

Signed Copy

**Eynesbury C of E Primary School Governing Body
Meeting of FPP Committee 12 December 2017**

Meeting commenced at 7.07pm.

Present:	Michael Freeman	MF
	Stewart Martin	SM
	Andrew Underwood (Chair)	AU
	Helen Rouse (Head teacher)	HR

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

Apologies accepted: 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. Declaration of Pecuniary Interest

S Martin will step out of any discussions regarding Keir.

3. Election of Vice Chair

One nomination was received for the vacancy of vice-chair from S Martin, he was elected as vice-chair for the term of one year.

4. Minutes of the last meetings (16 October 2017)

The minutes for the meeting held on the 16 October 2017 were agreed, 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
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	Closed
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	

Signed Copy

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	Closed
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	

Action 10:1 & Action 11:1

Ongoing – to be updated at the next meeting.

Action 12.1

Complete – see item 3.

Action 12.6

Ongoing – Advertising slots can be advertised through the newsletter. Concerns were raised regarding advertisements and appropriateness. It was agreed that before any advertisements were placed a policy would have to be produced for external advertising.

Action 12.7

Ongoing – The fire officer was unable to attend the appointment today and another appointment is being arranged. The visit would include updates to the fire risk assessments such as any new fire doors or other equipment. [Governors enquired if the actions from the assessment would come from the school budget. Yes, any actions would be met from the school premises budget. Big projects such as the boiler could be funded by the Local Authority as with the playground resurfacing and flat roof in the past.](#)

Action 12.8

Ongoing - The Head teacher provided verbal quotes from Keir (£1,100) and PCM (£4,000) both school property management companies. The quotes will be forwarded to governors. As discussed at the last meeting Keir have not met their service level agreement. The school risk register dates back 2 years when complaints were made to Keir on the level of service and they updated it. **Decision:** The Head teacher will give notice to Keir. Moving forward it is hoped that the site manager will be able to undertake some of the property management role. Until that point the school will need to appoint a new property management company which will be agreed at the next meeting.

6. 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 November 2017 created on the 11 December 2017 was circulated to governors along with a written report was presented and the following discussed:

Finance

- The School Fund Account has been closed (eg used for school photo commission) and all additional funds are going through the school budget.
- Supply pay is overspent, which reflects long term staff absence. This will be balanced by a reduction of spend of INSET supply income from insurance.
- There is an underspend on Midday Supervisors due to difficulty in recruiting and awaiting DBS checks.

Signed Copy

- The forecast outturn is £5,160.
- Demands on the budget are the need to increase staffing levels in Nursery/Reception.
- Katie Crozier will be bringing funding in from a Wisbech Schools project of approximately £5,000.
- Governors raised concerns regarding the number of children with Education Health Care Plans (EHCPs) and the impact on the school budget. The school budget is very tight and it will be very difficult for the school to find the £6,000 for any additional pupils with EHCP's. The school is already aware of pupil with an EHCP joining the Reception in September 2018 and another child in the Nursery with an EHCP. **Action 13.1:** Governors agreed to write a letter raising the following concerns and the number of children with or awaiting EHCP plans 1) Impact on staffing, 2) Impact on learning in the classroom and 3) financial impact. The school isn't able to go over budget and any further pupils with EHCP's will lead to this. Currently the school has paid for TA's for 18 months while awaiting an EHCP, which has a big financial impact. As part of the letter governors would also like to know how the percentage of pupils with EHCP's compares to other schools in the area. The school is able to provide an excellent environment for children with Educational Needs.

Personnel

Staffing was discussed and the following were highlighted:

- Two part time teachers on long-term absences are expected to return in the Spring term.

Premises

- The Stage lighting has been provided by the PTA and they were thanked for their hard work.
- The Kiln has not been used for a number of years (due to air drying clay being used) and the space could be used more effectively. Staff will be asked if they would use the Kiln and costs will be looked at to have it removed or serviced if required.

6. Policies

The policies were circulated prior to the meeting.

