

**Houghton Primary School
Finance, Personnel, Premises & Safety Committee meeting
25 April 2017 at 6.30pm**

Governors Present:

Gary Doyle (GD)	Chair of FPPS
Marina Hilton (MH)	Chair of Governors
Alan Williams (AW)	
Georgina Young (GY)	Headteacher

Also present:

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

Agenda Item	Action
<p>1 Apologies: Due to the unavoidable but short notice change of date for the meeting, not all the members of the Committee were able to attend.</p> <p>Apologies were accepted from: Carol Munro (CM) Gail Stapleford (GS)</p>	
<p>2 Declarations of Pecuniary Interest: There were no declarations of pecuniary interest.</p>	
<p>3 Confirmation and signing of Minutes of FPPS meeting on 28 February 2017:</p> <p>a. The Minutes of the meeting on 27 February 2017 were agreed by the Committee and signed by the Chair.</p> <p>b. There were 2 items that had been recorded, for which further clarification was needed. These would be discussed at Agenda Item 6b below.</p>	
<p>4 Actions arising: The Actions schedule was circulated to Governors prior to the meeting. Actions remaining open after the last FPPS Committee meeting:</p> <p>a. <i>Action Item 38: See Agenda Item 8ai. Closed.</i></p> <p>b. <i>Action Item 39: Premises management policy documents now ready.</i> Action: CM and SJ to go through premises management policies.</p> <p>c. <i>Action Item 42: Completed.</i></p> <p>d. <i>Action Item 43: See discussion and decision at Agenda Item 6. Closed.</i></p> <p>e. <i>Action Item 44: See discussion and decision at Agenda Item 6. Closed.</i></p> <p>f. <i>Action Item 45: Completed.</i></p> <p>g. <i>Action Item 46: Alteration to action: The Head tasked SJ with contacting the LA for advice.</i></p> <p>h. <i>Action Item 47: Ongoing.</i></p> <p>i. <i>Action Item 48: Ongoing.</i></p> <p>j. <i>Action Item 49: Addition to action: Date for review to be confirmed.</i></p>	<p>CM, SJ</p> <p>SJ</p> <p>MH SJ CM, Head</p>
<p>5 Governor business:</p>	

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	<p>Governors' strategic vision:</p> <p>a. The Chair and MH had re-drafted the "cloud". In order to properly discuss the content, discussion was delayed until the next FPPS Committee meeting.</p> <p>b. A Governor present raised 2 points, which were noted.</p> <p>Action: Clerk to include strategic vision "cloud" on Agenda for FPPS Committee meeting on 13 June 2017.</p>	Clerk
6	<p>Finance:</p> <p>a. Year end 2016-17 budget:</p> <p>i. The Chair updated the meeting on the end of year situation for 2016-17 and thanked SJ for all the work involved in closing the 2016-17 accounts and preparing the submission for the 2017-18 budget.</p> <p>ii. There were 2 x main points to note:</p> <p>a) The carry forward was £78,311. However, this included the Phoenix Club funds. The actual School carry forward figure was £14,811.</p> <p>b) A health insurance refund had been received in respect of the teacher on sick leave, which had increased the carry forward figure from that previously forecast.</p> <p>b. Budget 2017-18:</p> <p>i. The proposed budget figures had been circulated to Governors prior to the meeting.</p> <p>ii. The Head informed Governors that there was no LA budgeting toolkit for 2017-18 and gave the reasons. The toolkit from 2016-17 had been used and adjusted manually to provide the figures for 2017-18.</p> <p>iii. A small buffer of £2154 remained after balancing the accounts for 2017-18.</p> <p>iv. Discussion followed on factors included in the budget:</p> <p>a) Staffing:</p> <p>1) Insurance cover for the teacher on long-term sick leave would be received. However, the School had to meet expenses for the first 2 weeks of the new financial year.</p> <p>2) One TA had left at Easter and was not being replaced.</p> <p>3) No replacement for a member of staff who was leaving to go travelling at the end of the summer term.</p> <p>4) One of the office staff had reduced working hours to 4 days per week.</p> <p>5) SJ had not reduced working hours but by agreement was working 1 day at home each week.</p> <p>6) There was insufficient flexibility in the budget to allow changes to the Caretaker's contract in 2017-18.</p> <p>7) SEN funding had been adjusted. The 10 x children currently with EHCP were all included in the budget. 2 of these children were now going to get additional funding following the annual review of their needs.</p> <p>8) From September, the number of children with EHCP would reduce to 8, with a possibility of one additional child joining. This would result in a cost to the School of £54,000 for the 9 x children with EHCP as the school was responsible for paying the first £6,000 per child.</p> <p>9) <i>Being aware that EHCP financial cover provided was less than</i></p>	

