

PREMISES, FINANCE AND MARKETING COMMITTEEMeeting no.3 held at the school on 27th April 2015 at 5:30pm

Present: Mr. S. France (Head teacher)
 Mr. A. Bush (Chair)
 Ms. D. Dorrell
 Mr. N. Burton
 Ms. L. Dominey

In Attendance: Mr. D. Ryder (clerk)

Summary of Actions

Action Point	Description	Resp.	Status
3.1 (14/15)	Complete Health & Safety Risk Assessment.	DD/NB/ AB/SF	Ongoing (see matters arising)
4.3 (14/15)	Draft revised travel plan including a staff section.	KK / SF	Ongoing
1.1	Produce and circulate a staff Travel to Work survey.	KK/LD	Ongoing
1.2	Produce a report detailing how the 25% IT replacement program will be implemented.	SF	Ongoing (see matters arising)
2.1	Produce formal quotations for the following 2015/16 premises improvement projects - <ul style="list-style-type: none"> • Replace decking in the pond area • Upgrade of music facilities (provision of pod) • Upgrade security provision at front entrance • Upgrade access to MUGA • Upgrade large courtyard 	SF/NB	Completed
3.1	Update 5 year capital project plan with costs.	NB	New
3.2	Mr. Burton to produce a plan for proposed car park safety barriers.	NB	New

Minutes of the meeting

Meeting commenced 5:30 pm

1. Apologies

There were none.

2. Declaration of Business Interests

The Chair asked the Governors if they had any changes to their Business Interests Form. There were none.

3. Minutes of Previous Meeting

The minutes of the Committee meeting held on 10th December 2015 were agreed and signed by the Chair.

4. Matters Arising

1.2 – Mr. Burton mentioned that the school is informally implementing a 25% IT replacement policy, however it hasn't been detailed on paper yet. Mr. Bush stressed that a formal plan will be very helpful with completion of the school's budget plan.

5. Premises

Review of Current Projects – Mr. Bush reported that around £10,000 has been spent so far. Decking for the pond area has been ordered and will be delivered soon. The first phase of new ceiling lighting for the hall has been completed, and the second phase will be completed during the half-term break. The music room has been completed and the governors all agreed that it was an excellent addition to the premises. The Year 1 cloakroom will be renovated later during the summer term as several processes need to be completed in a specified order. The relevant contractors have all visited the school and given cost estimates. Other cloakrooms will be easier to complete as they are smaller and easier shapes to work on. Mr. Bush also noted that the school still has around £32,000 of its allocated budget for capital projects left.

A further discussion took place around the installation of finger trap guards on some doors. Mr. France mentioned that one child had suffered a serious finger injury already. 4 guards are currently on order to install on doors in the busiest queueing areas where most accidents occur. The cost will be £65 each for supply and fitting.

Mr. Burton mentioned that a new gate had been fitted to the MUGA but work is still needed to improve the access path as the ground is now being used more frequently. It was noted that, due to the joint responsibility between the school, the sports club and the parish council, this would need to be coordinated

Mr. France mentioned that the school is now coming to the end of the 3 year capital projects plan and needs to start looking at some of the items on the 5 year plan. It was agreed that the music pods are no longer needed as the new music practice room is an excellent facility that fills this need. One possible major project that could be added is a refurbishment of the home economics room which is currently just used for storage.

Action 3.1: Mr. Burton to update 5 year capital project plan with costs.

Health and Safety Assessment – Mr. Bush and Mr. Burton arranged to start the assessment on Tuesday May 3rd.

6. Finance

YTD vs Budget – Mr. Bush had circulated a March 2016 finance report prior to the meeting and a copy is filed with these minutes. The report shows that the school was on budget during 2015/16 and had a carry forward of around £117,000, although the final DCC adjustments were expected to reduce this to £115,000.

2016/17 Budget Recommendations – The following expenditures were recommended by Mr. Bush and agreed unanimously by the rest of the committee –

- 5 day Staff Absence Insurance policy for £8,583.
- Grounds Maintenance for £1,986
- SEN County Psychological Services for £450
- Buildings Maintenance Indemnity Scheme (BMIS) for £11,445
- DCC Fees Services and Expenses (as per schedule filed tabled at meeting and filed with minutes) for £22,412.

Review Purchase of services including LA & governor services – (covered in budget recommendations above)

Lettings Policy – it was noted that the lettings policy had been recently reviewed in the light of updated guidance on safeguarding and is now valid until January 2017

Review of School's Voluntary Funds and Audit – Mr. Bush reported that the Voluntary Funds currently stand at £14,249 and were audited in November 2015. A copy of the annual audit certificate for the year ending August 2015 was tabled at the meeting and a copy is filed with these minutes.

It was noted that predicting staffing costs was going to be subject to the usual variance due to the potential high staff turnover during the year.

7. Marketing

It was agreed that the current marketing needs of the school are well cared for by the school website and the parents' handbook as the school is currently at full capacity.

8. Chair's Correspondence

There was none

9. Items for Next Agenda

- Capital Project Review
- Health & Safety Assessment
- I.T. Report

Plus the usual standing items for mtg. no.4

At this point a discussion took place about the possible provision of safety barriers in the car park. There is a need to prevent pedestrians from walking in the vehicular area. Mr. Burton reported that 2 contractors had given indicative prices of between £6,000 and £7,000. The possibility of the parish council contributing towards the cost was discussed. Mr. Burton also agreed to produce a detailed plan of the proposals.

Action 3.2: Mr. Burton to produce a plan for proposed car park safety barriers.

The meeting ended at 6:30pm

Future meeting dates:

FGB Meeting no.5	Wed 4 May 2016	17:30
PPC Meeting no.4	Mon 13 Jun 2016	17:00
Curriculum Meeting no.4	Wed 22 Jun 2016	09:00
PFM Meeting no.4	Thu 30 Jun 2016	17:30
FGB Meeting no.6	Wed 6 Jul 2016	17:30