

Houghton Primary School
Finance, Personnel, Premises & Safety Committee meeting
30 January 2018 at 6.30pm

Governors Present:

Gary Doyle (GD)	Chair of FPPS Committee
Marina Hilton (MH)	Chair of Governors
Michael James (MJ)	
Gail Stapleford (GS)	
Georgina Young (GY)	Headteacher

Also present:

Caroline Lewis (CL)	Clerk to Governors
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	Agenda Item	Action
1	<p>Apologies: Apologies were accepted from: MH for being unable to attend the early part of the meeting.</p> <p>There were no other apologies.</p>	
2	<p>Declarations of Pecuniary Interest: There were no declarations of pecuniary interest.</p>	
3	<p>Confirmation and signing of Minutes of the last FPPS Committee meeting:</p> <p>a. The Minutes of the meeting on 12 December 2017 were circulated to Governors in advance of the meeting.</p> <p>b. The Minutes were agreed by the Committee and signed by the Chair.</p>	
4	<p>Actions arising: The Actions schedule was circulated to Governors prior to the meeting.</p> <p>a. <i>Action 8: Completed.</i></p> <p>b. <i>Action 28: Ongoing.</i></p> <p>c. <i>Action 29: See Agenda Item 5a. Closed.</i></p> <p>d. <i>Action 31: Ongoing.</i></p> <p>e. <i>Action 32: See Agenda Item 7d. Ongoing.</i></p> <p>f. <i>Action 33: Ongoing.</i></p> <p>g. <i>Action 34: See Agenda Item 11b. Closed.</i></p> <p>h. <i>Action 35: Head awaiting response from LA. Ongoing.</i></p>	<p>Bus Mgr</p> <p>Bus Mgr GD GD</p> <p>Head</p>
5	<p>Governor business:</p> <p>a. FPPS vacancies and allocation of duties:</p> <p>i. GD was not seeking re-election as a Co-opted Governor; his tenure ended in January 2018. Governors had accepted his offer to become an Associate Member of the Governing Body from Feb 2018 until end of School year to assist with financial advice.</p> <p>ii. Governors agreed:</p> <p>a) To unanimously elect GS as Chair of the FPPS Committee.</p> <p>b) GS would take on responsibility for financial matters, with the assistance of GD.</p> <p>c) GS would continue to be responsible for Personnel issues.</p> <p>d) MJ would become responsible for Health & Safety and</p>	

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	<p style="text-align: center;">Premises until new Governors had been appointed.</p> <p>iii. Governors were aware that in the longer term there was a need to appoint a Governor other than MJ to cover Health & Safety and Premises to avoid the potential for a conflict of interests.</p> <p>b. Governor vacancies:</p> <p>i. Parent Governors:</p> <p>a) LB had resigned in January 2018 due to long-term illness. A new Parent Governor was therefore needed.</p> <p>b) Governors were also aware that AR was due to complete her tenure as Parent Governor in March, following which there would be a need for a second Parent Governor replacement.</p> <p>c) Governors agreed to advertise for 2 x Parent Governors.</p> <p>Action: MH and Head to advertise for 2 x Parent Governors.</p> <p>ii. Co-opted Governors:</p> <p><i>This element of the Agenda Item was discussed after MH joined the meeting but recorded here for ease of reference:</i></p> <p>a) MH reported that she had the names of 2 x potential Co-opted Governors and gave details.</p> <p>b) Governors agreed that MH should contact both potential Co-opted Governors so that they could be considered for appointment at the next FGB on 13 March.</p> <p>Action: MH to contact the potential Co-opted Governors.</p> <p>iii. LA Governor:</p> <p>a) GS informed Governors that she had forwarded the name of a potential LA Governor to MH.</p> <p>b) Governors agreed that MH should contact the potential LA Governors to confirm his interest.</p> <p>Action: MH to contact the potential LA Governor.</p>	<p>MH, Head</p> <p>MH</p> <p>MH</p>
6	<p>Finance:</p> <p>a. Review of latest monthly financial report:</p> <p>i. GD had a hard copy of the December BCR, which he would circulate to Governors after the meeting (Afternote: this was completed on 31 January 2018).</p> <p>ii. GD and the Head informed Governors that SO's contract had ended on 31.12.2018. A new Business Manager had been appointed and would begin her contract on 1 March.2018. Until the new Business Manager started work, SO continued to work for the school (remotely and by visiting monthly), on an hourly claim basis.</p> <p>iii. SO had provided the figures for December 2017.</p> <p>iv. GD pointed out the main area of change in the BCR, which was connected with Phoenix Club receipts.</p> <p>v. GD confirmed the carry forward figures for the next budget year as £24-25,000 for the School and £35,000 for Phoenix Club.</p> <p><i>vi. In response to a question, GD confirmed that income from SEND grants and miscellaneous donations were included, plus teacher insurance claims.</i></p> <p>vii. Governors agreed that SO should be reimbursed for her assistance to Houghton.</p> <p>Action: Head to provide Governors with details of assistance provided by SO since her departure from Houghton.</p>	<p>Head</p>