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	<p><i>that actually needed, a Governor asked how this would be dealt with and the Head gave examples.</i> The tight budgetary position would have a significant impact on staffing.</p> <p>10) The Head gave examples of how budget for support staffing had been drafted. She commented that there was no need to lose support staff but it was necessary to lose hours. <i>A Governor asked how that could be done, to which the Head explained the modelling.</i></p> <p>11) The Head confirmed that there would be no changes to teacher posts, which would remain at 7 x full time teachers plus SENDCo.</p> <p>b) Phoenix:</p> <p>1) At the previous meeting, Governors had agreed that £12,000 should be transferred from the Phoenix Club funds to cover revised rental charges for the past 3 years.</p> <p>2) Governors now wished to re-consider that earlier decision and discussed the way forward.</p> <p>3) The number of children attending the Phoenix Club was likely to go down in September, so revenue from the Club was less certain for the coming year. Governors were also anxious to ensure that Phoenix funds did not fall below the previously agreed reserve level of £30,000.</p> <p>4) Having reviewed the 2016-17 end of year numbers Governors agreed that:</p> <ul style="list-style-type: none"> • The annual rental for Phoenix Club should be increased to £16,000k rental from 2017-18. • The increase of rent would not be backdated for 3 years as originally agreed at FGB on 27 February 2017. • £4,000 should be transferred from Phoenix Club funds into the main School account in respect of 2017-18. <p>Action: SJ to transfer £4,000 from Phoenix funds to cover rental increase from 2017-18.</p> <p>c) Items taken out of the budget for 2017-18: <i>A Governor queried an item to come out of the budget for 2017-18.</i> SJ explained the reason.</p> <p>d) Apprentice levy: 0.5% of the employee figure had yet to be included in the budget on the assumption that the LA would devolve the levy to Schools.</p> <p>e) Insurance premium: Reduced marginally from 2016-17.</p> <p>f) Building maintenance:</p> <p>1) <i>In response to a query, SJ explained the detailed figures.</i> See also Agenda Items 9 and 10.</p> <p>2) <i>Another Governor had a query about the sprinkler system, to which SJ responded.</i></p> <p>3) See also comment during the 5-yearly Fire Assessment about the sprinkler system at Agenda Item 10b</p> <p>g) IT software budget:</p> <p>1) The figure had been reduced.</p> <p>2) <i>In response to a query, the Head informed Governors that Target Tracker would now only be used for EYFS.</i> Other methods of checking progress were in place for the rest of the School.</p> <p>h) Educational visits:</p>	<p>SJ</p>
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	<p>a copy. The lease was for 7 years and was due for review in November 2018. She gave Governors a copy of the lease.</p> <p>iii. The lease was quite clear about the peppercorn rent itself and other charges being established at 6.5% of the whole-School PI. SJ had therefore used this figure to examine the charges made to Pre-School.</p> <p>iv. PI as at end Mar. Set up in 2011, due review Nov 2018 (7 years). Full value of whole school on PI. MH queried refuse.</p> <p>v. Governors discussed the detailed figures provided by SJ. Over the period since 2011 when the lease was established, the following were queried:</p> <p>d) <i>Number of administration hours.</i> SJ acknowledged that there had been an increase of 20% over 6 years and gave details.</p> <p>e) <i>Use of office space.</i> The Head confirmed that Pre-School was now using 75% of the office space available, rather than the original 50% as intended.</p> <p>f) <i>Use of storage space.</i> The Head responded that Pre-School had asked about installing storage sheds but this had been refused due to lack of space and for health and safety reasons.</p> <p>g) <i>Use of outdoor space.</i> The Head confirmed that the Pre-School use the play area belonging to the School on a daily basis (beyond the area that they rent). They occasionally used the school field.</p> <p>h) <i>As Pre-School and Phoenix Club were set up to equally share the facilities available, a Governor asked whether comparable cost analyses had been carried out on both.</i> SJ responded that they were not like-for-like and gave details.</p> <p>iii. The Head suggested that Governors might wish to visit the building to inspect the use of space. Governors agreed that prior to the next FPPS on 13 June 2017, they would carry out an out-of-hours visit to the premises to look at the space being used.</p> <p>iv. They asked SJ to give notice.</p> <p>Action: SJ to inform Pre-School that Governors would visit Pre-School premises on 13 June 2017.</p> <p>e. Phoenix Club charges review: This was covered as part of the budget 2017-18 discussion.at Agenda Item 6b above</p>	<p>SJ</p>
<p>7</p>	<p>Personnel:</p> <p>a. Staff update:</p> <p>A number of personnel issues were raised as part of the discussion at Agenda Item 6b. These included:</p> <p>i. The Head gave an update on teacher on long-term sick leave, including the cover being provided. The teacher's return date was still to be determined. The Head was considering cover for the autumn term including reviewing the current arrangements to enable the current teacher who is covering to return to her year group for the start of the school year. Short term cover would potentially be needed in the autumn for the class belonging to the teacher on long-term sick leave and for the duration of a phased return to work.</p> <p>ii. 2 x teachers had voiced interest in working part time from September. After discussion Governors suggested that the Head should ask EPM for advice about due process in case this became a formal request.</p> <p>Action: Head to ask EPM for advice about action to be taken by the</p>	<p>Head</p>

