

Houghton Primary School
Finance, Personnel, Premises & Safety committee meeting
12 April 2016 at 6.30pm

Governors Present:

Gary Doyle (GD)	Chair of FPPS
Alan Williams (AW)	Chair of FGB
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

	Agenda Item	Action
1	Apologies: Apologies were accepted from Christopher Dodd (CD).	
2	Declarations of Interest: There were no declarations of pecuniary interest.	
3	<p>Minutes of the last meeting: Minutes of the last meeting, held on 19 January 2016 were accepted and signed by the Chair.</p> <p>Actions arising from the meeting on 19 January 2016:</p> <ul style="list-style-type: none"> a. <i>SJ to provide the costs associated with TAs assisting with sport within the final review. She confirmed that costs for TA assistance for 4 hours a week over 20 weeks were included. Completed.</i> b. <i>Chair and SJ to check the forecast outturn figures. Completed.</i> c. <i>SJ to ask the LA whether any further financial action was required for large purchases. The LA had confirmed that actions already put in place by the School were sufficient. Completed.</i> d. <i>Chair to meet with SJ to undertake the SFVS work/audit before 31st March. See Item 4c. Completed.</i> e. <i>Chair and Head to arrange a suitable date for the Head's appraisal progress review.</i> f. <i>JH/Head to alter policy documents held on the website to include date of signing and period of review. Head to ensure date of signing had been included on all policy documents on the website.</i> g. <i>Chair to have Whole School Pay Policy ratified by FGB. Taken to FGB on 26 January 2016. Completed</i> h. <i>SJ to establish the location of the main stopcock. SJ to discuss location of stopcock with new Caretaker.</i> i. <i>SJ to create a maintenance plan with CD. Discussed at Item 6b.</i> j. <i>SJ to arrange for photographs of items likely to need including in the maintenance plan. Discussed at Item 6b.</i> k. <i>SJ to draw up list of items requiring capital</i> 	<p style="text-align: center;">Chair/Head</p> <p style="text-align: center;">Head</p> <p style="text-align: center;">SJ</p>

	<p>expenditure. Discussed at Item 6c</p> <p><i>l. CD and SJ to review the H&S policy. Discussed at Item 7.</i></p> <p><i>m. SJ to review the RAs.</i></p> <p>Completed.</p> <p><i>n. SJ to obtain quotes and arrange for the office window to be replaced. Installation completed during Easter holiday. As previously agreed, quotes for replacement front doors were also being obtained. Governors also discussed extending the fence at the front of the School in order to improve security. SJ to get quotes for extending the fence at the front of the School.</i></p> <p><i>o. SJ and CD to set a date for H&S meeting including the caretaker. See Item 7.</i></p> <p><i>p. CD to arrange H&S meeting to review H&S Policy and Critical Incident Plan. See Item 7.</i></p> <p><i>q. Head to investigate the resemblance between Houghton and comparator schools on the Benchmarking report. The Head reported that Houghton was being compared to 5 other LA maintained primary and infant schools from around the country. However, none of the comparator schools appeared to be a close match in either size or type of school. She gave details and Governors discussed the differences between the comparator schools and Houghton. Governors agreed that the differences between the comparator schools as shown in the Benchmarking report were therefore difficult to follow up.</i></p> <p>Completed</p>	<p>SJ</p>
<p>4</p>	<p>Finance:</p> <p>a. Current Finance Review – Forecast outturn:</p> <p><i>i. SJ reminded Governors that the financial year 2015/16 had now been completed.</i></p> <p><i>ii. SJ said that the Phoenix funds had originally been set up by the County within a fund coding that was separate to the other costs centres for the school. The LA had now recommended that these funds should be coded within within the main School budget. This change had been made, but the School has ensured that the club’s income and costs remained ring-fenced. SJ informed governors that the Phoenix funds would therefore show as part of the overall carry forward.</i></p> <p><i>iii. Governors asked why the change was being recommended. The county had advised that as the Phoenix Club was run by the School solely for the benefit of only the school community it could sit within the main school budget. The advantage to Houghton was that there would be no need to apply to the county specifically to use these funds in future for the benefit of all the children in the school.</i></p> <p><i>iv. There was an overall carry forward of £73k comprised of £51k for Phoenix Club and £22k for the School. Governors agreed that this was a healthy position on which to end the year, particularly considering the additional costs of staff changes and ongoing costs that had arisen during the year.</i></p> <p>b. Budget 2016-17:</p> <p><i>i. The Head advised Governors that an increase in support hours would be necessary from September in order to accommodate the needs of 4 pupils with EHC plans who will be joining the</i></p>	

