

## SOUTHFIELDS PRIMARY SCHOOL



### MINUTES OF THE FINANCE & RESOURCES COMMITTEE MEETING HELD ON WEDNESDAY 21 FEBRUARY 2018 AT 6.00PM

**Present:** Natalie Lumb (NL), Laura Martin (Headteacher), Debbie Afford (DA), Paul Loasby (PL), Brian Rush (BR).

**Apologies:** John Durance

**In attendance:**

Sarah Philips (Cover Clerk)  
Susan Bream (School Business Manager)  
Clara King (CK)  
Rizwana Farooq-Ayub (RF)

Item	Issue	Action
<b>1</b>	<b>Welcome and Apologies</b>	
1.1	The chair opened the meeting at 6.03pm and welcomed those present. There was an apology from John Durance and governors accepted this apology.	
<b>2</b>	<b>Declarations of Interest</b>	
2.1	As per register.	
<b>3</b>	<b>Agree Minutes of last Finance Committee meeting</b>	
3.1	Minutes of the meeting held on 18 <sup>th</sup> October 2018 were agreed as an accurate record.	
<b>4</b>	<b>Matters Arising</b>	
4.1	NL has had sight of the risk assessments.	
4.2	Governors require a login to view benchmarking, CK to arrange.	CK
4.3	The kiln room has not been risk assessed as yet and a date is to be confirmed.	
4.4	Equality Objectives framework has been completed, this is to be circulated for ratification.	CK
4.5	<b>Governors queried if there is a timeline for references being issued.</b> The HT confirmed that it is normally only up to 3 years of leaving the school. The school receives a lot of reference and the HT would like to implement that only the line manager gives a reference which would then be signed off by either the Deputy or HT. Governors would have to agree on a timescale.	
<b>5</b>	<b>Finance</b>	
5.1	SB confirmed that at the end of January there was a balance of just under £40,000, which is normal for the time of year. Additional funds will be received for pupil premium so the carry forward will be £44,000.  Some funding has been transferred from the revenue pot and the doors are yet to be invoiced for and is under capital.  SEN is still receiving top up funding.  Sports funding is received in April and November, £16,000 has been received and has been spent.  The school is still paying into the apprentice levy and looking into how this can be used.	

	Pupil premium breakdown was shown to governors, there was a carry forward of £14,000 up until January.	
5.2	Year end is 2 <sup>nd</sup> March 2018 for capital to be submitted. Anything spent in March will go onto next year's budget.	
5.3	The final budget for 2018/19 has still not been received. An indicative budget has been discussed and was based on a 3% allocation of the national funding formula. The final budget will not need to be finally set until the end of May.	
5.4	Governors have received the updated SFVS. They were informed that the inventory is still outstanding but is currently being worked on and should be completed by March.	
5.5	<p>Governors were provided with a vacancy and filled posts within the school. Governors were informed that the school now has a lot of experienced teaching staff.</p> <p><b>Governors asked how many TAs applied for the vacancy.</b> The HT confirmed there were 32 applications received, and 60 packs were issued. The quality of applicants were so good that if money allowed the HT would have liked to of employed more. Two applicants are in reserve dependant on the budget.</p> <p>There was an additional post of HT Personal Assistant, which has been removed. The kitchen deputy, cleaner and explorer's vacancies are still to be filled and have been included in the budget.</p>	
5.1	<p>The financial audit has been completed. No actions have arisen but discussions have taken place on automatic payments rather than using cheques. <b>Governors queried if there would be a limit that could be spent.</b> SB confirmed there would be a limit and included in the financial policy.</p> <p>Governors thanked SB for all her hard work.</p>	
<b>6</b>	<b>Financial Benchmarking</b>	
6.1	<p>The new data is not available with 2016/17 still being shown. Governors have agreed for this item to be carried over to the next meeting.</p> <p>Agenda item to be tabled.</p>	LH
<b>7</b>	<b>Financial Administration document and the Financial Procedures manual for review</b>	
7.1	<p><u>Financial Administration document</u> Governors were informed that the only amendment was the credit card spend has been increased to £7000.</p> <p>Governors noted that the document states that the FGB meets monthly, after a discussion it was agreed that FGB should be just GB meet monthly.</p>	
7.2	<p><u>Financial Procedures Manual</u> Governors have made the same comment as item 7.1 that that the GB meet monthly rather than FGB.</p> <p>Governors agreed that only statutory policies will be approved by the governing body.</p>	
<b>8</b>	<b>GDPR</b>	
8.1	The HT informed governors that it has been recommended that the	

	school have a link governor for this area. PL has agreed to take on this role.	
8.2	<p>There is a deadline of 25<sup>th</sup> May to have the GDPR in place. The HT has been through lots of documentation and felt that the 12 steps to take explains the situation well.</p> <p>Governors were provided with a timeline of what needs to be completed by the school and governors had a detailed discussion on GDPR.</p> <p>A lead person is required to oversee the GDPR but cannot be anyone who is strategically involved in the school. This will be a big role in the beginning but will then be more of a monitoring role.</p> <p>The HT will be meeting with all department heads, caretaker and office staff to discuss what data is being held and the reason for this.</p> <p>The privacy notice will need to be updated and we are currently receiving guidance on this. It is important that the school moves away from paper copies to that everything is kept on a secure server.</p> <p>Governors will be given a school email address.</p> <p>Governors asked if the current servers are large enough to hold all the additional documentation. The HT confirmed that this may be something that needs to be upgraded.</p>	
<b>9</b>	<b>Personnel update</b>	
9.1	Covered in item 5.	
<b>10</b>	<b>EPM Personnel Committee Audit</b>	
10.1	<p>NL has been through and completed as much as possible. NL went through with governor's the sections that still needed to be completed.</p> <p>Governors thanked NL for her hard work on this. NL reported that she felt it was a very useful exercise with still being quite new to her role.</p>	
<b>11</b>	<b>Premises Report</b>	
11.1	<p>The HT went through a report provided by the caretaker.</p> <p>The KS1 floor has been completed but the final finish was not good, so they are coming back during the Easter break to redo.</p> <p>A tree survey has been completed and there were a number of issues that have been dealt with.</p> <p>The fault with the flue for the KS2 boiler has been rectified.</p> <p>There are ongoing structural issues with the roof and a full report will be provided to us by PCC.</p>	
<b>12</b>	<b>Health and Safety Report</b>	
12.1	<p>A health and safety report were provided to governors, it was noted that updates were highlighted in red.</p> <p>Governors asked for an update on the kiln room. The HT informed governors that the school has contracted this out and will be completed soon.</p>	

	Concerns were highlighted that the tree house is to be checked annually for any load bearing issues.	
<b>13</b>	<b>Any Other Business</b>	
13.1	No other business to discuss.	
<b>14</b>	<b>Confirm date of next meeting</b>	
14.1	TBC by the Clerk.	

The meeting ended at 8.30pm.  
This is a true and accurate record of the meeting.

Signed: .....  
**Chair of Finance & Resources Committee**

Date: .....