	<p>School if a teacher applied to work part-time.</p> <p>iii. One TA had reduced working hours before Easter. These hours had been taken up by another colleague.</p> <p>iv. The Head informed Governors that a teacher had asked about the possibility of being released and supported for developmental training. The Head had advised her that the school was unable to fund the training and further consideration would need to be made about her participation. <i>Governors held a detailed discussion during which a number of questions were asked by Governors.</i> The Head gave detailed responses. Governors were satisfied with her answers.</p> <p>b. Professional Development: Professional development was discussed at FGB on 21 March 2017.</p> <p>c. Performance Management: The Head updated Governors on progress with performance management. There were no questions.</p>	
8	<p>Policies and Procedures: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies due for review by FPPS Committee in summer 2017:</p> <p>i. Accessibility policy update:</p> <p>a) 3 x dates for a meeting between Governors and the Head had been set but each had been justifiably delayed.</p> <p>b) Governors agreed that there should be no further delay in finalising the Accessibility Plan and that in the unavoidable absence of one governor, MH should meet with the Head and the other governor to resolve any remaining issues.</p> <p>Action: MH, AR and Head to agree date for Accessibility Plan meeting in May 2017.</p> <p>ii. Governor Allowances policy:</p> <p>a) The Head reminded Governors that this was an existing policy for review. She handed out a hard copy of the revised policy, which contained 2 x proposed amendments.</p> <p>b) Both amendments were accepted by Governors.</p> <p>The revised policy was agreed and adopted by Governors.</p> <p>b. Non-Statutory policies for review by FPPS Committee in summer 2017:</p> <p>i. Educational visits: The teacher with responsibility for educational visits was on sick leave. The Head would review the policy. Action: Head to review existing Educational Visits policy.</p> <p>ii. DBS – Ex offenders:</p> <p>a) The Head reminded Governors that the School policy was a customised version of the EPM model policy, which had not altered since 2013.</p> <p>b) Governors did not wish to make any alterations to the existing policy.</p> <p>The revised policy was agreed and adopted by Governors.</p>	<p>MH, AR, Head</p> <p>Head</p>

