

**Houghton Primary School**  
**Finance, Personnel, Premises & Safety Committee meeting**  
**21 June 2016 at 6.30pm**

**Governors Present:**

Gary Doyle (GD)	Chair of FPPS
Alan Williams (AW)	Chair of FGB
Christopher Dodd (CD)	Governor Member of FPPS
Jean Hayes (JH)	Governor Member of FPPS
Carol Munro (CM)	Governor Member of FPPS
Georgina Young (GY)	Headteacher

**Also present:**

Sue Jordan (SJ)	School Business Manager
Caroline Lewis (CL)	Clerk to Governors

Mike Tofts (MT) for the presentation only.

	Agenda Item	Action
1	<p><b>Presentation by Mike Tofts (MT) for the energy refit programme:</b></p> <p>a. MT presented the Energy Refit Conservation programme, which had been initiated by Greater London Authority to improve the energy efficiency of its public buildings.</p> <p>b. The scheme had now been adopted by Cambridgeshire County Council (CCC).</p> <p>c. The programme offered a loan at an attractive rate over 15 years to enable public buildings, including schools, to install agreed energy-saving initiatives and reduce fuel bills. The cost of the loan would be off-set from the start by the savings made.</p> <p>d. Following a visit to the School, a business case had been drawn up, detailing the areas in which energy savings could be made. MT showed Governors the business case and outlined the main figures at the meeting. He confirmed that the complete business case was available online for further investigation.</p> <p>e. The business case included costings and savings for:</p> <ul style="list-style-type: none"> <li>• Introduction of solar energy</li> <li>• Improvements in lighting</li> <li>• Increased insulation to the HVAC system</li> <li>• Emitter controls,</li> <li>• Zoning of heating</li> <li>• A building energy monitoring system (BEMS).</li> </ul> <p>f. The business case for the complete package suggested financial savings of 20% on energy use and carbon savings of 16% for a project capital cost of £30,000.</p> <p>g. Governors asked MT a number of questions about the business case and the operation of the scheme. They were impressed by the figures presented but were most concerned to know more about:</p> <ul style="list-style-type: none"> <li>i. How savings would be evaluated.</li> <li>ii. Monitoring and verification process for the contract.</li> <li>iii. Which other schools had taken up the offer (Ernulf and Stukeley Meadows, both in 2015).</li> </ul>	

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	<p>iv. How long the scheme would be offered at the current price.</p> <p>v. What penalties the School would face if it accepted the loan but then had to withdraw from the scheme during the 15 year loan period.</p> <p>h. Governors thanked MT for his presentation and agreed to discuss the scheme further.</p> <p><b>MT left at 7.15pm.</b></p> <p>i. Governors discussed the energy saving programme.</p> <p>j. They agreed that introducing solar panels into the School was financially the most attractive element of the scheme and that it would be worth investigating whether the School could decide to take part of the package offered.</p> <p><b>k. Governors agreed that a small sub-committee should investigate details of the offer.</b></p> <p><b>Actions:</b></p> <p>1. Chair, AW, CD and RM to form a sub-committee to investigate the energy refit programme offer.</p> <p>2. SJ to forward energy refit programme access details to the sub-committee.</p>	<p>Chair, AW,CD,RM</p> <p>SJ</p>
2	<p><b>Apologies:</b></p> <p>There were no apologies.</p>	
3	<p><b>Declarations of Pecuniary Interest:</b></p> <p>There were no declarations of pecuniary interest.</p>	
4	<p><b>Actions arising from Minutes of the last meeting:</b></p> <p>a. Head to ensure date of signing had been included on all policy documents held on the website.<b>See Item 8a.</b></p> <p>b. SJ to discuss location of stopcock with new Caretaker.<b>Completed.</b></p> <p>c. SJ to get quotes for extending the fence at the front of the School. SJ confirmed that quotes had been received. The extension to the fence would go ahead at a cost £1300.</p> <p>d. Chair to check that Governors' Financial skills audit as at 31 March 2016 was completed and on file.<b>Completed.</b></p> <p>e. AW to decide whether the Chair of Governors should hold a list of all Governors' procedures. These were contained within the Governors' Handbook.<b>Completed.</b></p> <p>f. Chair to contact CD to confirm a date to discuss the maintenance plan.<b>See Item 9c. Completed.</b></p> <p>g. AW to lead on producing the combined Accessibility Plan.<b>See Item 8c.</b></p> <p>h. Chair to contact CD to confirm a date to discuss H&amp;S issues.<b>See Item 10.Completed.</b></p> <p>i. SJ to forward details of parking notices to AW to send to neighbours. AW to also send the CC report on parking in Green Lane.<b>Completed.</b></p> <p>j.</p>	
5	<p><b>Finance:</b></p> <p><b>a. Monitor 2016-17 budget:</b></p> <p>i. GD distributed details of the budget to Governors.</p> <p>ii. Agreed pay rises would be reflected in the figures from January 2017.</p> <p>iii. The forecast of outturn was reflected across the whole 12 month period.</p>	

