

**Eynesbury C of E Primary School Governing Body  
Meeting of FPP Committee 15 October 2018**

Meeting commenced at 7.10pm.

|                |                            |    |
|----------------|----------------------------|----|
| Present:       | Kate Arrowsmith            | KA |
|                | Michael Freeman            | MF |
|                | Stewart Martin             | SM |
|                | Andrew Underwood (Chair)   | AU |
|                | Helen Rouse (Head teacher) | HR |
|                | Karl Wainwright            | KW |
| In attendance: | Tracey Crawshaw (Clerk)    | TC |
|                | Christine Taylor (advisor) | CT |

Apologies accepted:

Received from and not accepted: None

No apologies given: Sue Lea

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**

Item 5. MF declared an interest as his wife is a teacher.

**3. Election of Chair (The clerk took the meeting)**

**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 chair took the meeting)**

One nomination was received for the post of vice chair from Karl Wainwright, he was appointed as chair for the term of 1 year. This was proposed by AU and seconded by SM.

**4. Minutes of the last meetings (26 June 2018)**

The minutes for the meeting held on the 26 June 2018 were agreed, signed and dated by the chair.

**5. Terms of Reference**

The terms of reference were approved by governors.

**6. Matters Arising and Review of Actions (detailed at the end of the minutes)**

| Action | Details   | Who | To be Completed | Status |
|--------|---|-----|-----------------|--------|
| 12.5   | Head teacher to provide a breakdown of Squirrels costs to the school for review of the nominal fee. | HR  | April 2018      | CLOSED |
| 12.6   | Space can be offered in the school newsletter to local  | HR  | Ongoing         | CLOSED |



|      |   |     |              |         |
|------|---|-----|--------------|---------|
|      | businesses to raise funds.  |     |              |         |
| 12.9 | Governors agreed to approve the whole school pay policy at the June 2018.                                 | ALL | June 2018    | CLOSED  |
| 14.4 | SM will find NGA information on GDPR  | SM  | April 2018   | CLOSED  |
| 15.1 | Head teacher to write a piece for the school newsletter on the funding changes and implications           | HR  | June 2018    | CLOSED  |
| 15.3 | Head teacher to send the information on replacing the WIFI to SM  | HR  | June 2018    | CLOSED  |
| 15.4 | Governors asked the Head teacher to ask the ICT service when they will be moving to office 365            | HR  | June 2018    | CLOSED  |
| 16.1 | Governor's skills matrix to be updated and taken to 4 July 2018 FGB meeting.                              | ALL | July 2018    | ONGOING |
| 16.2 | GDPR audit to be brought to the next meeting  | HR  | October 2018 | CLOSED  |
| 16.3 | MF will send the Head teacher a draft letter to parents on funding changes and challenges from ParentKind | MF  | July 2018    | CLOSED  |

**Action 12.5** It is very difficult to separate the costs for electricity, admin and heating. The school has charged Squirrels £100 per calendar month for the last 12 or 13 years. Costs have increased during this time and governors agreed to increase the costs to £120 per calendar month. Governors agreed to review the costs annually. Squirrels has a separate bank account and had £3,800 in the bank at the end of last year and funds are used to support the club. **CLOSED**

**Action 12.6** Governors enquired how much will be charged to advertisers? The idea is that a company sponsors the school newsletter for 1 month which is £25, this includes their company logo on the newsletter and a small space for an advertisement on the school website and notice board. The Head teacher will continue to look for opportunities but it was agreed to close the action. **CLOSED.**

**Action 12.9** The 2018 Whole School Pay policy is an agenda item. **CLOSED.**

**Action 14.4** The school has signed up to the ICT service and all actions have been completed. **CLOSED.**

**Action 15.1** A letter has been sent out as a covering letter to a letter sent out from Jonathan Lewis. **CLOSED**

**Action 15.3** The information has been sent to SM on the WIFI. **CLOSED.**

**Action 15.4** The Local Authority is rolling out office 365, with it being pilot schools testing the update. **CLOSED.**

**Action 16.1** This action has not yet been completed. **ONGOING**

**Action 16.2** The school receives weekly updates from the schools GDPR link. The clerk made governors aware of recent clerks training which highlighted Governor Privacy notices. **Action 17.1 Clerk to circulate information on Governor Privacy notices. CLOSED**

**Action 16.3** The information was basic on ParentKind and the PTA has sent information to parents on where the funds raised are being spent. **CLOSED**

## 5. Finance and Head teacher report.

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Governors enquired regarding the leaks in the roof. The leaks have not yet been repaired as the company that supplied the roof have gone bust. The Head teacher is awaiting an update from the LA.