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	<p>iii. Stress management:</p> <p>a) The Head reminded Governors that this, too, was a School policy based on an EPM model policy. There had been no alterations to the LA guidance since 2006.</p> <p>b) Governors did not wish to make any alterations to the existing policy.</p> <p>The revised policy was agreed and adopted by Governors.</p>	
9	<p>Premises:</p> <p>Maintenance Plan update:</p> <p>SJ gave a verbal update on the maintenance areas covered at the last meeting:</p> <p>a. Grass area in the playground: CM to follow up when the treehouse work was finished.</p> <p>b. Pergola and guttering: Both had been cleaned.</p> <p>c. Hall ceiling tiles: Repaired by Caretaker</p> <p>d. Damp on outside wall: Agreed modification to be added in summer.</p> <p>e. Hall door: Quote to be obtained.</p> <p>f. Internal decoration: Quote obtained for £3415, divided into areas. 2nd quote needed. Work to be carried out in summer holidays.</p> <p>g. New item: Quote obtained for built-in storage for PE equipment in the hall.</p> <p>h. New item: The Head informed Governors that the School needed to look at a new phone system. Governors tasked SJ with investigating provision.</p> <p>Actions:</p> <p>1. CM and SJ to arrange meeting date to discuss Maintenance and Health & Safety.</p> <p>2. SJ to investigate provision of a new phone system for the School.</p>	<p>CM, SJ</p> <p>SJ</p>
10	<p>Safety:</p> <p>Health and Safety Update:</p> <p>a. Risk Assessment (RA) for Pregnant Workers:</p> <p>i. SJ informed Governors that following notification that a member of staff was pregnant, she had drafted a Risk Assessment (RA) for a pregnant lady.</p> <p>ii. SJ would go through the RA with the relevant teacher.</p> <p>b. 5-Yearly Fire Assessment:</p> <p>i. The Head SJ informed Governors that the Fire Brigade had carried out the 5-yearly assessment on 24 April 2017.</p> <p>ii. The inspection was unannounced.</p> <p>iii. Governors were pleased to hear that the School scored 0 on a scale where 35 or less was deemed to be good.</p> <p>iv. Points to note were:</p> <p>a) Having the sprinkler system was a major bonus.</p> <p>b) The School had good record keeping, safety procedures and plans for exiting the building.</p> <p>c) The internal doors had fire seals but were not classed as fire doors.</p> <p>d) The gap between the double doors was too great and would need rectifying.</p> <p>v. The formal report from the Fire Brigade was awaited.</p> <p>c. School Field:</p> <p>i. Children had been seen on the enclosed School field at Easter.</p> <p>ii. On investigation, it was clear that they had climbed over the side fence.</p> <p>iii. The Caretaker had carried out some repairs.</p> <p>iv. There were other suitable areas within the village for children to use so</p>	

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	<p>there was no obvious reason for intrusion on to School grounds.</p> <p>v. The Head suggested that signage was needed to point out that the field was private property.</p> <p>vi. Governors agreed that the goalposts should be removed in the holidays to lessen the attraction of the field.</p> <p>Actions:</p> <p>1. SJ to arrange for signage for the School field.</p> <p>2. SJ to talk to the Caretaker about removing the goalposts in the School field during holiday periods.</p>	<p>SJ</p> <p>SJ</p>
11	<p>Any other business:</p> <p>a. Refreshments for staff and visitors:</p> <p>i. SJ asked Governors if they would be willing to waive Governors' expenses to provide tea/coffee for staff and visitors as in previous years.</p> <p>ii. Governors agreed that the Governors' expenses budget would continue to be used to fund tea and coffee for visitors and staff in 2017-18.</p> <p>b. School postcode:</p> <p>i. <i>A Governor had voiced concern that the School postcode was for the Chapel Lane entrance, rather than the main entrance on Green Lane. This could have difficulties if the need arose to call the emergency services.</i> SJ and the Head explained that this had been looked into previously and it was not possible to change the postcode for a number of reasons.</p> <p>ii. All delivery drivers and emergency services have been given the postcode for Green Lane, accessing the main car park area. There had been no issues in recent years.</p> <p>iii. All visitors were advised to use the Green Lane entrance.</p> <p>There was no other business.</p>	
12	Date and time of next meeting: Tuesday 13 June 2017 at 6.30pm.	

The meeting closed at 8.25pm.

Signed by Chair: Date: