate on a regular basis? Parents are asked to contribute to school trips and swimming, but further donations are not sought. Parents are reminded once about voluntary contributions, but are not chased if they don't pay.
- PGCE students were discussed. The school does receive funding for the students, but previous experience has been mixed, as some students require a lot of support and this causes financial implications.

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- Grant applications were discussed. School staff don't have time to apply for the grants. Governors can apply for grants to support the school.
- Match funding from the Local Authority has been received for books for the Maths Hub.
- Could local businesses be approached for funding? **Space can be offered in the school newsletter to local businesses to raise funds. Action 12.6**

### **CLOSED**

#### **Action 11.1**

##### **Uptake of music lessons after free lessons**

The violin lessons are offered for one term free of charge, after that parents are offered a reduced cost. The lessons offer experience of a more technical instrument including reading notation and music. The uptake of the violin is strong after the free lessons. Experience of other types of instruments are offered in the classroom such as Year 3 recorder, Year 4 glockenspiel and Year 5 drumming. The ocarino is also offered as it is colour coded to help with the introduction of more formal instruments. **ONGOING.**

#### **Action 11:2**

##### **SEN review actions to be discussed at FGB meeting**

The review results have been presented to the governors. **CLOSED**

#### **5. Finance and Head teacher report**

The Head teacher reported that this is a very tight budget and compromises are having to be made on what can be offered through the budget. The BCR for period September 2017 created on the 11 October 2017 was circulated to governors along with a written report was presented and the following discussed:

- There has been an increase in supply teacher claims from insurance due to sickness and maternity.
- The increase of the governments recommended 2% pay rise for main scale teachers was discussed. The cost will be approximately £400 and the cost was already built into the budget.
- The teaching assistant pay is overspent due to increase in need in particular classes.
- There is a new strand of funding available for the nursery. Bridge funding can be sought and the school has applied the funding for 2 children in the nursery.
- Building maintenance has been underspent; but currently the funds are being spent by the new caretaker. It was noted that the advertisement in the local press for the role was £600, but the expense was well worth it as the level of candidates applying was very high. Five candidates applied with 4 being interviewed.
- The internal Cambridgeshire County Council green bag internal mail system has stopped so the postal budget has increased.
- The carry forward is £18,704.

The BCR reporting system is being replaced with a new system Orovia and Chris Taylor will be attending training on the new system.

[Governors enquired if the school trips have broken even this year. Yes, the main concern was the Stibbington trip and all the payments were received. The letter system for parents has been tightened up which has seen good results.](#)

#### **Personnel**

Staffing was discussed and the following were highlighted:

- Ongoing absence of a part time teacher.
- Maternity cover arrangements.

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- Appointment of the new caretaker.
- Lunchtime supervision was discussed and the differing roles of Learning Support Assistants and Lunch time supervisors.
- Parents have been very understanding regarding staff absences and the school has a strong Teaching assistant team to provide support and continuity to the children.

## Premises

- The new caretaker has attended a Business Fire Training course at St Neots fire station and highlighted the fact that the school does not have Automatic Fire Detection as it has call panels only. A review will be undertaken. **Action: 12.7 Head teacher to feedback on updates on the fire system.**
- The property management company Keir have not met their Service Level Agreement. Eighteen months ago they agreed to provide 12 months free management due to a previous poor level of service. They have not visited the school and are in breach of contract. The school has used the helpdesk once and the legionella testing for the tanks within the school as it is not up to date (the monthly legionella testing for the taps and other outlets is up to date). PAT testing and electrical wiring testing was also discussed. The Head teacher would like to move away from Keir Quotes have been sought from 2 other providers. 1) Strictly Education, which offer a similar level of service to Keir with the same approximate cost of £2,000. A higher level of service with 3 visits to the school a year will be £3,500. 2) PCM does not offer anything less than 3 visits and costs £4,000. **Action 12.8: Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.**

## 6. Policies

### Whole School Pay Policy

Governors discussed whole school pay policy. The policy was approved and signed by the chair.

**Action 12.9 Governors agreed to approve the whole school pay policy in June 2018.**

### Lettings Policy

Governors discussed whole lettings policy. The policy was approved and signed by the chair.

### Charging, Lettings and Remissions Policy

Governors discussed charging, lettings and remissions policy. The policy was approved and signed by the chair.

Governors enquired if the policies included risk assessments. Risk assessments are available as separate documents, but there is sometimes some overlap.

Governors enquired if the policies were up to date on the school website. Eileen Raggatt as part of the P&CC committee has been reviewing the website and the Head teacher will ensure that all the policies are up to date.

### Safeguarding and Child Protection Policy

Governors discussed charging, lettings and remissions policy. The policy was approved and signed by the chair. The designated persons are Helen Rouse and Caroline Truman. Jenny Rowe and Mandy King will undertake the designated person training to replace Caroline when she goes on maternity leave.

## 7. AOB

None.

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**7. Date of next meeting –12 December 2017.**

Meeting of FPP Committee ended 21:15

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

**Actions**

<b>Action</b>	<b>Details</b>	<b>Who</b>	<b>To be Completed</b>	<b>Status</b>
10.1	Additional income generation to be discussed	ALL	ongoing	Ongoing
11.1	Report on uptake of music lessons after the free lessons	HR	ongoing	Ongoing
12.1	The appointment of the Vice Chair will be carried over to the next meeting	AU	December 2017	
12.2	Nursery hourly charge to be reviewed April 2018.		April 2018	
12.3	Breakfast club charge to be reviewed April 2018.		April 2018	
12.4	Afterschool Club charges to be reviewed April 2018		April 2018	
12.5	Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee.		April 2018	
12.6	Space can be offered in the school newsletter to local businesses to raise funds. Action		December 2017	
12.7	Head teacher to feedback on updates on the fire system.		December 2017	
12.8	Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.		December 2017	
12.9	Governors agreed to approve the whole school pay policy at the June 2018.		June 2018	

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**Agenda for FPP Meeting 12 December 2017 meeting time 7.00pm**

Apologies

Declaration of interests

Election of Vice Chair

Minutes of the Last Meeting 16 October 2017

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies

AoB

Date of next meeting 19 February 2018

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