

	<p>Committees needed to be reviewed.</p> <p>ii. After a short discussion, Governors agreed that:</p> <p>a) EB should move from FPPS Committee to TABS Committee with immediate effect.</p> <p>b) One of the new Parent Governors should be appointed to TABS.</p> <p>iii. Governors agreed that the reviewed FPPS Committee would consist of:</p> <p>a) GS (Chair of FPPS Committee),</p> <p>b) MH (Chair of Governors)</p> <p>c) Head</p> <p>d) ID</p> <p>e) MJ</p> <p>f) GD (Associate Member – Finance) until July 2018</p> <p>g) MB (School Business Manager)</p> <p>iv. Responsibilities within FPPS Committee were allocated by the Chair:</p> <p>a) Finance: Handover from GD to ID during the summer term</p> <p>b) Personnel and Training: GS</p> <p>c) Health & Safety: MJ for the summer term. Appointment to be reviewed for 2018-19.</p> <p>b. Governor vacancies:</p> <p>i. Co-opted Governors: The 2 x vacancies were now filled by EB and ID</p> <p>ii. Parent Governors:</p> <p>a) Volunteers had now come forward to fill the vacancies for 2 x Parent Governor.</p> <p>b) <i>In response to a query from a Governor, the Head confirmed that no other parents had applied.</i></p> <p>c) Governors agreed that the Chair should invite the prospective new Parent Governors to FGB on 30 April 2018 as guests.</p> <p>d) The appointment process would be completed in time for formal consideration at the next FGB.</p> <p>iii. LA Governor:</p> <p>a) There had been no applications for the role.</p> <p>b) Governors agreed that further advertisement was necessary.</p> <p>Action: MH to re-advertise the LA Governor vacancy.</p>	<p>MH</p>
<p>6</p>	<p>Finance:</p> <p>a. Year end 2017-18:</p> <p>i. GD provided a hardcopy of the outturn report and took questions on the detail.</p> <p>ii. Excluding the Phoenix Club, the School would carry forward £34k, which was better than had been forecasted.</p> <p>iii. The Phoenix Club would carry forward £56k. There had been additional expenditure on staffing, including cover and training, plus a payment of £16k charges had been made to the School in 2017.</p> <p>iv. Governors discussed Phoenix Club funding. MB intended looking at a 3-year business plan for the Club as some expenditure was now needed.</p> <p>v. There was £7k in the Capital Expenditure fund.</p> <p>vi. <i>A Governor queried the expenditure on meals.</i> The Head responded</p>	

