



Minutes of the Finance & Premises Committee – Autumn 2017
 Meeting held at Holywell C of E Primary School
 Tuesday 21st November 2017 – 1830hrs

Governors Present:

Becky Ford (Executive Headteacher) [BF]
 Lucy Beadles [LB]
 Tony Ixer [TI]
 Deborah Moss [DM]

Sarah Reeson [SR]
 Matthew Sampson [MS] (Acting Chair)
 Barry Smethurst (arrived at 7pm)

In Attendance:

Alison Jackson [AJ] Clerk

The meeting was quorate, 7 governors were present out of 8 in post.

Apologies for absence

Deborah Ellmer [DE]. The apologies were accepted by the Committee.

Declaration of interests

No declarations of interest were declared.

Election of Chair

The clerk requested nominations for Chair.

BF proposed **DE** for the position of Chair and **TI** seconded.

DE was elected unopposed as Chair for the following year.

MS appointed to Chair this meeting in **DE**'s absence.

Minutes of last meeting: 20th June 2017

The Finance & Premises Minutes 20th June 2017 were agreed and signed as a true record of the meeting with no amendments.

Matters arising from the minutes

Action Points	BY WHOM	ACTION
HW & Som Critical Incident Plan	BF	In progress (AJ)
Lettings Policy	BF	Delegate to Business Manager
HW Pre school lease discussion	BF	Ongoing
Amend Statement of Financial Responsibilities to circulate for agreement before the FGB	DM	Actioned
Check what finance documents are required with Ray Byford	BF	Actioned
Review Fixed Asset Registers	Future Business Manager	Ongoing

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Check Som purchase card – who holds them and limits	BF	In progress
Add Finance Reports to next F & P agenda	AJ	Actioned
Discuss HW Fire Risk Assessment (FRA) with Property Maintenance Company	BF	Delegate to Business Manager. Governors raised concerns that there does not appear to be an up to date FRA at St H and requested that this is prioritised by the Business Manager. ACTION: Report on Risk Assessments and statutory compliance tests and status of these for all 3 schools Business Manager
Discuss Conditions Survey with Property Maintenance Company to prioritise work BS arrived at 7pm	BF	Actioned. Governors discussed the fabric condition of St H. With the suggested amount of £100k/yr for 5 years needed to address the issues it may be beneficial to knock down and rebuild the school. Suggested to write to Graham Tweed re asbestos in St H. St H bungalow – advice is to invest in getting plans drawn up and apply for planning permission and then sell. Challenge: A governor queried St H roof being in guarantee when RCC Roofing Contractors were called out to check it. ACTION: To check on call out date and check any follow up actions at that time BF
Discuss with caretakers – Volunteers day	BF	Somersham caretaker has the internal decoration on a rolling program, check to see if capacity to add in St H.
Review Clerk hours	Future Business Manager	Ongoing
Research laptop for Clerk	MS	Actioned
Attend F & P committee to give overview of BCR's	Future Business Manager	Ongoing
Attend BCR meeting with Ray Byford & provide summary to F & P committee	Member of F & P committee	Ongoing
Presentation on New Governor Portal to FGB	MS	Actioned
Recommend appointment of Tony Ixer as Co-opted governor to the FGB	BS	Actioned
Meet with Headteacher from Peterborough	BS	Actioned

Terms of Reference

Governors reviewed the Terms of Reference. The Clerk advised the governors that the Accessibility Plan for all 3 schools is outstanding. The Clerk also advised governors that the Health & Safety Policy and the Lettings Policy have been delegated to the Business Manager to draft. Terms of reference were agreed by the committee to be sent to FGB for ratification. **ACTION: The Clerk to add to the FGB agenda in January. ACTION AJ**

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Statement of Financial Responsibilities

Staff updated and Purchase Cards added to the Statement of Financial Responsibilities. With these amendments the Statement of Financial Responsibilities were agreed by the committee to be sent to FGB for ratification. **ACTION: The Clerk to add to the FGB agenda in January. ACTION AJ**

Best Value Statement

Governors reviewed the Best Value Statement. Attached as Appendix 1. The Chair requested agreement to adopt the Best Value Statement. **ALL AGREED.**

Adopt CCC Financial Regulations

The Chair recommended the Cambs CC Financial Regulations for adoption by the Finance & Premises committee. **ALL AGREED.**

Benchmarking

This is in progress. The EHT will report to the next Finance & Premises committee meeting on 20th March 2018. **ACTION: Add to the next F & P agenda ACTION AJ**

Finance Reports re Financial Risk, Somersham and St Helen's – Action points

The Acting Business Manager is working through the action points and is putting procedures in place to address the action points raised.

ACTION: Request a report on the actions raised and status of these actions. To produce updated reports to the next Finance & Premises committee meeting. ACTION: Acting Business Manager.

BCR'S

The EHT is meeting with Ray Byford tomorrow, 22nd November 2017 to review the budgets. The October BCR's have been submitted to Ray Byford and the Acting Business Manager has reported key budget pressures.