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	<ul style="list-style-type: none"> <li>iv. Actual electricity costs for 2015-16 had been used to calculate those for 2016-17. SJ told Governors that she had used the February bill to provide an indicative forecast for the next 12 months, so this figure would alter as subsequent invoices were received.No additional winter-weighting was included.</li> <li>v. SJ pointed out that similar forecasting was not possible for gas usage, which varied considerably during the year.</li> <li>vi. Phoenix Club income and expenditure was now included within the main School account. <i>In response to a question, SJ confirmed that parents paid in advance for Phoenix Club.</i></li> <li>vii. Capital expenditure was split between IT and property.</li> </ul> <p><b>b. Latest forecast in light of the SEN requirement/High Needs funding:</b></p> <ul style="list-style-type: none"> <li>i. The Head distributed the staffing plan for 2016-17 for discussion at the meeting. She had highlighted it to show the levels of high needs funding across the School.</li> <li>ii. The Head confirmed that following her email to all governors earlier in the month and communication with the LA Head of Finance, Ray Byford, she was recruiting for 5 x TA posts across the School. The posts were for children with EHC Plans either joining the school (in YR and Y3) and those with EHC Plans already in school who would be in Y6. She had not reduced the hours of other support staff who would continue to provide support for children across the school.</li> <li>iii. <i>In response to a question from a Governor, the Head confirmed that these additional TAs were being recruited as temporary staff with specific responsibilities for those children joining the School in September.</i></li> <li>iv. <i>In answer to a question from another Governor, the Head confirmed that those TAs already employed within the School were permanent staff who provided support across the School.</i></li> <li>v. Governors discussed the detailed needs of each Year group.</li> <li>vi. Governors agreed with the Head's concern about the level of support needed in Reception. Children joining the school with EHC Plans in place have had their needs assessed within pre-school settings where ratios are different and they are only in the setting part-time. These hours would need to be reviewed immediately that the children join in order to ensure each child's requirements in terms of education, health and well-being. Until this is done it is very likely that those children may have to attend on a part-time basis.</li> <li>vii. <i>In answer to a question from Governors, the Head confirmed that 1 x teacher and 1 x TA had received 4 half days of basic training in the use of Makaton.</i></li> <li>viii. <i>The same Governor asked the Head for her view of admissions of children with high needs across the School.</i> She told Governors that neither Reception (starting in September) nor the current Year 2 classes were full. However, because of the number of children joining the Reception class in September who had EHC Plans, Governors would have to consider any further requests for children with additional needs joining the school very carefully, reminding them that each application for a child with an EHC Plan has to be considered by Governors.</li> <li>ix. Consideration would have to take into account the capacity of the School to be able to address the needs of each child within a class where needs were already high.</li> <li>x. The Head confirmed that she had informed Head of Finance at the LA of the recruitment implications on the budget as it had been set before the</li> </ul>	
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	<p>children with EHC Plans had been confirmed. The impact was a possible deficit of £7,800. Governors had seen the response from Ray Byford which stated that the School should go ahead with recruitment.</p> <p><b>xi. Governors thanked the Head for her detailed analysis of the support required and agreed that the recruitment of 5 x additional TAs was necessary to maintain the level of support to all children across the School.</b></p> <p><b>c. Forecast of capital expenditure in 2016-17:</b></p> <p>i. SJ reminded Governors that £5,000 of expenditure had been brought forward from plans made in 2015-16. These included:</p> <ul style="list-style-type: none"> <li>• New fence: £1,300.</li> <li>• New doors £2,600.</li> <li>• Further security measures £1,500.</li> </ul> <p>ii. SJ reminded governors that most of the expenditure related to the Phoenix Club and would be covered by the Club's funds.</p> <p>iii. Other items were discussed at Agenda Item 9.</p> <p><b>d. School Fund:</b></p> <p>i. SJ confirmed that the School Fund account was now ready to be closed and remaining funds transferred into the main School account.</p> <p>ii. AW and the Chair then signed the letter to close the School Fund account at the meeting.</p>	
6	<p><b>Governor business:</b></p> <p><b>Review TOR for FPPS:</b></p> <p>a. The TOR was forwarded to members of the Committee for annual review prior to the meeting.</p> <p>b. There were no amendments and it was signed by the Chair.</p> <p><b>Action: Clerk to forward the TOR to FGB for confirmation.</b></p>	Clerk
7	<p><b>Personnel:</b></p> <p>a. <b>Staff update:</b></p> <p>i. The staffing plan for 2016-17 had been shared with Governors at Agenda Item 5b.</p> <p>ii. The Head confirmed that all teaching staff were in place for 2016-17.</p> <p>b. <b>Professional Development:</b></p> <p>i. The Head circulated a table showing the training and professional development of staff during the year. She pointed out that it was linked to the SDP.</p> <p>ii. Most of the training was either in-house and/or bespoke, which was largely more valuable than general training provided across a number of schools. The Head gave examples.</p> <p>iii. The table did not include staff meetings. Nor did it include the monthly release of teachers for SDP work, which was enabled by AR and the TAs, who organised sports afternoons for the children.</p> <p>iv. Areas of training which were particularly valuable included:</p> <p>a) Staff training in the teaching of German provided as part of the school's work with the Goethe Institute (without cost).</p> <p>b) Maths with Herts for Learning.</p> <p>c) Work on developing assessment in the Foundation subjects following a presentation and discussion with the Sports Council Chief Executive, Kevin Barton.</p> <p>c. <b>Performance Management:</b></p>	

