

PREMISES, FINANCE AND MARKETING COMMITTEE**Meeting no.1 held at the school on 1st October 2015 at 5:30pm**

Present: **Mr. S. France (Head teacher)**
 Mr. A. Bush (Chair)
 Ms. K. Knudsen
 Mr. N. Burton
 Ms. L. Dominey

In Attendance: **Mr. D. Ryder (clerk)**

Summary of Actions

Action Point	Description	Resp.	Status
3.6 (12/13)	Complete benchmarking report.	AB	Ongoing
2.3 (14/15)	Produce 2 nd draft of the Disability Equality and Accessibility Plan.	SF/DD	Ongoing
3.1 (14/15)	Complete Health & Safety Risk Assessment.	DD/NB/ AB/SF	Ongoing (see matters arising)
4.1 (14/15)	Make final amendments to the draft Data Protection Policy and re-issue as per the LMPS policy management procedure.	DD/DR	Ongoing (see matters arising)
4.2 (14/15)	Confirm with West Dorset Building Control whether building regulations approval is required for partitioning in the library.	NB	Ongoing (see matters arising)
4.3 (14/15)	Ms. Knudsen and Mr. France to draft revised travel plan including a staff section.	DD	Ongoing (see matters arising)
1.1	Produce and circulate a staff Travel to Work survey.	KK/LD	New
1.2	Produce a report detailing how the 25% IT replacement program will be implemented.	SF	New
1.3	Produce a 2015/16 project plan.	AB	New
1.4	Establish final money allocation for improvement projects	AB	New
1.5	Draft a proposal of improvement projects for the FGB	SF/LD	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 25th June 2015 were agreed and signed by the Chair.

4. Matters Arising

3.1 – It was noted that the Health and Safety inspection had taken place and that the school was found to be in a good condition, however a formal report hasn't yet been written up.

4.1 - Mr. Ryder mentioned that he hadn't yet received the reviewed policy in order to re-issue it. As Mr. Dorrell isn't now a member of the PFM committee it was uncertain how the matter would be progressed. Mr. Ryder agreed to contact Mr. Dorrell to see if he had revised the draft policy.

(post meeting note – Mr. Dorrell is happy to finish collating the amendments to the policy and will forward the reviewed version to Mr. Ryder for issue)

4.2 – Mr. Burton reported that the school is still waiting for confirmation from DCC Building control.

4.3 – A discussion took place regarding whether or not there is a need for a staff section in the travel plan. It was agreed that the school would conduct a simple “hands up” survey of current travel arrangements at the next staff meeting. Ms Knudsen agreed to draft a simple Travel to Work survey that Ms. Dominey will distribute to staff.

Action 1.1: Ms. Knudsen & Ms Dominey to produce and circulate a staff Travel to Work survey.

5. Confirm Terms of Reference and priorities for the year

It was agreed that the Terms of Reference as approved for 2014/15 were suitable for 2015/16 without any amendment.

6. Policies

- Disability Equality and Accessibility Plan – it was noted that Mr. Dorrell was drafting a revised plan, however he is no longer on this committee.
(post meeting note – Mr. Dorrell has agreed to complete drafting the plan).
- Lettings – It was agreed that Mr. Burton would review this.

7. Premises

- Library – Mr. Bush mentioned that the improvements to the library are ongoing.
- IT Strategy – Mr. France mentioned that the school has determined what equipment needs to be replaced as per the strategy. The school is also evaluating some Dell PCs. There is also concern that 8 iPads seem to be missing and the school will endeavor to track them down. It was agreed that there needs to be a formal report in place detailing how the 25% IT replacement program will happen, and Mr. France agreed to produce one.

Action 1.2: Mr. France to produce a report detailing how the 25% It replacement program will be implemented.

- Close 2014/15 projects – Mr. Bush reported that most of the £17,000 allocated was spent, with just about £1,000 left. The 2014/15 projects will now be closed and Mr. Bush agreed to create a project plan for 2015/16.

Action 1.3: Mr. Bush to produce a 2015/16 project plan.

- Review Devolved Cap plan – Mr. Bush mentioned that some devolved capitation money had been spent on the school office refurbishment but there was still £6,500 left. It was agreed that this should be rolled forward and go towards funding items on the improvement plan.

At this point a discussion took place around the possibility of solar panels being installed at the school. Mr. France said that he is planning to meet with a representative from a solar energy company and he will get more details about what is being offered.

- Review long term objectives – it was agreed that these would be as per the priorities mentioned in the Terms of Reference.

8. Finance

- YTD against budget – Mr. Bush had circulated a Monthly Monitoring Report for the period to August 2015 prior to the meeting along with a finance report. Copies of these documents are filed with these minutes and on the governors shared drive. The report was discussed and the main points noted, which included –
 - Accounts have been sent to the auditor
 - Significant changes to teaching costs are expected due to recent staff changes.
 - Mid-day supervisors costs are £20,000 over budget due to employment of extra staff and long term sickness.
 - On-line payments system for school meals is working well.
 - School meals budget is showing a £24,492 surplus, which will be used to offset the extra costs for mid-day supervisors.
 - A new budget line called Grant Income added to include Pupil Premium, Sports payment and UFSM.
 - School is now receiving devolved capital again.

Mr. Bush also mentioned that the school should have a significant budget carry forward at the end of the year, so there is scope to fund reasonable premises improvement projects up to around £20,000 to £25,000. When this figure is combined with monies carried forward from the PTA and devolved capital funds there is enough available to consider some of the items in the long term premises improvement plan. Items on the plan were looked at and a discussion took place over whether a big item from the 5 year plan should be tackled or whether those on the 3 year plan should be finished off. It was agreed that items from both plans could be considered plus any major items on the disability plan. Mr. Bush agreed to establish a final figure that could be allocated for improvement projects. Mr. France and Ms. Dominey agreed to draft a proposal that could be presented for approval to the FGB.

Action 1.4: Mr. Bush to establish final money allocation for improvement projects

Action 1.5: Mr. France and Ms. Dominey to draft a proposal of improvement projects for the FGB.

- Review of school's voluntary funds – Mr. Bush mentioned that the school has £7,200 that was carried forward from the activities of the PTA. It was agreed that the school will need to inform parents of how this money will be spent and that the money should be spent soon so that existing parents will be able to see the benefit from it. One suggestion discussed was to improve the courtyard and make an outdoor learning area that all the children could benefit from. This was something that the Ofsted inspectors suggested at their last visit and Mr. France mentioned that the school has already obtained some quotations for the work. Features

could include things like an experimental play area, a science area, a number area, a wildlife area and a seated classroom.

Mr. Bush also mentioned that the accounts have been audited.

9. Marketing

It was agreed that the current marketing needs of the school are well cared for by the school website and the parents' handbook.

10. Chair's Correspondence

There was none

9. Items for Next Agenda

None other than the usual standing items for mtg. no.2.

The meeting ended at 6:30pm

Future meeting dates:

FGB Meeting no.2	Wed 11 Nov 2015	17:30
PPC Meeting no.2	Mon 30 Nov 2015	17:00
Curriculum Meeting no.2	Wed 2 Dec 2015	09:00
PFM Meeting no.2	Thu 10 Dec 2015	17:30
FGB Meeting no.3	Wed 13 Jan 2016	17:30
FGB Meeting no.4	Wed 9 Mar 2016	17:30
PPC Meeting no.3	Mon 14 Mar 2016	17:00
Curriculum Meeting no.3	Wed 23 Mar 2016	09:00
PFM Meeting no.3	Thu 28 Apr 2016	17:30
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