

Southfields Primary School

Finance & Resources Committee Meeting

13th February 2020 at 6.00pm



Agenda

Item	Issue	Lead	Time																								
1	Welcome and apologies	Chair	6.00pm																								
2	Declaration of interest	All																									
3	Agree Minutes of last Finance Committee meeting 13 th November.	Chair	6.05																								
4	Matters arising																										
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4.1	work for lines of enquiry joint - Financial																										
5	Sports funding and PE Leaders report (sports leader) to be invited to attend	JS	6.15																								
6	Health and Safety Report - invited to attend (Sites and Building Manager)	Wayne Eddings	6.25																								

7	Near Miss report and any changes or development to Health and Safety -	Wayne Eddings	6.30
8	Financial Health Check Report -	SBM	6.40
9	Budget Update -	SBM/Ht	6.50
10	Explorer update funding report	SBM	6.55
11	Kitchen and lunchtime staff update	SBM	7.00
12	Pupil Premium - spending report - impact measure discussion	HT	7.10
13	School Financial Value Standards Document presented and signed off to current position	SBM	7.15
14	Indicative budget - If Local Authority have released this (May not be available before or during meeting)	SBM	7.25
15	<ul style="list-style-type: none"> • Financial Administrative Document signed off • Financial Procedures Document signed off • GDPR updated and signed off to current position - DBO new appointment update 	Chair	7.30
16	Staffing update and financial implication	HT	7.40
17	Policies to accept <ul style="list-style-type: none"> • Code of conduct, • Disciplinary procedures relating to misconduct, Disciplinary rules for all employees , Grievance procedures. 	Chair	7.30
18	PTA update on funding and spending	Ht	7.35
19	Charity update overview for last financial year	HT	7.45
20	A.O.B Letter from TA regarding reduction of hours to discuss	Chair	7.50
21	Date of next meeting.		8.00