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	<ul style="list-style-type: none"> <li>i. Final staff reviews were currently taking place.</li> <li>ii. Governors needed to contact the Head concerning her mid-year review.</li> <li>iii. Governors agreed that the Clerk should also be included in the annual review process.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>1. <b>The Chair to contact the Head to arrange a date on which to carry out her review.</b></li> <li>2. <b>AW to arrange for the Clerk to be included in the annual staff review process.</b></li> </ul>	<p><b>Chair</b></p> <p><b>AW</b></p>
8	<p><b>Policies and Procedures:</b></p> <p>a. <b>Overall policy review – status of reviews:</b></p> <ul style="list-style-type: none"> <li>i. JH had gone through a hard-copy of the list of policies and made notes of the actions required for each. She noted that some policies did not currently include review dates.</li> <li>ii. Governors asked that the list be extended to show those that were statutory policies.</li> <li>iii. JH and AW agreed to work together to take the revised list of policies to FGB so that the work of reviewing the policies could be divided between the Committees.</li> <li>iv. All hard-copies of policies held on file were signed and dated. Governors agreed that all new policies, and each policy as it was reviewed, would have the date of signature and date of review incorporated in the electronic copies.</li> </ul> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>1. <b>The Head to forward an electronic copy of the list of policies to JH.</b></li> <li>2. <b>JH and AW to present the revised list of policies to FGB.</b></li> <li>3. <b>Clerk to include Review of Policies on the agenda for FGB on 5 July 2016.</b></li> </ul> <p>b. <b>Governors Departure procedure:</b> Agreed at the previous meeting; no further action required.</p> <p>c. <b>Accessibility policy update:</b> Members of the TABS committee needed to consult parents, following which the different elements of the policy could be consolidated.</p>	<p><b>Head</b></p> <p><b>JH,AW</b></p> <p><b>Clerk</b></p>
9	<p><b>Premises:</b></p> <p>a. <b>Phoenix fees update:</b></p> <ul style="list-style-type: none"> <li>i. SJ reported that the revised fees schedule had been issued to the Phoenix Club.</li> <li>ii. <i>In response to a question from a Governor, SJ confirmed that Option 1 (rounded fees) had been agreed.</i></li> </ul> <p>b. <b>Update including review of premises support:</b></p> <ul style="list-style-type: none"> <li>i. Costings for extending the fence at the entrance to the School had been agreed.</li> <li>ii. The Head informed Governors that the Caretaker was actively involved in routine maintenance and had been pro-active in dealing with a number of issues.</li> </ul> <p>c. <b>Maintenance Plan:</b></p> <ul style="list-style-type: none"> <li>i. Governors thanked CD for the photographic maintenance schedule of condition forwarded in advance of the meeting. They agreed that having each item colour-coded, together with photographs, was extremely</li> </ul>	

