

Southfields Primary School

Finance & Resources Committee Meeting

13th November 2019 at 6.30pm



Agenda

Item	Issue		Lead	Time	
1	Welcome and apologies		Chair	6.30pm	
2	Declaration of interest		All		
3	Agree Minutes of last Finance Committee meeting		Chair	6.35	
4	Matters arising				
	Matters arising				
		13 February 2019			progress
	Action Kitchen manager to develop a spreadsheet showing recipe costs so that recipes can be updated to reflect cost changes	SBM/Chair	Ongoing	Costings to be added to the financial health check audit.	
	Action Explorer's manager to consider ways of managing places more efficiently.	SBM/Chair	Ongoing	To be added to the financial health check audit.	
		12th June 2019	responsible	By when	progress
4.1	Action, the cost effectiveness of lettings, to be reviewed by the finance and resources committee During the next academic year	Clerk	December 2019		
7.2	Action (CK) To amend and share report format with colleagues,	CK	June 30 th		

	7.3	Action the Sen provision report to be resubmitted to the next finance meeting to identify the impact clearly.	SEND lead	July 10th	Agenda item 12.
	9.1	Action The clerk to liaise with the chair of governors to determine if the AGM could be moved forward to the last meeting of this academic year.	Clerk	July 10th.	Complete
	9.2	Action Chair of Governors to contact Gary Perkins to support Headteacher performance management process.	Chair of Governors	July 10th.	
	18th September 2019.				
	Performance monitoring 18.09.19 4.13	Action to consider the creation of a steering group consisting of finance and monitoring committee members to pursue a line of enquiry.	Clerk		December 11th
	17th October 2019 - Full governing body meeting				
	Staffing during ski trip				
5	Budget update		HT/SBM	6.40	
6	Finance health check update		SBM	6.50	
7	Working time regulations <ul style="list-style-type: none"> ● Staff welfare ● Work/ life balance ● Impact of governor and PTA meetings on staff working time ● Working time regulations and residential trips 		HT	7.00	
8	Adoption of EPM policies 2019/20		SBM	7.15	
9	Health and safety audit		HT	7.20	

10	EPM audit	SBM	7.25
11	GDPR update	HT	7.30
12	Sen provision report	HT	
13	A.O.B		
14	Date of next meeting		7.35
15	Salary review committee 7.30-8.00 pm	HT	7.35