	<p>school.</p> <ul style="list-style-type: none"> ii. The additional hours were being built into the budget. The school would have to fund the first £6,000 of the costs within each EHC plan. The LA would provide ‘top up’ funding. The Head would ensure that these additional costs were being built into the 2016/17 budget. The additional ‘top up’ funding would not come into the budget until the children started at the school in September. iii. <i>A Governor asked what ratio of the budget was spent on staffing.</i> The Head confirmed that staffing accounted for over 80% of the budget. Associated staffing costs were considerable each year regardless of whether there were changes of teaching or support staff. iv. The Chair informed Governors that the budget figures for 2016/17 needed to be submitted by 5 May so would be sent out to FPPSGovernors by email in advance of the FGBmeetingon26 April 2016. <p>c. School Financial Value Standard (SFVS):</p> <ul style="list-style-type: none"> i. The annual SFVS had been submitted to the LA. ii. The Chair commented that the Governors’ financial skills audit needed to be completed by all Governors and the few outstanding audits were in process.He had details of most Governors. iii. One of the actions from the SFVS was to improve fixed asset tracking. SJ added that a fixed asset module was included in the financial package and the use of it would be investigated. <p>Action:Chair to check that all Governors’ Financial skills audits were completed and on file.</p>	Chair
5	<p>Personnel:</p> <p>a. Staff update:</p> <ul style="list-style-type: none"> i. A new cleaner had been employed. The Head reported that she was expecting further changes of cleaning staff at the end of the school year and was advertising for potential replacements. ii. The new Caretaker had settled in and the Head was pleased to report that he was being very proactive. iii. A member of the Phoenix Club staff had resigned due to moving to a different area of the country. The Head said that there was sufficient staffing for the summer term and that a replacement would be recruited in time for the autumn term as necessary. iv. The Head had been contacted by the LA, following up on schools who had not bought into the county Recruitment Offer £750 + £1.05 per pupil offering a recruitment assistance package. She had responded to the email informing the LA that in 2015/16, Houghton had successfully recruited staff without the assistance of such a package, but would consider it in the future as necessary. Governors agreed that this offer for recruitment assistance should not be pursued at the moment. <p>b. Professional Development:</p> <ul style="list-style-type: none"> i. The Head told Governors that the training day on 11 April had been literacy-based. ii. The School had joined with schools in the Ramsey cluster for this training. <p>c. Performance Management: Progress meetings with all staff were</p>	

