

**PREMISES, FINANCE AND MARKETING COMMITTEE****Meeting no.2 held at the school on 10<sup>th</sup> December 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**

| <b>Action Point</b> | <b>Description</b>  | <b>Resp.</b>    | <b>Status</b>                   |
|---------------------|---|-----------------|---------------------------------|
| 3.6<br>(12/13)      | Complete benchmarking report.   | AB              | Completed (see matters arising) |
| 2.3<br>(14/15)      | Produce 2 <sup>nd</sup> draft of the Disability Equality and Accessibility Plan.  | SF/DD           | Completed (see matters arising) |
| 3.1<br>(14/15)      | Complete Health & Safety Risk Assessment.   | DD/NB/<br>AB/SF | Ongoing (see matters arising)   |
| 4.1<br>(14/15)      | Make final amendments to the draft Data Protection Policy and re-issue as per the LMPS policy management procedure.   | DD/DR           | Completed                       |
| 4.2<br>(14/15)      | Confirm with West Dorset Building Control whether building regulations approval is required for partitioning in the library.  | NB              | Completed (see matters arising) |
| 4.3<br>(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                         |
| 1.3                 | Produce a 2015/16 project plan.   | AB              | Completed (see agenda item 6)   |
| 1.4                 | Establish final money allocation for improvement projects   | AB              | Completed (see matters arising) |
| 1.5                 | Draft a proposal of improvement projects for the FGB  | SF/LD           | Completed                       |
| 2.1                 | Produce formal quotations for the following 2015/16 premises improvement projects - <ul style="list-style-type: none"> <li>• Replace decking in the pond area</li> <li>• Upgrade of music facilities (provision of pod)</li> <li>• Upgrade security provision at front entrance</li> <li>• Upgrade access to MUGA</li> <li>• Upgrade large courtyard</li> </ul> | SF/NB           | New                             |

**Minutes of the meeting**

Meeting commenced 5:35 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 1<sup>st</sup> October 2015 were agreed and signed by the Chair.

### 4. Matters Arising

2.3 (14/15) – Mr. France tabled copies of the plan at the meeting and a copy is filed with these minutes.

3.6 (12/13) – Mr. Bush explained that the school is benchmarked in stages during the year, and LMPS costs are shown to be good. Therefore it was agreed that a consolidated benchmarking report isn't necessary and the action can be removed.

3.1 (14/15) – Mr. Burton mentioned that he has found a suitable template for recording the Health & Safety Risk Assessment which will be used to complete the report. He tabled a copy at the meeting and the committee members were happy for it to be used.

4.2 (14/15) – Mr. Burton confirmed that Building Control were insisting that building regulations approval is required for partitioning in the library. He also informed the committee that the application has been made online and the associated fee paid.

1.4 – It was noted that a £40,000 allocation had been agreed by the FGB, with an assumed spend of up to £30,000 this year and a £10,000 carry forward.

### 5. Policies

- Disability Equality and Accessibility Plan (valid till March 5th 2015) – completed and ready for upload to the website (see action 4.1 (14/15)).
- Lettings (valid till December 18th 2015) – on hold while final agreement reached on how best to implement revised guidance on safeguarding responsibilities.

### 6. Premises

Mr. France and Mr. Burton had drawn up a list of proposed projects for 2015/16 along with some approximate costs.

- |  |                     |
|--|---------------------|
| • Replace decking in the pond area               | £3,000              |
| • Upgrade of music facilities (provision of pod) | £5,000              |
| • Upgrade security provision at front entrance   | £3,000              |
| • Upgrade Y1 and Y2 cloakrooms                   | £4,000 (£2,000 x 2) |

- |                                     |        |
|-------------------------------------|--------|
| • Upgrade music studio lighting     | £1,000 |
| • Upgrade access to MUGA            | £2,000 |
| • Upgrade large courtyard           | £3,000 |
| • Upgrade fencing around waste bins | £1,000 |

Mr. Burton mentioned that the fencing around the bins area could be replaced and altered in the long run. Also, the lamppost near the bins is leaning over. Although it has been surveyed and is deemed to be safe, it is still unsightly and should be repaired. Mr. France mentioned that he was unwilling to see money spent that didn't have a direct impact on the education of the children. However, it was agreed that there needs to be a balance because if the school premises start to look run down this will hinder the schools attempts to attract the best quality teaching staff, which will of course have an impact on education standards in the long term. Mr. France pointed out however that it was unlikely that any funds would be available from DCC to help as their budgets are being cut.

The proposed list was agreed by the committee. It was also agreed that the school could proceed with the cloakroom upgrade, the music studio lighting upgrade and the fencing upgrade without presenting quotations back to the committee. All other projects should go through the formal quotation process.

**Action 2.1:** Mr. France and Mr. Burton to produce formal quotations for the following 2015/16 premises improvement projects -

- 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

It was agreed that work would need to start quickly on the project list for them to be completed in the current school year. As the next PFM meeting isn't due until April 28<sup>th</sup> 2016, it was felt that the committee would need to meet before then in order to review the formal quotations. The meeting was arranged for **Thursday February 4<sup>th</sup> 2016** at 4:30 at the school

## 7. Finance

Mr. Bush had circulated a monthly YTD budget monitoring report prior to the meeting, a copy of which is filed with these minutes. The report looked at the main budget issues and showed that the school currently has a projected under-spend of just over £100,000.

## 8. Marketing

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

## 9. Chair's Correspondence

There was none

## 9. Items for Next Agenda

None other than the usual standing items for mtg. no.3

*(Mr. France left the meeting at 6:40pm)*

A further discussion took place about the current safeguarding issues connected with letting the school hall out to

organisations providing events for children which had been dealt with at the previous FGB meeting. Ms. Knudsen mentioned that some of the organisations who had been written to in order to inform them about the updated safeguarding requirements for lessees had in turn queried the requirement with DCC. The school had previously been advised by DCC that all lessees should have a responsible adult with level 3 safeguarding training in attendance at all events. However Ms Knudsen reported that Ms. Burr at DCC had subsequently suggested in a telephone conversation that the school could consider other comparable child protection training that coaches/instructors may have received as adequate. This proposal was discussed however the committee didn't feel qualified to judge what constitutes compatible training so it was decided that it would be in the best interests of the children if the level 3 requirement remained. The committee did agree however that if an organisation was taking steps to comply with the requirements, they would still be able to use the hall for events up to the deadline of February 20<sup>th</sup>, as opposed to having their bookings suspended after December 31<sup>st</sup>.

*(post meeting note – Ms. Knudsen circulated a draft letter for all relevant hiring organisations explaining the requirements and deadline extension immediately after the meeting)*

The meeting ended at 7:00pm

**Future meeting dates:**

|                         |                        |                 |
|-------------------------|------------------------|-----------------|
| <b>FGB Meeting no.3</b> | <b>Wed 13 Jan 2016</b> | <b>17:30</b>    |
| Curriculum Meeting no.2 | Wed 20 Jan 2015        | 09:00 (amended) |
| <b>FGB Meeting no.4</b> | <b>Wed 9 Mar 2016</b>  | <b>17:30</b>    |
| 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           |
| <b>FGB Meeting no.5</b> | <b>Wed 4 May 2016</b>  | <b>17:30</b>    |
| 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           |
| <b>FGB Meeting no.6</b> | <b>Wed 6 Jul 2016</b>  | <b>17:30</b>    |