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	<p>helpful.</p> <ul style="list-style-type: none"> <li>ii. CD pointed out that the plan still needed to be discussed with the Caretaker when the latter returned from annual leave and that no costings had yet been undertaken.</li> <li>iii. <i>In response to a question, CD confirmed that the water collecting in one area of the flat roof was the most urgent item. It needed further investigation and action to prevent damage.</i></li> <li>iv. <i>A Governor asked about the work required to the floor in the hall. The floor needed to be re-buffed during the summer holiday. The Head suggested that CCS should be asked to train the Caretaker.</i></li> <li>v. <i>In answer to another question, the Head confirmed that the shed would be replaced.</i></li> </ul> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. SJ to discuss the maintenance plan with the Caretaker.</li> <li>2. CD and SJ to arrange inspection of the flat roof where water collected.</li> <li>3. SJ to ask CCS for advice about the work required to the floor in the hall.</li> <li>4. CD to produce a schedule of priorities for costing.</li> </ol> <p><b>d. Capital Plan linked to budget:</b> Governors agreed that costings for the work indicated in the maintenance plan would need to be included in the budget.</p>	<p>SJ CD, SJ SJ CD</p>
10	<p><b>Safety:</b></p> <ul style="list-style-type: none"> <li>a. <b>Health and Safety Update:</b> <ul style="list-style-type: none"> <li>i. CD confirmed that he and SJ had met with the Caretaker and reviewed Health &amp; Safety issues.</li> <li>ii. CD needed to attend an H&amp;S course.</li> </ul> </li> </ul> <p><b>Actions:</b></p> <ol style="list-style-type: none"> <li>1. CD to provide Governors with notes from the Health &amp; Safety meeting.</li> <li>2. CD to attend H&amp;S training.</li> </ol> <ul style="list-style-type: none"> <li>b. <b>Fire Alarms:</b> <ul style="list-style-type: none"> <li>i. The Head informed Governors that the School had recently responded to two fire alarms:           <ol style="list-style-type: none"> <li>a) The first was a silent training exercise, evacuating the school without the use of alarm bells, which went smoothly.</li> <li>b) The other was an evacuation in response to alarms sounding when a smoke alarm was triggered during a cooking session in one of the classrooms.</li> </ol> </li> <li>ii. The Head was pleased to report that during the second evacuation, the School was evacuated within 2 minutes. However the following concerns were raised:           <ol style="list-style-type: none"> <li>a) Southern Monitoring, which was responsible for reacting to sounding alarms, informed the Business Manager that they had adopted a new policy of only calling the Fire Service following verification of a fire by contacting staff.</li> <li>b) The Head was concerned about this as the staff were not trained 'Fire Marshalls'. The training they had received from the LA had given the direct instruction that everyone should evacuate and not look for or fight fires.</li> <li>c) Governors shared the Head's concerns about the length of time that verification of a fire could take, particularly out of School hours, and the potential requirement to send staff into an area of danger to</li> </ol> </li> </ul> </li> </ul>	<p>CD CD</p>

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	<p>verify a fire.</p> <p>d) The continuing issue of Southern Monitoring telephoning the out-of-hours contact numbers during school hours. They had been informed, more than once, that they needed to telephone the School during school hours in term times (they had been provided with the times and dates) and to only use the out-of-hours contact numbers out of hours.</p> <p>iii. Governors agreed that advice was needed from Cambridgeshire County Council and the Fire Service on how to proceed to ensure the safety of the School.</p> <p>iv. The Business manager also informed Governors that alarm coverage had been found to be insufficient in one of the outside courtyard areas, for which an additional alarm bell was required.</p> <p><b>Actions:</b></p> <p>1. <b>Head to contact Cambridgeshire County Council and the Fire Service for advice about response to alarms.</b></p> <p>2. <b>SJ to confirm that Southern Monitoring had the correct contact numbers.</b></p> <p>3. <b>SJ to arrange for an additional alarm bell for the outside courtyard.</b></p> <p><b>c. Evacuation/Invacuation:</b></p> <p>i. The Head informed Governors that the Pre-School, which operated separately from the main School, used different evacuation plans and currently had no plans in place for invacuation.</p> <p>ii. She confirmed that this was being discussed so that both Schools had complementary plans in place.</p>	<p><b>Head</b></p> <p><b>SJ</b></p> <p><b>SJ</b></p>
11	<p><b>Any other business</b></p> <p><b>a. Report from Termly Briefings:</b></p> <p>i. The Chair had attended the Governors' briefing and forwarded notes to Governors.</p> <p>ii. The Clerk had attended the Clerks' briefing and forwarded notes to Governors.</p> <p>iii. There were no queries.</p> <p><b>b. Proposed dates for FPPS meetings in 2016-17:</b></p> <p>i. AW had canvassed Governors and confirmed that Tuesday was the preferred day on which to hold Governors' meetings.</p> <p>ii. Dates of meetings in 2016-17 would be confirmed at FGB.</p> <p><b>Action: Clerk to send proposed dates for 2016-17 meetings to the Chairs of FGB, FPPS and TABS for agreement at FGB.</b></p> <p><b>c. Annual Governor training and support subscription:</b> Following receipt of AW's email of 18th May, Governors agreed to continue to subscribe to the LA's programme for Governors' training and support. <b>Action: SJ to pay the subscription for Governor training and support for 2016-17.</b></p> <p><b>d. Audit of Governing Body Effectiveness:</b></p> <p>i. AW had circulated the blank audit form to Governors by email on 5 May 2016.</p> <p>ii. He reminded Governors to ensure they provided their input so that the audit documentation could be finalised at FGB.</p>	<p><b>Clerk</b></p> <p><b>SJ</b></p>

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