The key points at this time are:

- The current staffing structure at Somersham and St Helen's is sustainable
- The current staffing structure at Holywell is not sustainable

The final draft budgets will be available for the next Finance & Premises meeting on 20th March 2018. The EHT, Business Manager and Finance Administrators will attend training on the new Arovia system on 15th January 2018.

ACTION: Business Manager to circulate the draft Budget summaries ahead of the meeting. ACTION Business Manager

ACTION: The Clerk to schedule a FGB meeting on 24th April 2018 to ratify the budgets and reschedule the Strategic Board meeting date tba. ACTION AJ

Heads Performance Management recommendations

The Chair of the GB has received the recommendations from the Heads Performance Management committee and once reviewed will make the recommendations by email to the Finance & Premises committee for ratification via email. **ACTION: Circulate Heads Performance Management recommendations to F & P committee for ratification. ACTION BS/AJ**

Pay recommendations 2017

The EHT updated the Finance & Premises with the pay recommendations agreed by the Personnel committee. All of the recommendations were budgeted for.

HW – Pre school request re Playground resurfacing

All governors present agreed with HW – Pre School’s request to resurface an area of the playground.

A governor queried whose liability it is for that area and whether Pre School have their own insurance.

Governors discussed Health & Safety and the EHT advised governors that St H’s buy into the LA H & S team and are entitled to termly KIT visits and a day of consultancy each academic year.

The EHT also advised governors that there needs to be a named governor for H & S. **LB** is the named governor for H & S and will organise termly H & S walk around at all 3 schools.

ACTION: Organise termly H & S walks. ACTION: LB

Policies:

Payment of Governor Allowances

Governors reviewed the Payment of Governor Allowances Policy. The Chair requested agreement to adopt the Payment of Governor Allowances Policy. **ALL AGREED.**

Dates of Future meetings

Finance & Premises – Tuesday 20th March 2018, 6.30pm at Somersham

AOB (previously raised with the clerk)

- PE & Sports Premium: The named governor for PE & Sports Premium advised governors that the PE & Sports Premium has been increased this year to £16k + £10 per pupil. There are 5 priorities and Ofsted will require evidence that the GB have an oversight of the funds and the impact. The named governor has identified the Sports lead in each school and will receive an update on how the funds are being used. A lot of schools are using the extra funding to support CPD for existing staff.

The named governor requested a standing item of PE & Sports Premium to be included on the Finance & Premises agenda for him to report on the impact.

ACTION: Add PE & Sports Premium as a standing agenda item to the F & P committee.

ACTION: AJ

- The EHT reported:

Somersham:

IRF96 – 3 completed in October

2 completed in November

The EHT advised governors that the LA H & S team are taking a particular interest in Somersham’s IRF96. These incidents have been logged however the EHT and the Som HoS have experienced problems logging these on the system due to it crashing.

Challenge: A governor queried if the staff member is being supported through the process.

The EHT replied that the member of staff has been supported.

The meeting closed at 8.40pm.

Demo of new Governor portal (switch over for FGB 9th January 2018)

Barbara English attended in addition to Finance & Premises governors present.

Matthew Sampson guided governors present through the log in process and the applications within the new governor portal.

There being no further business the meeting closed at 9.25pm.

Accepted as a true record

Signature

Date

Action Points	BY WHOM
Report on Risk Assessments and statutory compliance tests and status of these for all 3 schools	Business Manager
To check on call out date of RCC Roofing Contractors and check any follow up actions at that time	BF
Terms of Reference to add to FGB agenda for ratification	AJ
Statement of Financial Responsibilities to add to FGB agenda for ratification	AJ
Benchmarking to add to the next F & P agenda	AJ
Report on status of Financial Risk Assessment action points for next F & P agenda	Acting Business Manager
Circulate draft budget summaries before the next F & P meeting	Business Manager
Schedule FGB meeting for Tuesday 24 th April 2018 for budget ratification	AJ
Reschedule Strategic Board meeting (from 24 th April 2018)	AJ
Circulate Heads Performance Management recommendations via email for ratification	BS/AJ
Organise termly H & S walks for all 3 schools	LB
Add PE & Sports Premium as standing item on F & P Agenda	AJ

Appendix 1



Best Value Statement

The Governors of the Horizons Learning Federation are committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this school and will:

- Regularly review the functions of the school, challenging how and why services are provided and setting targets and performance indicators for improvement;
- Monitor outcomes and compare performance with similar schools and within the school;
- Consult appropriate stakeholders before major decisions are made; and
- Promote fair competition through quotations and tenders to ensure that goods and services are secured in the most economic, efficient and effective way. We will strive to ensure that the school is using its resources effectively to meet the needs of pupils.

We will submit our Best Value statement with the annual budget plan. The progress of the annual budget plan and the Best Value statement will be monitored with the School Improvement Plan (SIP) in order to determine the extent of continuous improvement. When appropriate we link individual budget lines on the initial budget setting document to the main priorities within the SIP.

The school has in place a strategy, updated annually, which will ensure that Best Value will be reviewed and demonstrated. This year we will focus a range of priorities, some of which are:

- Reviewing the school curriculum to maintain and further raise standards
- Working more closely with partners when procuring services to ensure best value