	<p>scheduled for this term. The Chair is to arrange a ‘mid-year progress’ meeting with the Head for her performance management. See Item 3e.</p> <p>d. Policies and Procedures:</p> <p>i. Governors’ Departure procedure: Prior to the meeting, AW had forwarded a draft to Governors to consider. There were no issues raised and Governors approved the procedure.</p> <p>ii. Procedures: <i>A Governor asked whether there was a list of procedures to which Governors could refer.</i> After discussion, it was agreed that this should be a matter for the Chair of Governors to pursue.</p> <p>Action: AW to investigate whether the Chair of Governors should hold a list of all procedures.</p>	AW
6.	<p>Premises:</p> <p>a. Update including review of premises support:</p> <p>i. The Head informed Governors that the Caretaker had carried out a premises review and that he would conduct a similar review at the beginning of each term.</p> <p>ii. The Head commented that the Caretaker had already carried out a number of maintenance tasks and had identified others, particularly where paintwork needed to be renewed.</p> <p>iii. SJ reminded Governors that over a year ago, the School had signed up to LGS Property Management Services. This service provider needed to be fully reviewed as the services they offered as part of the package have not come to fruition. Governors were fully aware that the Business Manager had been covering the role. The Business Manager was pursuing a service review meeting with LGS.</p> <p>b. Maintenance Plan:</p> <p>i. In January, CD and SJ had been tasked with creating a School maintenance plan. However, as two planned meetings had been postponed at short notice, they had not yet met. SJ felt that this needed to be addressed urgently.</p> <p>ii. The maintenance plan would include photographs as a record of condition and concerns.</p> <p>Action: Chair to contact CD to confirm a date to discuss the maintenance plan.</p> <p>c. Capital Plan linked to budget:</p> <p>i. It was agreed at the last meeting that following discussions with CD, SJ would draw up list of items requiring capital expenditure. This had not yet taken place.</p> <p>ii. Governors agreed that replacement front doors and extension to the fence were the priority this term in order to improve security.</p> <p>iii. SJ also informed Governors that the guttering over the hall needed renewing.</p> <p>iv. The report from the energy survey carried out some time ago had never been received so SJ had now met with the company. As the buildings were only 4 years old, there was little that could be altered to increase their efficiency, so the only real option was to install solar panels, which had also previously been discussed. A report was awaited from the company following a site visit during March.</p> <p>d. Accessibility Plan:</p>	Chair

	<ul style="list-style-type: none"> i. The Caretaker and Business Manager had carried out the premises accessibility audit, which was now in place. ii. The Head confirmed that the accessibility audit for the curriculum had been separately carried out by members of the TABS Committee. iii. The two parts of the Accessibility Plan now needed to be combined into one document. <p>Action: Chair of Governors to lead on producing the combined Accessibility Plan.</p>	AW
7.	<p>Safety:</p> <p>a. Health and Safety (H&S) Update:</p> <ul style="list-style-type: none"> i. CD was the lead on H&S. ii. At the last FPPS Committee meeting in January, Governors had agreed that CD and SJ would meet to review the H&S Policy and Critical Incident Plan. iii. SJ informed Governors that despite making arrangements to meet, it had twice been necessary for CD to cancel these arrangements to meet so the reviews had not yet taken place. <p>Action: Chair to contact CD to confirm a date to discuss H&S issues.</p>	Chair
8.	<p>Any other business</p> <p>a. Termly briefing attendance:</p> <ul style="list-style-type: none"> i. Governors' Briefing: The Chair of FPPS would attend the Governors' briefing on 17th May 2016. ii. Clerks' Briefing: The Clerk would attend the Clerks' briefing on 13 May 2016. <p>b. Parking in Green Lane:</p> <ul style="list-style-type: none"> i. The Head told Governors that following complaints from neighbours at the beginning of the School year about parking, a report had been received from the County Council. The report highlights the difficulties associated with controlling parking in the lane and the financial constraints of any work. The Head further commented that there had been no further complaints. ii. Governors agreed that AW should forward the report to the neighbours and suggest that if they were still concerned, they could purchase "polite notices" at their own expense. SJ had been sent details of possible notices that could be used. <p>Action: SJ to forward details of the notices to AW to send to neighbours. AW to also send the CC report on parking in Green Lane.</p> <p>c. Academisation:</p> <ul style="list-style-type: none"> i. AW informed Governors that he had received a response from the CEO of CMAT (Tim Woods). Governors discussed the CEO's reply and decided that AW should invite the CEO to Houghton. ii. <i>A Governor asked whether the School would be represented at a meeting of the Cambridgeshire Primary Heads to discuss academisation.</i> After discussion, it was agreed that Houghton would not be represented as the meeting was intended to be a general discussion and that Houghton had already undertaken more detailed investigations. 	SJ/AW

	iii. Governors agreed that specific communication with parents should be delayed until or unless specific further action on academisation was required. In the meantime, individual parents who asked about academisation would be informed that Governors were considering a range of options. Action: AW to invite the CEO of CMAT to Houghton to talk to Governors about the MAT.	AW
9.	Date and time of next meeting: Tuesday 21 June 2016 at 6.30pm	

The meeting ended at 7.30pm.

Signed: Date: