



Minutes of the Finance & Premises Committee – Spring 2018  
 Meeting held at Somersham Primary School  
 Monday 19<sup>th</sup> March 2018 – 1830hrs

**Governors Present:**

Becky Ford (Executive Headteacher) [BF]	Deborah Moss [DM]
Lucy Beadles [LB]	Sarah Reeson [SR]
Deborah Ellmer [DE] (Chair)	Matthew Sampson [MS]
Val Ford [VF]	Barry Smethurst

**In Attendance:**

Mary Lou Tyler [MLT] Federation Business Manager  
 Alison Jackson [AJ] Clerk

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

**Apologies for absence**

Tony Ixer [TI]. The apologies were accepted by the Committee.

The Chair thanked the governors for electing her as Chair and confirmed she was willing to continue however following a recent illness she informed governors that she is not yet fully recovered and will not be able to do as much as previously.

All governors confirmed their full support for her to continue as Chair.

**Declaration of interests**

No declarations of interest were declared.

**Minutes of last meeting: 21<sup>st</sup> November 2017**

The Finance & Premises Minutes 21<sup>st</sup> November 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 & St H Critical Incident Plan	AJ/ MLT	The Clerk will liaise with the Business Manager to complete. <b>ACTION: AJ/MLT</b>
Lettings Policy	MLT	In progress. ACTION: EHT to pass paperwork to Business Manager to draft. <b>ACTION: BF/MLT</b>
HW Pre school lease discussion	BF	LA have advised against giving a long lease. The EHT will discuss with pre-school the reasons for the request. <b>ACTION: BF</b>

Review Fixed Asset Registers	MLT	Ongoing. <b>ACTION: MLT</b>
Check Som purchase card – who holds them and limits	BF	Actioned
Discuss with caretakers – Volunteers day	BF	Actioned
Review Clerk hours	MLT	<b>ACTION: MLT</b>
Attend F & P committee to give overview of BCR's	MLT	Ongoing
Attend BCR meeting with Ray Byford & provide summary to F & P committee	Member of F & P committee	Ongoing
Report on Risk Assessments and statutory compliance tests and status of these for all 3 schools	MLT	To report to the Finance & Premises committee. <b>ACTION MLT</b>
To check on call out date of RCC Roofing Contractors and check any follow up actions at that time	BF	The caretaker confirmed that all issues with the roof occurred outside of the warranty period.
Terms of Reference to add to FGB agenda for ratification	AJ	Actioned
Statement of Financial Responsibilities to add to FGB agenda for ratification	AJ	Actioned
Benchmarking to add to the next F & P agenda	AJ	DfE have not updated the Benchmarking data for 2017/18. The Business Manger will complete the Benchmarking when the data is updated. <b>ACTION: MLT</b>
Report on status of Financial Risk Assessment action points for next F & P agenda	MLT	On Finance & Premises agenda
Circulate draft budget summaries before the next F & P meeting	MLT	To be circulated for F & P 17 <sup>th</sup> April 2018. <b>ACTION: MLT</b>
Schedule FGB meeting for Tuesday 24 <sup>th</sup> April 2018 for budget ratification	AJ	FGB scheduled for Thursday 3 <sup>rd</sup> May 2018 for budget ratification
Reschedule Strategic Board meeting (from 24 <sup>th</sup> April 2018)	AJ	Finance & Premises - 17 <sup>th</sup> April 2018, 6.30pm at St H's Strategic Board - 24 <sup>th</sup> April 2018, 6.30pm at Som
Circulate Heads Performance Management recommendations via email for ratification	BS/AJ	Heads Performance Management was delegated to 3 governors and the recommendations forwarded to the Chair of Governors for ratification and to action. Actioned.
Organise termly H & S walks for all 3 schools	LB	On Finance & Premises agenda
Add PE & Sports Premium as standing item on F & P Agenda	AJ	Actioned

## SFVS Reports

### Holywell, Somersham & St Helen's

The Business Manager had circulated the SFVS reports prior to the meeting. Governors reviewed the documents and the following points added:

- **A.1.** Matrixes to be completed by all Finance & Premises governors for the next Finance & Premises meeting. **ACTION: All F & P Governors**  
**ACTION: Business Manager to add matrixes to be completed to the SFVS action points.**  
**ACTION MLT**

- **A.1.** Link Governor for Training to confirm courses attended by Finance & Premises governors. **ACTION: DM**
- **A.1.** BCR's are a standing agenda item on the Finance & Premises agenda. ACTION: Business Manager to ensure the comments section of the BCR's is completed and to highlight any concerns to governors. **ACTION: MLT**
- **A.3.** Business Manger to draft a clear written procedure for segregation of duties and add this to the SFVS action points. **ACTION MLT**
- **B.13.** The EHT commented that Finance & Premises are not meeting regularly enough and that meetings need to be shorter and more frequent. Governors discussed options.  
**ACTION: For date setting next year the Finance & Premises committee will meet as follows: Finance & Premises – termly & Finance – half termly (not within the first week of the month to allow BCR's to be sent out) ACTION AJ**
- **B.16.** For governor information: Ray Byford has handed over the termly visits to Jane Green for all 3 schools but Ray Byford will continue overseeing the Federation budget.
- **B.17.** Business Manager to add Premises Plan to HW & St H SFVS action points. **ACTION: MLT**
- **B.25.** Business Manager to draft Business continuity plan for all 3 schools and to add this to the SFVS action points. **ACTION: MLT**

### BCR'S

#### Holywell

Forecast carry forward of £20,700.12 surplus

Next year will be the end of the impact from the low number in current Year 6.

#### St Helen's

Forecast carry forward of £41,105.11 surplus

Some of this figure is ring fenced for Pupil Premium, Sports Premium and allotment.

#### **Challenge: A governor queried the carry forward figure.**

The Business Manager confirmed that the carry forward consists of ring fenced funds and some savings within the staff costs.

#### Somersham

Forecast carry forward of £22,635.22 deficit

The Business Manager presented the over spend figures and confirmed that she will investigate. Some may be due to coding issues and may be that the budget for the budget names was unrealistic.

**ACTION: MLT**

The overall Federation budget is not in deficit.

In future the Business Manager will have monthly meetings with EHT and HOS's to review the BCR's.

The EHT informed governors that she has applied for DfE emergency funding for Somersham and St Helen's and inform governors of the outcome.

### **2018/19 Budgets**

Cambridgeshire has not been given enough money to fulfil the fair funding for all schools. There has been a 3% cap placed on the increase that a school can receive.

**St H** budget will receive £2524 extra on last year (falling roll), essentially a stand still budget.

**HW** budget will be increased by £24,492 on last year (increase on roll), increased budget.

**Som** budget will be increased by £80,000 on last (increase of 17 on roll), increased budget.

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Signed and agreed as a true record by the Chair .....

The EHT and Business Manager will meet over Easter to draft the 2018/19 budgets. The Business Manager will contact Jane Green to arrange a meeting on 16<sup>th</sup> or 17<sup>th</sup> April to discuss the budget. **BS** will also attend this meeting. **ACTION: MLT**

An additional Finance & Premises meeting has been scheduled for Tuesday 17<sup>th</sup> April 2018, 6.30pm at St Helen's to discuss the budgets.

#### **HW – Unpaid debt Before and After School Club**

There is a £700 debt for HW BASC – Becky Cooper and the EHT have tried to contact the family to discuss. There have been no reasons given for the debt. The Federation and HW do not have a debt policy.

There have been no invoices paid since October 2017.

The EHT was alerted January 2018 – emailed family, sent a signed for letter stating that if no payment was made then they were no longer allowed to use the BASC from February half term. There has been no communication received from the family. The child no longer attends BASC.

**Next action:** to arrange a face-to-face meeting with HW HOS. **ACTION: BF**

A governor suggested contacting the family to offer to reduce the debt if paid within a time frame and also commented that all users of the BASC should receive a regular monthly statement.

The EHT advised governors that if they decide to write the debt off the LA will need to be notified.

**ACTION: The Business Manager to create a policy/procedure for payment in advance for use of the BASC and a Federation debt policy from September. ACTION: MLT**

**Challenge:** A governor queried if there were any other areas within the Federation that a debt could be accrued.

The Business Manager commented that the only other area was dinner money and confirmed there were no outstanding debts at St H's and **SR** confirmed there were no outstanding debts at HW. St H's after school club is separate to the school. The Business Manger will check for Som. **Action: MLT**

#### **Catering Contracts**

CCS has given schools notice that they will no longer be providing for catering or cleaning by September 2018.

All 3 schools use CCS for the catering.

The Business Manager presented governors with options:

- ESPO – offer a framework of suppliers and charge the winning contractor 0.5%
- CC – will offer on procurement end March/ beginning of April. Charge to each school £300
- Sustainable Catering Consultant – for the tender process – they will write the tender, send to interested parties, meet with parties and present results and receive any questions. Cost £3,000. (Currently paying CCS £10-11k per school to use the kitchen.) This is a local firm and has good references.

The Business Manager commented that there are 170 schools that need to find alternative catering provision and feels that it would be advantageous to use a consultant to set up the tendering process to ensure a good company. The LA option would be a one fits all company.

Governors agreed to appoint Sustainable Catering Consultancy to provide for the tendering of the catering contract for the Federation. **ALL AGREED**

### **Fire Risk Assessment – Holywell**

Point: Check all furniture is fireproof – the chairs in the staff room do not have the fire logo on them.

**ACTION: Business Manger to include replacing the chairs in the Premises Plan. ACTION: MLT**

All other actions completed.

**ACTION: Business Manager to check Som & St H's Fire Risk Assessments for the next meeting.**

**ACTION: MLT**

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

#### **Somersham**

All completed. Staff to be reminded to check finances prior to purchase of equipment.

#### **St Helen's**

Action point: on cheque run, cheque book to be available to check.

**ACTION: Business Manager will implement this on the next cheque run. ACTION: MLT**

### **Health & Safety Inspection**

All 3 reports are available on the governor portal

#### **Holywell**

Points highlighted:

- The entry point for the school is open – on entering the school main door visitors have access to the whole of the school. Pre-school are now meeting visitors at the door instead of buzzing them in. Recommend a double door entry. The hatch for the office is very small.
- Concerned about the height of the fencing in areas around the field. **ACTION: Get quotes for the relevant areas. ACTION: MLT**
- Toilets – Business Manager has emailed contractor

#### **Somersham**

Points highlighted:

- The caretaker has a rolling plan for maintenance and plans to replace carpets
- Install troughs in the boys toilets instead of individual urinals
- Fences are the right height
- Windows onto the courtyard move – need to be supported

#### **St Helen's**

Points highlighted:

- Electrics fixed over February half term
- Car park has holes and there is no lighting
- Hazard register – Asbestos return – Phil Hill, LA called re the lack of monitoring of the asbestos. Tim Conquest has visited the school and has identified a number of areas that require repair work to be actioned asap. The school is now aware of where the asbestos is – in the ceiling and under the carpet.
- The Business Manager has applied for funding support from the County for the roof to include internal ceilings and the roof. A phased replacement of the roof would be agreed.
- Wooden play structure – table tops and benches are rotten and should be roped off to ensure the children do not have access to it. Should be inspected annually.

There will be termly Health & Safety walks of all 3 schools.

### **Somersham Children's Centre**

The EHT and HOS met with Emily Howard and were informed that false information has been given with regards to the children's centre. The Children's centre was funded with Sure Start capital grants, a condition of the grant means that it must be retained for 0-5 use for the next 25 years. The LA propose to offer the lease/licence of the space to the onsite providers, they may consider going out to tender, if the costs for the additional space are deemed unaffordable.

**ACTION: Business Manager and Som HOS to arrange a meeting with the pre-school and kids club to offer support/expertise. ACTION: MLT**

Concerns were raised in the meeting re access to the children's centre and the ownership and maintenance of the gate. Emily Howard will investigate and feedback.