Governors enquired regarding school meal changes. The transition with the new catering company (ABM catering) is in place. There have been some teething problems which are being worked through. A new dishwasher is being installed which has been provided by the new catering company. Currently the costs are covering the costs of the management fee. The prices are: Nursery £2.10 and the rest of the school £2.30. It is anticipated that parents will be able to join their children for school meals at the beginning of December. **Action 17.2: Governors to discuss increasing the lunch prices to £2.40 in December.**

The Head teacher circulated a written report and governors discussed the following:

### Expenditure

- Governors enquired if the quality of cleaning is continuing? Yes, the Head teacher and caretaker review the work regularly.
- **Staff training and development is on track. The school has been able to access training from the Diamond Learning Trust with no charge. The only cost is release time.**
- Electricity expenditure is still being closely monitored as the school has a credit on the account from a previous supplier.
- The caretaker is managing the property management aspects of the school, releasing £4,000 which will be moved to the buildings budget.
- The gym equipment agreed by governors at the last meeting after further investigation was too large for the children. Governors were asked to approve the second quote presented at the last meeting. (Playfit £11,402 including VAT)
- The contribution to reserves is anticipated to be £18,500 at the end of the financial year. The anticipated shortfall for 2019-20 is predicted to be £60,000. The Head teacher described the 2019-20 budget as impossible to balance and the provision provided to the children will be compromised.

### Staffing

- (MF did not take part in the discussion) Governors were asked to approve the government recommended pay rises for teaching staff. After discussion it was agreed to approve the following pay rises for teaching staff. Upper Pay Scale staff will receive 2%, Main Scale 3.5% and the leadership scale 1%. This will be back dated to September 2018. A 1% pay rise was built into the 2018-19 budget and the government is providing a grant towards the statutory element of the pay rises. Governors agreed that the schools greatest asset is the teaching staff and retention of staff is important. So all staff on the main scale were given a 3.5% pay rise not just those on M1 and M6.

### Premises

- The door frames need to be replaced around the kitchen and boiler doors. A quote has been received for £5,200 for the kitchen door and £5,400 for the boiler door. The doors do not impact the safety of children as they are unable to access them as they are within gated areas of the school. Governors were invited to view the doors if they have concerns. Governors requested that the Head teacher investigates other materials to reduce the cost of the replacement door frames.

## 6. Policies

### Schools Financial Value standards 2017

The standards were agreed and signed by the chair.

### Whole School Pay Policy October 2018 including appendices

This is a model EPM document. The policy was agreed and signed by the chair.

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### Staff Absence Policy October 2018

This is a model EPM document. The policy was agreed and signed by the chair. Governors discussed the definition of 'Unpaid without permission' regarding members of staff who request absences which are declined and then they do not attend school that day. Is that defined as absence without permission? Staff absences and the request process were discussed.

### Charging and Remissions Policy October 2018

The policy was agreed with minor amendments and signed by the chair.

### Lettings Policy

The policy was agreed and signed by the chair. Governors agreed to increase the letting fees from January 2019 (last increased in March 2016) for the hall to £20 per hour (from £18) and classrooms to £17 per hour (from £15), set up fees increased to £10 (from £9) and one off lettings £22 (from £20) per hour. The increases are to cover increases in energy bills and caretaking costs.

### 7. AOB

Play equipment.

The Playfit equipment quote (discussed in item 5) includes equipment 26% smaller than the adult equipment. It will include 6 pieces of equipment but does not include the safety bark. An additional quote for the bark chippings and ground works will be requested. Governors approved the quote pending the cost of the ground works.

Teacher laptop

One laptop was unable to be handed down to another teacher. Governors enquired if the new laptop would be encrypted. Yes, all the new laptops are encrypted. Governors agreed the purchase of the new laptop.

Pot hole at the opening of the lane

Governors raised the issue of the pothole and if the school is responsible. The school is not responsible and MF agreed to contact the Highways department. **Action 17.3: MF to contact the Highways department regarding the pot hole at the end of the school lane.**

### 8. Date of next meeting

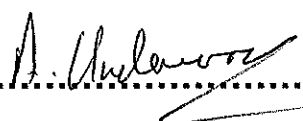
11 December 2018

25 February 2019

24 April 2019

24 June 2019

Meeting of FPP Committee ended 21:20.

Signed by the chair .....  ..... Date ..... 11/12/18 .....



## Actions

| Action | Details   | Who | To be Completed | Status |
|--------|---|-----|-----------------|--------|
| 16.1   | Governor's skills matrix to be updated and taken to 4 July 2018 FGB meeting.                | ALL | July 2018       |        |
| 17.1   | Clerk to circulate information on Governor Privacy notices.                                 | TC  | December 2018   |        |
| 17.2   | Governors to discuss increasing the lunch prices to £2.40 in December.                      | HR  | December 2018   |        |
| 17.3   | MF to contact the Highways department regarding the pot hole at the end of the school lane. | MF  | December 2018   |        |



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**Agenda for FPP Meeting 11 December 2018 meeting time 7.00pm**

Apologies

Declaration of interests

Minutes of the Last Meeting 15 October 2018

Review of Actions/Matters Arising

Finance

Personnel

Premises

Policies

AoB

Date of next meeting Monday 25 February 2019 7pm

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