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	<p>that this resulted from the preparations leading up to the change of catering contract.</p> <p>vii. The total PE budget had not been spent. It would be ring fenced and carried forward.</p> <p>viii. <i>In response to a query, the Head told Governors that the Cluster was looking at potentially providing in-house PE support as the support offered by Hunts Sports Partnership had not been as good value in 2017-18 as it had been in previous years.</i></p> <p>ix. <i>In response to a question from a different Governor, the Head confirmed that sports expenditure was accounted for and published on the School website.</i></p> <p>b. Budget proposal 2018-19:</p> <p>i. The Head reminded Governors that budget setting was being carried out on a different system (Orovia) for 2018-19.</p> <p>ii. The planned meeting with the LA Finance Adviser was due to take place on 25 April 2018, so the finalised budget should be ready for FGB on 1 May 2018.</p> <p>iii. There had as yet been no in-depth training on Orovia although the Head, School Business Manager and Administrator would all receive training in the near future.</p> <p>iv. Governors discussed funding to cover personnel costs including maternity leave, sickness cover and mid-year staff changes. The Head pointed out that most of the cover for absence was provided by the TAs, reducing the need to buy-in assistance.</p> <p>v. <i>A Governor asked what effect the building work to improve Wyton-on-the-Hill Primary School would have on Houghton.</i> The Head responded that the capacity at Wyton would remain at 210; it was not currently full.</p> <p>vi. Houghton had a capacity of 210 of which 204 places were taken. The percentage of military families at Houghton was increasing.</p> <p>vii. The Head gave details of numbers of children expected to start at Houghton in September 2018.</p> <p>c. Support from outgoing School Business Manager:</p> <p>i. The Head outlined the work completed for the School by the outgoing School Business Manager since her departure in March 2018.</p> <p>ii. <i>In response to a query, she confirmed that payment for the work had been agreed.</i></p> <p>d. Catering contract:</p> <p>i. The Head confirmed that the new catering company had started operating at the School at the beginning of the summer term.</p> <p>ii. <i>In response to a query, she gave details of the feedback received so far.</i> She went on to give an outline of some of the changes made.</p> <p>iii. The Head reminded Governors that the balance of payment for the tendering contract needed to be completed.</p> <p>iv. There would be a “taster session” for parents in May 2018 once the contract had bedded in.</p> <p>e. Bank mandate:</p> <p>i. The Head told Governors that the change of School Business Manager necessitated a change to the bank mandate, which was in progress.</p> <p>ii. <i>In response to a question from a Governor, the Head confirmed that all cheques needed to be authorised with 2 x signatures and gave details of the authorised signatories.</i></p>	
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	<p>iii. She informed Governors that the School wanted to move to electronic banking when possible (BACS). She would keep Governors informed of progress on this.</p> <p>f. The Chair thanked the School Business Managers (both outgoing and incoming) for their assistance in putting the budget together. Due to the timing of the handover, this had been a particularly steep learning curve for MB.</p>	
7	<p>Personnel:</p> <p>a. Staff update:</p> <p>i. The Head reported that no staff changes were anticipated in the near future. The teacher on maternity leave had already been in contact concerning her return in 2018-19.</p> <p>ii. The Head commented that more roles within the School were becoming the subject of job-share but that this was currently manageable.</p> <p>b. Professional Development: A report was given at the last FGB on 13 March 2018.</p> <p>c. Performance Management:</p> <p>i. The Head was concentrating on Phoenix staff during the summer term.</p> <p>ii. Mid-year reviews were taking place for other staff.</p>	
8	<p>Premises:</p> <p>Maintenance Plan update: The maintenance schedule was circulated to Governors before the meeting.</p> <p>a. <i>Maintenance Action 4: Completed.</i></p> <p>b. <i>Maintenance Action 5: MH/GS to make an appointment to check the Accident Book. Ongoing</i></p> <p>c. <i>Maintenance Action 7: Diary of maintenance, relatively new buildings, caretaker support. See Maintenance Action 23. Closed.</i></p> <p>d. <i>Maintenance Action 13: Postponed due to poor weather. To be arranged for later in summer term. GY to talk to project team to arrange date. Ongoing.</i></p> <p>e. <i>Maintenance Action 15: Existing issue with trees exacerbated by branch from tree at entrance to sports ground becoming unsafe. County surveyor inspected on 22 April 2018 and agreed to deal with existing issue at same time. School awaiting action. Head to monitor progress. Ongoing.</i></p> <p>f. <i>Maintenance Action 19: Builder contacted. Ongoing.</i></p> <p>g. <i>New Maintenance Action 23: See Maintenance Action 7. Inspection of external roof required.</i></p>	<p>MH/GS</p> <p>Head</p> <p>Head MB MJ</p>
9	<p>Pre-School update:</p> <p>a. Pre-School lease:</p> <p>i. MH reported that Pre-School contacted the LA asking for the contact details of the person nominated within the LA to deal with renewal of the Pre-School lease. There had as yet been no response.</p> <p>ii. <i>In response to a query, the Head confirmed that there was very little that the School could do until an LA contact was appointed.</i></p> <p>b. Joint School/Pre-School meetings:</p> <p>i. MH reported that a third joint meeting was held on 17 April 2018. Minutes of the meeting would be forwarded to Governors once confirmed.</p> <p>ii. MH gave details of the progress made and suggested that it was now time to review the need for formal joint meetings.</p> <p>iii. <i>In response to a query from a new Governor, MH confirmed that</i></p>	

