

MINUTES OF MEETING

School: Carlton Standhill Infants' School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Wednesday, 30 January, 2019 at 6.00pm
Location: At the school

Membership
'A' denotes absence

Mr P Astill (chair)
Mrs J Clarke
Mr A Wilson
Mrs E Edwards
Miss S Flint
Mr T Morley
Mrs S Ghattaora (headteacher)

In attendance

Mrs F Parr (school business manager)
Miss J Waldrom (minuting secretary)

Action

FGP/01/19 Apologies for absence

There were no apologies for absence.

FGP/02/19 Declaration of interest

There were no declarations of interest, either direct or indirect, for items of business on the agenda.

FGP/03/19 Minutes of the last meeting

The minutes of the last meeting held on Wednesday, 10 October, 2018, having been previously circulated, were confirmed as a true record.

FGP/04/19 Matters arising

FGP/30/18 Pay/appraisal policy

Mr Astill enquired regarding the teachers pay policy as this was previously on hold. The headteacher reported that this was now available and that no changes were made to the document.

The Pay Policy was

approved

by governors.

FGP/31/18 Improvements to the playground – quotes

Mr Astill asked if the playground had been formally opened. The headteacher replied that she was unable to arrange an official opening due to unavailability of Notts County Council personnel so a 'soft launch' was performed by the school.

FGP/05/19 Budget update

A budget report with explanatory notes had been previously circulated, and in response to a question from Mr Astill, Mrs Parr stated that the report was more accurate now actual figures were known.

The report covered period 9 of the financial year, and Mrs Parr drew governors attention to photocopying costs which had risen again. The cost of colour printing was discussed, and staff would be reminded again of the costs and usage tracked.

Mr T Morley arrived at 6.11pm.

Mrs Parr reported that the playground had cost £20,000 although the school received £10,000 in Lottery funding, and that replacement laptops were less than £5,000.

The headteacher added that a five year scenario had been set with the finance officer and that the school would have sufficient money until the end of this period.

Mrs Parr reported that a beech tree in the school grounds required reducing in size at a cost of approximately £200.

Quotes

£20,000 had been set aside for redecorating the whole interior of the school, and three quotes had been received.

Details were circulated and discussed, and were as follows:

- Ian Williams - £20,953.53
- PPS - £17,484
- Chris Decorating Services - £24,072

Mrs Parr reported that PPS were highly recommended by other schools including Porchester Junior and Seely Infants.

A separate quote for the PPA room had been requested as this required more work than other rooms, but not all quotes listed this as a separate item.

Governors noted that PPS had produced the cheapest quote although prices differed among the companies for different areas of the school.

Mr Astill enquired regarding the paint to be used, and Mrs Parr confirmed that this was scrubbable. It was noted that school staff would need to move furniture.

Mrs Parr added that PPS were very flexible, a local company and could work weekends.

Governors

approved

the quote from PPS.

Mr A Wilson arrived at 6.26pm.

FGP/06/19 SFVS questions and recommendations

The SFVS assessment form had been completed by Mrs Parr and was previously circulated for comments. Governors noted that only one response was not 'yes' (Part A, Question 1) as the financial skills of the governing body were assessed as being 'adequate'.

Finance training for new Finance and General Purposes Committee members was on the list of agreed remedial actions.

The SFVS assessment form was

approved

by governors.

FGP/07/19 School fund

A breakdown of the school fund with details of transactions had been circulated previously, and it was noted that £11,697 had been generated and £8,326 spent.

Mrs Parr informed governors that the account had been audited and no issues raised by the auditor.

In response to a question from Mrs Clarke, Mrs Parr explained Macmillan costs.

Carla Wing was thanked by Mrs Parr for taking over the bookshop and all that this involved.

FGP/08/19 Policies: Lettings/Charging and Remissions/Finance

A number of policies had been previously circulated:

- *Finance*

Mrs Parr had updated the Finance policy to reflect changes to names, addresses and figures etc, and she reported that recommendations from the last audit had been implemented and a reference to GDPR inserted.

The Finance Policy was

approved

by governors.

- *Lettings*

The headteacher reported that only small changes were made to lettings costs. It was noted that the school had only been used once for a weekend letting in the last year.

Governors

agreed

that the school would not charge After School Clubs for using the premises.

The Lettings Policy

was

approved

by governors, and would be reviewed in three years time.

- *Charging and Remissions*

The headteacher reported that there was no template available from the Local Authority for this policy. A number of updates were received in school which highlighted that activities during the school day could not be charged for, and referred to voluntary contributions for school trips and the cancellation of trips if insufficient funds were available.

The headteacher reported that she had updated the policy with the aid of Notts County Council and DfE guidance.

Mr Wilson asked regarding the number of parents paying for school trips, and Mrs Parr replied that this was at least 80%.

The Charging and Remissions Policy was

approved

by governors.

Mrs Parr was thanked for her work on the budget and she left the meeting at 6.46pm.

FGP/09/19 GDPR policies and updates

The implementation plan had been colour coded and was viewed by governors on a screen using a laptop computer. The headteacher reported that the school was up to date with all items due for completion in the summer term and with all items except one to be completed during the autumn term.

The headteacher and Miss Randall had attended training the previous day, and the headteacher explained the following documents which were presented for governors to view:

- Corporate Risk Register
- Privacy Impact Assessment
- Privacy Impact Assessment Guidance

These would be completed by the headteacher, and all were

HT

approved

by governors.

The headteacher would produce a report on GDPR to be presented to governors during the summer term.

HT

FGP/10/19 Determination of confidentiality of business

Governors considered whether anything discussed during the meeting should be deemed confidential. It was

resolved

that nothing discussed was of a confidential nature.

FGP/11/19 Date of next meeting

The next meeting will be held on Wednesday, 15 May, 2019 at 6.00pm.

The meeting closed at 7.05pm.

Signed(chair) Date

JW/Is