First Aid Policy	The policy was approved by the committee with minor amendments and signed by the chair. The policy has been reviewed by the first aider and is currently working practice. All support staff have a first aid target as part of their professional development this year. The first aid information is displayed on the new safeguarding board in the staff room.
Guidance and Advice on Misconduct and Disciplinary Hearings	The policy was approved by the committee and signed by the chair.
Managing Medicines - Dec 2017 (link to Supporting pupils with long term medical needs (DFE) - April 2014)	The policy was approved by the committee and signed by the chair. Governors enquired regarding the management of medicines and returning them to parents. The dates of all medicines are checked on the 1st Wednesday of the month and the Head teacher is copied into any actions. It is the parent's responsibility to keep the medicines up to date. Any medicines that are out of date and not collected by parents are taken to a pharmacy to be disposed of. Governors further enquired if the school still has the services of a school nurse. Yes, the school can still access a school nurse, although this does tend to be over the telephone.
Accessibility Policy	The policy was approved by the committee and

Signed Copy

	signed by the chair.
Allegations of abuse against staff and volunteers	The policy was approved by the committee and signed by the chair. This is a model EPM policy.
Appraising performance and dealing with capability issues for all school staff (Performance Management)	The policy was approved by the committee and signed by the chair.
Equality and Diversity for school staff	The policy was approved by the committee and signed by the chair.
Grievance Procedure	The policy was approved by the committee and signed by the chair.
Staffing and Employment advice for schools (February 2017)	The policy was approved by the committee and signed by the chair.
Policy and Procedure for the Management of Sickness Absence	The policy was approved by the committee and signed by the chair.
Staff Absence	The policy was approved by the committee and signed by the chair. Governors discussed who "significant others" were and M Freeman will send a description from a policy he uses at work. Action: 13:2
Staff Induction - EPM update	The policy was approved by the committee and signed by the chair.
Staff Recruitment and Selection - EPM update	The policy was approved by the committee and signed by the chair.
Safeguarding and Child Protection Policy	The policy was approved by the committee and signed by the chair with minor amendments. The policy will be taken to the next FGB meeting. Action:13.3
Premises Management Policy	The policy was approved by the committee and signed by the chair with minor amendments (Mouchel changed to Keir).
Health and Safety Policy	The policy was approved by the committee and signed by the chair. It was noted that the representatives need to be added to the new safeguarding board in the staff room.
Critical Incident	The policy was approved by the committee and signed by the chair. It was agreed to review the policy annually.
Fire Routine	The policy was approved by the committee and signed by the chair.
Intimate Care	The policy was approved by the committee and signed by the chair.
Keeping Children Safe in Education	The policy was approved by the committee and signed by the chair. The document had already been shared in September 2017 and was supplied as a DfE pdf.
Physical Intervention	The policy was approved by the committee and signed by the chair.
Code of Conduct	The policy was approved by the committee and signed by the chair.
Flexible Working	The policy was approved by the committee and signed by the chair.
Guidance on managing safer working practice for ...	The policy was approved by the committee and signed by the chair. This policy is a DfE pdf.

Signed Copy

Redundancy	The policy was approved by the committee and signed by the chair.
Safer Employment	The policy was approved by the committee and signed by the chair.
Staff Stress Management	The policy was approved by the committee and signed by the chair.
Whistleblowing	The policy was approved by the committee and signed by the chair.

7. AOB

None.

8. Date of next meeting –19 February 2018.

Meeting of FPP Committee ended 21:25

Signed by the chairDate.....

Actions

Action	Details	Who	To be Completed	Status
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
12.2	Nurse 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	Ongoing
12.7	Head teacher to feedback on updates on the fire system.		December 2017	Ongoing
12.8	Head teacher to provide governors with quotes from PCM and Strictly Education at the next meeting.		December 2017	Ongoing
12.9	Governors agreed to approve the whole school pay policy at the June 2018.		June 2018	
13.1	Governors to write a letter to the Local Authority raising concerns and the number of children with or awaiting EHCP plans at the school.		February 2018	
13.2	M Freeman will send a description from a policy he uses at work for "significant others"		February 2018	
13.3	Safeguarding and Child Protection Policy to FGB		February 2018	

Signed Copy

Agenda for FPP Meeting 19 February 2018 meeting time 7.00pm

Apologies

Declaration of interests

Minutes of the Last Meeting 12 December 2017

Review of Actions/Matters Arising

Finance including budget for 2018-19

Personnel

Premises

Policies

AoB

Date of next meeting 24 April 2018

SignedDate.....