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	<p>b. Catering contract:</p> <ul style="list-style-type: none"> i. The Head informed Governors that 5 x tenders had been received for the catering contract and that scored shortlisting had taken place. ii. <i>In response to a question from a Governor, the Head gave details of the shortlisting process.</i> iii. 3 x companies had been shortlisted. iv. <i>In response to a query from a different Governor, the Head confirmed that the shortlisted companies were already working with other local schools and that she was contacting these schools for comment.</i> v. <i>In response to another question, the Head confirmed that the presentations, including sampling the food, would be held on 7 Feb 2018.</i> vi. <i>In response to a question from the same Governor, the Head confirmed that those attending the samplings would include children.</i> vii. The Head commented that the consultant continued to be very helpful and gave examples. <p><i>MH joined the meeting at 6.51pm.</i></p> <ul style="list-style-type: none"> viii. <i>Another Governor asked due diligence.</i> The Head confirmed that this had been covered in the tendering process. ix. <i>The same Governor asked about support for the current kitchen staff.</i> The Head confirmed that they would transfer to the new contact under TUPE rules. 	
7	<p>Personnel:</p> <ul style="list-style-type: none"> a. Staff update - teaching: The Head had provided a report to FGB on 16 January 2018. She had nothing further to add. b. Staff update – support: The Head informed Governors that the new School Business Manager had been appointed and would start work on 1 March 2018. c. Professional Development: <ul style="list-style-type: none"> i. The Head informed Governors that she and FS were attending Peer Review training with other schools in the cluster. ii. <i>In response to a question from a Governor, the Head gave details of the training and the reasons for undertaking it.</i> iii. <i>In response to a question from different Governor, the Head confirmed that she and FS would be visiting other schools during 2017-18 and that Houghton would be reviewed in 2018/19.</i> iv. <i>The same Governor asked about the process involved in reviewing participating schools.</i> The Head gave a detailed response. v. The Head reported that the Year 1 teacher was receiving phonics training. vi. The Head informed Governors that staff continued to receive professional development training for PE and Sport. vii. She also informed Governors that she was examining the arrangements with the Hunts Schools Sports Partnership to ensure that the School continued to get good value from the contract. d. Performance Management: <ul style="list-style-type: none"> i. The Head had nothing further to add to her report to FGB on 16 January 2018. 	

	<ul style="list-style-type: none"> ii. <i>A Governor asked about the organisation of the School office. The Head gave details of the arrangements made to provide cover until the new Business Manager was in place.</i> iii. <i>Governors wished to express their gratitude to SO for her remote support and to the other office staff for keeping the office running smoothly while awaiting the new Business Manager.</i> 	
8	<p>Health & Safety, Premises:</p> <p>a. Maintenance Plan update: MJ provided Governors with verbal update on maintenance schedule.</p> <ul style="list-style-type: none"> i. Item 4: <i>Part of the redecoration had been completed during the Christmas break. The remainder would be completed during the Easter break.</i> i. Item 8: <i>Quote for work on ramp was accepted and work was due for completion shortly.</i> ii. Item 9: <i>Lock on office window being changed on 2 February 2018. Closed.</i> iii. Item 15: <i>Trimming of trees had been recommended during an inspection in the summer. This had still not been done and SO had followed it up prior to leaving. The Head was particularly concerned about the willow, the area around which was currently coned off. Action: Head to speak to SO about trimming of trees.</i> iv. Item 16: <i>Water risk assessment work being carried out on 7 February 2018. Closed.</i> v. Item 21: <i>Sprinklers scheduled for servicing in spring 2018.</i> <p>b. Checks for Legionnaires bacteria: There was potential for the Caretaker to be trained to do these checks instead of relying on an external contractor. No decision was taken.</p> <p>c. PAT testing: Governors discussed PAT testing and the potential to provide in-house support to the cluster. They agreed that this should be examined at a later date.</p>	Head
9	<p>Pre-School Update:</p> <p>a. Pre-School contract:</p> <ul style="list-style-type: none"> i. <i>The Pre-School lease was due for review in autumn 2018.</i> ii. <i>The Pre-School had approached the LA to ask for a point of contact. The School had agreed to use the same point of contact to avoid any confusion during negotiations.</i> iii. Governors agreed that MH should set up a working group to review the Pre-School lease arrangements. <p>Action: MH to set up working group to review Pre-School lease.</p> <p>b. Joint School and Pre-School Meetings:</p> <ul style="list-style-type: none"> i. <i>The Minutes of the first joint meeting between the School and Pre-School, held on 5 December 2017, had been forwarded to Governors.</i> ii. <i>A second joint meeting had been held on 23 Jan 2018. The finalised Minutes would be circulated to Governors.</i> iii. <i>Main areas discussed during FFPS Committee included:</i> <ul style="list-style-type: none"> a) Pre-School lease: <i>see Agenda Item 9a above.</i> b) Relationship with Pre-School: <i>Governors discussed agreements reached at the joint meeting on 5 December 201. Further work would be discussed at the next joint meeting.</i> c) Confidentiality: <i>Discussions between School and Pre-School</i> 	MH

