

PREMISES, FINANCE AND MARKETING COMMITTEEMeeting no.4 held at the school on 18th July 2016 at 5:30pm

Present: **Mr. S. France (Head teacher)**
Mr. A. Bush (Chair)
Ms. D. Dorrell
Mr. N. Burton
Ms. K. Knudsen
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	Completed
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	Completed (see agenda item 5)
3.1	Update 5 year capital project plan with costs.	NB	Ongoing
3.2	Investigate possible contribution from parish council for car park safety barriers.	AB	Ongoing
3.3	Mr. Burton to produce a plan for proposed car park safety barriers.	NB	Ongoing
4.1	Prepare a list of approved suppliers for approval by the FGB.	AB	New
4.2	Prepare revised version of the finance policy for approval by the FGB.	AB	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 28th April 2016 were agreed and signed by the Chair.

4. Matters Arising

None

5. Premises

Review of Current Projects – All approved projects are currently underway. The pond decking, studio lighting and music room development are all completed. Work on the cloakrooms is ongoing around the school. There is a need to replace the lino in the main corridor as it buckling and causing a trip hazard so it will be replaced with carpet, which shall also be less noisy. The cost is expected to be around £2,000.

Health and Safety Assessment – This has been completed by Mr. Bush and Mr. Burton.

I.T. Report – Mr. France mentioned that there is a need for the school to invest in staff laptops, the curriculum server (which will cost around £3,000) and replace 13 pupil 'seaside' laptops. There is a wish for a data projector both in the new hall as well as the music studio. There is also a need to invest in around 3 computer work stations for the admin server. All these expenditures should fall within the annual 25% investment/upgrades that are planned. The school is currently unable to locate 5 iPads, but will attempt to locate them by using the Apple "Find My iPad" app.

6. Finance

YTD vs Budget – Mr. Bush had circulated the June 2016 monthly finance monitoring report prior to the meeting, copies of which are held on the governors' shared drive and with these minutes. Mr. Bush mentioned that the school is currently underspending on budget, so the overall situation looks healthy. Mr. France mentioned that the school is now required to allocate 0.5% of the staffing budget to pay for training. Also, the introduction of the "living wage" will have an impact on the salary costs for catering staff, lunch time supervisors and possibly some TA's. The new funding formula is still not clear, but within Dorset the impact on schools will be varied, with some doing well but others disadvantaged.

Preferred Supplier recommendations– The existing preferred suppliers list was reviewed. It currently consists of –

- PGL travel
- Cygnet Food
- Lexicaon IT support
- Matrod painting (Mike Thomas)
- Consortium
- JWC

A brief discussion took place around JWC remaining on the list as in the last year as some of their quotes have been marginally higher than other suppliers, however it was agreed to leave them on for a further year. The existing list of preferred suppliers was approved by the committee. Mr. Bush will prepare a final list ready for presentation to the FGB at meeting no.1 in September.

Action 4.1 – Mr. Bush to prepare a list of approved suppliers for approval by the FGB.

Finance Policy update – Mr. Bush had circulated proposed amendments to the finance policy prior to the meeting. A copy of the proposals are held on the governors shared drive and filed with these minutes. The amendments were approved by the committee and Mr. Bush will prepare a revised version ready for presentation to the FGB at meeting no.1 in September.

Action 4.2 – Mr. Bush to prepare revised version of the finance policy

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. However a brief discussion was held about the possibility of letting our fields to the Sports Club/Lytchett and Upton Red Triangle Football Club.

8. Review the effectiveness of the committee

It was agreed that the committee had carried out all its delegated functions effectively during the year. It was also noted that next year the committee needs to focus on agreeing monies to be spent as opposed to deciding where the need for spending lies.

At this point, a further discussion took place around the need to inform DCC how we are intending to use our devolved capital funds. It was noted that this should be included in the 3-5 year capital projects plans. Also, the courtyard development is now scheduled to take place in the autumn half term break and will be funded by the residual money received when the PTA was disbanded.

The use of the PE grant was also discussed. It was agreed that the school should be able to demonstrate that the money has been used so as to have a direct pupil impact. It was agreed that a refurbishment of the long jump pit would be of benefit. The cricket nets were also discussed, however Mr. Noyce has mentioned that these are no longer required as LMPS does not play hard ball cricket any more, and his preferred option would therefore be to have the posts removed. This was discussed, however it was noted that the school couldn't use the PE grant for this as it would have no demonstrable direct impact on the pupils. Access to the MUGA was also discussed as a possible area for development but again there would be limited evidence for an impact on pupils.

8. Chair's Correspondence

There was none

9. Items for Next Agenda

None other than the usual standing items.

The meeting ended at 6:30pm

Future meeting dates:

FGB Meeting no.1	Wed Sep 14 2016	17:30
PPC Meeting no.1	Mon 19 Sep 2016	09:00
Curriculum Meeting no.1	Wed 29 Sep 2016	09:00
PFM Meeting no.1	Thu 6 Oct 2016	17:30
FGB Meeting no.2	Wed 9 Nov 2016	17:30
PPC Meeting no.2	Mon 21 Nov 2016	09:00
Curriculum Meeting no.2	Wed 1 Dec 2016	09:00
PFM Meeting no.2	Thu 8 Dec 2016	17:30
FGB Meeting no.3	Wed 11 Jan 2017	17:30
FGB Meeting no.4	Wed 8 Mar 2017	17:30

PPC Meeting no.3	Mon 13 Mar 2017	09:00
Curriculum Meeting no.3	Wed 23 Mar 2017	09:00
PFM Meeting no.3	Thu 27 Apr 2017	17:30
FGB Meeting no.5	Wed 3 May 2017	17:30
PPC Meeting no.4	Mon 12 Jun 2017	09:00
Curriculum Meeting no.4	Wed 22 Jun 2017	09:00
PFM Meeting no.4	Thu 29 Jun 2017	17:30
FGB Meeting no.6	Wed 5 Jul 20167	17:30