### **PE & Sports Premium and Pupil Premium**

This is an area where the EHT considers that there is a lack of governor input for strategy.

The premiums are received for a specific purpose and the schools must report through the website how spent and the impact on improving outcomes.

The Pupil Premium reports have been completed for last year and are on the websites.

Moving forward the funds need to be used more strategically with the Federation if funds are pooled this could fund a Sports lead which could have a bigger impact on the Federation.

The EHT has a professional day planned with the HOS's next week and will discuss Pupil Premium. Within the budget building a plan will be drafted for the Pupil Premium and the Sports Premium. Sports Premium – currently £4,000 per school spent on HSSP, HW & St H have funded the Prince William for Yr 4, however are struggling to show the impact of this. Other than this the rest of the funds are ring fenced within the budgets.

This needs to be included on the Standards agenda to show the impact of the plans. **ACTION: VF**

### **Policies:**

#### **Health & Safety**

Current Health & Safety Policy is a Federation policy with a school specific section for Holywell & St Helen's. The Business Manager has requested Somersham's Health & Safety policy. The Health & Safety Policy will be drafted for each individual school. **ACTION: MLT**

**ACTION: The EHT to add a Health & Safety section to the Governor Visit Form. ACTION: BF**

### **Accident Reports – Forms IRF96 and F2508**

#### **Som**

Reception child assaulting TA & Teachers

#### **St H**

Reception child assaulting TA & Teachers

A governor commented that the LA should be offering support to the school.

The EHT replied that a lot of responsibility has been placed on the school.

**Challenge:** A governor suggested using Pupil Premium funds to seek advice in supporting the child.

The EHT advised governors that one child has 1 -1 support and the other has 2 -1 support.

### **Dates of Future meetings**

Finance & Premises – Tuesday 17<sup>th</sup> April 2018, 6.30pm at St Helen's

Finance & Premises - Tuesday 26<sup>th</sup> June, 6.30pm at Holywell

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Signed and agreed as a true record by the Chair .....

**AOB (previously raised with the clerk)**

None

There being no further business the meeting closed at 8.57pm.

**Accepted as a true record**

**Signature**

**Date**

<b>Action Points</b>	<b>BY WHOM</b>
Complete the Critical Incident Plans	AJ/MLT
Draft the Lettings Policy	BF/MLT
HW Pre-school lease discussion	BF
Review fixed asset register	MLT
Review Clerk hours	MLT
Report on Risk Assessments and Statutory Compliance Tests all 3 schools	MLT
Complete Benchmarking when data updated	MLT
Circulate 2018/19 budgets prior to F & P meeting on 17 <sup>th</sup> April	MLT
Finance matrixes to be completed by next meeting	All F & P Govs
Add governors to complete matrixes to SFVS Action Plan	MLT
Confirm courses attended by F& P governors to Business Manager	DM
Ensure comments section on BCR's are completed & report concerns to governors	MLT
Draft procedure for segregation of duties and add to the SFVS Action Plan	MLT
Date setting for Finance & Premises meetings for 2018-19	AJ
Add Premises Plan for HW & St H to the SFVS Action Plan	MLT
Draft Business continuity plan for all 3 schools and add this to the SFVS Action Plan	MLT
Investigate Som over spend figures	MLT
Arrange meeting with Jane Green to discuss budgets – 16 / 17 April	MLT
Arrange HW HOS to meet with BASC debtor	BF
Create policy/procedure for payment in advance for BASC and a Federation debt policy	MLT
Check for any outstanding debts in Som	MLT
Include replacing office chairs in Premises Plan for HW	MLT
Check Som & St H's Fire Risk Assessments	MLT
Cheque book to be available with next cheque run at St H	MLT
Get quotes for fencing around field - HW	MLT
Arrange meeting with Som HOS, BM, Pre-school and kids club at Som	MLT
Pupil Premium and Sports Premium to be included on the Standards agenda to demonstrate impact	VF
Draft individual Health & Safety Policies	MLT
Add Health & Safety section to the Governor Visit report form	BF