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	must be treated as confidential.	
10	<p>Policies and Procedures: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies for review by FPPS Committee in spring term 2018 before being agreed by FGB: There were no statutory policies for review by FPPS Committee.</p> <p>b. Non-Statutory policies for review and agreement by FPPS Committee in spring term 2018:</p> <p>i. Handling Redundancy policy and procedure:</p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) The reviewed Handling Redundancy policy and procedure was agreed by Governors and adopted.</p> <p>ii. Lesson Observation protocol:</p> <p>a) The policy had been circulated to Governors for review prior to the meeting.</p> <p>b) <i>A Governor queried the lack of reference to Blink assessments in the main body of the document.</i> The Head responded that different forms of monitoring were included in the annex, including what had become known as Blink assessments.</p> <p>c) The reviewed Lesson Observation protocol was agreed by Governors and adopted.</p> <p>c. Accessibility Plan Update: The Accessibility Plan action sheet was circulated to Governors prior to the meeting.</p> <p><i>i. Action 1: Ongoing.</i></p> <p><i>ii. Action 5: Ongoing.</i></p> <p><i>iii. Action 6: Ongoing.</i></p> <p><i>iv. Action 7: Ongoing.</i></p> <p><i>v. Action 9: Ongoing.</i></p> <p><i>vi. Action 10: Ongoing.</i></p> <p><i>vii. Action 12: Ongoing.</i></p> <p><i>viii. Action 13: Ongoing.</i></p> <p><i>ix. Action 19: Investigated but not possible to reduce weight of door. Alternative solution put in place. Closed.</i></p> <p><i>x. Action 20: Ongoing.</i></p>	<p>Head SENDCO Head SENDCO SENDCO Head Head Head</p> <p>SENDCO</p>
11	<p>Any other business:</p> <p>a. SEND provision at Houghton:</p> <p>i. The Head informed Governors that 2 x children with EHCP were expected to join Year 3 in September 2018.</p> <p><i>ii. In response to a query from a Governor, she confirmed that this would bring the total number of children with EHCP to 10.</i> The Head gave details of the impact that this could have on the School's capacity.</p> <p>iii. The Head went on to explain that she was now looking very closely at the best way of using the support staff and the SEND funding.</p>	

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	<p>Governors discussed the options being investigated.</p> <p>iv. <i>In response to a question from a different Governor, the Head suggested that one option might be to introduce specialist provision for children with autistic needs into the structure of the School.</i> She commented further that whilst there were advantages to such provision, further investigation needed to be carried out. She gave examples.</p> <p>v. At the end of the discussion, Governors agreed that the Head should further research the area of specialist SEND provision at Houghton so that any alterations could be included in the budget submission and any necessary consultations could take place in good time before the start of the new School year.</p> <p>Action: Head to research and report on SEND provision for Houghton for 2018-19.</p> <p>b. Tree House project:</p> <p>i. The Head informed Governors that she had been in contact with the Tree House Committee and VG and that a time bank team intended to clear the area around the tree house on Saturday 3 March 2018 as part of a village response to the national 'Big Tidy'. Staff would be joining them on this date.</p> <p>ii. A staff meeting had been held on 30 January 2018 to discuss and agree use of the area.</p> <p>iii. The Head also informed Governors that MJ had taken over as the Governors' representative on the Tree House Committee, following the resignation of CM as a Governor.</p> <p>c. Date of FGB in May 2018:</p> <p>i. The Clerk informed Governors that the date for FGB to confirm the budget for 2018-19 had been set for Wednesday 2 May 2018.</p> <p>ii. She asked if there was any objection to moving this to Tuesday 1 May 2018 to bring it into line with other Governing Body meetings.</p> <p>iii. Governors agreed to change the date of FGB to Tuesday 1 May 2018.</p> <p>Action: Clerk to inform Governors of change of date of FGB to 1 May 2018.</p> <p>There was no other business.</p>	<p>Head</p> <p>Clerk</p>
	<p>Date and time of next meeting: Tuesday 24 April 2018 following Governors' Day. Time of FPPS Committee meeting to be confirmed.</p>	

The meeting closed at 7.45pm.

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