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	<p><i>Houghton Primary School was landlord to the co-located Pre-School, which was one of a number of Houghton's feeder schools.</i></p> <p>Action: MH to contact Chair of Pre-School Committee to review joint School/Pre-School meetings.</p>	MH
10	<p>Policies and Procedures: The policies schedule was circulated to Governors prior to the meeting.</p> <p>a. Statutory policies delegated for review by FPPS Committee in summer term 2018:</p> <p>i. Disciplinary Procedures (All Staff):</p> <p>a) This had previously been 2 policies, which were updated and amalgamated.</p> <p>b) The revised amalgamated policy was adopted at FPPS Committee on 12 December 2018. No further action was required at this stage.</p> <p>ii. Governor Allowances: The policy had been circulated to Governors for review prior to the meeting. There were no changes.</p> <p>a) The reviewed Governor Allowances policy was agreed by Governors and adopted.</p> <p>b) Governors agreed that their allowances for 2018-19 should be used to provide tea and coffee refreshments for staff.</p> <p>b. Non-Statutory policies for review and agreement by FPPS Committee in summer term 2018:</p> <p>i. Induction:</p> <p>a) The Induction policy had been circulated to Governors for review prior to the meeting.</p> <p>b) The reviewed Induction policy was agreed by Governors and adopted.</p> <p>ii. Lone Working: The Head asked that the Lone Working policy should be considered at the next FPPS Committee meeting.</p> <p>Action: Clerk to include Lone Working policy on Agenda for FPPS on 12 June 2018.</p> <p>iii. Management of Sickness Absence:</p> <p>a) <i>A Governor asked whether the 28 days' sickness mentioned in the document was consecutive or an annual aggregate.</i> The Head agreed to check the definition with EPM.</p> <p>b) <i>The same Governor queried maternity sickness.</i> The Head confirmed that this was covered in a separate Maternity Leave policy.</p> <p>c) <i>In response to a third question from the same Governor, the Head confirmed that notes from meetings should be made and that both the Head and employee were expected to sign them.</i></p> <p>d) The reviewed Management of Sickness Absence policy was agreed by Governors and adopted.</p> <p>Action: Head to confirm definition of 28 days' sickness.</p> <p>iv. Personal Information:</p> <p>a) The Head suggested that review of the Personal Information</p>	<p>Clerk</p> <p>Head</p>

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	<p>policy should be delayed until the next FPPS Committee meeting.</p> <p>b) The introduction of GDPR on 25 May 2018 was likely to result in updated guidance from EPM.</p> <p>Action: Clerk to include Personal Information policy on Agenda for FPPS on 12 June 2018.</p> <p>c. Accessibility Plan Update: The Accessibility Plan action sheet was circulated to Governors prior to the meeting.</p> <p>i. Accessibility Action 1: Ongoing.</p> <p>ii. Accessibility Action 5: Completed.</p> <p>iii. Accessibility Action 6: to be in place for September 2018. Ongoing.</p> <p>iv. Accessibility Action 7: Completed.</p> <p>v. Accessibility Action 9: Completed.</p> <p>vi. Accessibility Action 10: To be included in new School Development plan. Ongoing.</p> <p>vii. Accessibility Action 12: Ongoing.</p> <p>viii. Accessibility Action 13: In place for September 2018. Closed.</p> <p>ix. Accessibility Actions 14-18: To be implemented only when need arose.</p> <p>x. Accessibility Action 20: To be implemented only when need arose.</p>	<p>Clerk</p> <p>SENDCO</p> <p>Head</p> <p>Head Head</p>
11	<p>Any other business: There was no other business.</p>	
	<p>Date and time of next meeting: Tuesday 12 June 2018 at 6.30pm.</p>	

The meeting closed at 7.40pm.

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