

**PREMISES, FINANCE AND MARKETING COMMITTEE**Meeting no.1 held at the school on 14<sup>th</sup> December 2017 at 5:30pm

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

**Summary of Actions**

<b>Action Point</b>	<b>Description</b>	<b>Resp.</b>	<b>Status</b>
4.3 (14/15)	Draft revised travel plan including a staff section.	KK / SF	Closed – plan to be re-issued.
1.1 (15/16)	Produce and circulate a staff Travel to Work survey.	KK/LD	Ongoing – to be sent to staff in January
1.5 (16/17)	Lead review of Disability Equality and Accessibility Plan (valid until 05/03/2017)	KK	Ongoing (see matters arising)
2.4 (16/17)	Circulate a list of major purchases and standing contracts to the committee.	NB	Ongoing
4.1 (16/17)	Re-issue the Charging and Remissions Policy.	DR	Completed
4.2 (16/17)	Re-issue the Equality Policy.	DR	Completed
4.3 (16/17)	Re-issue the Freedom of Information Policy.	DR	Completed
4.4 (16/17)	Recommend if the school should make use of the DCC fire officer inspection arrangement.	SF/AB	Superseded by 1.1 below (see matters arising)
4.5(16/17)	Add review date to List of Preferred Suppliers.	DR	Completed
1.1	Contact DCC to discuss fire inspection options	SF	New
1.2	Arrange for an LMPS article to be in the Parish magazine.	SF/AB	Ongoing (see item 8)

Meeting commenced 5:30pm

**1. Apologies**

Apologies were received from Mr. Ryder, Clerk to the Governors. In his absence Ms. Knudsen was nominated and elected as temporary Clerk.

**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 previous meeting held on October 12<sup>th</sup> 2017 were agreed and signed by the Chair.

### 4. Matters Arising

Discussion on 4.3 (14/15) – a discussion took place around the travel plan and it was identified the school has looked into all viable options regarding staff and pupils' means of travel to LMPS. Due to factors outside of the school's control there is limited ability for significant changes to be made though the school will continue to promote environmentally friendly means of transport. The matter was closed.

Discussion also took place around 1.1 (15/16) and Ms. Knudsen reported to the meeting Mrs. Blake has produced a staff travel survey which it is hoped can be circulated in January.

Discussion on 1.5 (15/16) was held and it was identified that a state of readiness needs to be maintained to make more significant changes as they may become required. The Disability Equality and Accessibility Plan should remain in place with the DES action plan to remain ongoing with formal reporting to be undertaken biennially. Section d) of the action plan has been completed.

**Actions:** Dropbox document to be updated with proposed changes.

Action point 2.4 (16/17) needs an update from Ms. Palmer in the school office and remains ongoing. Action points 1.1 and 1.2 were on the agenda for separate discussion.

### 5. Policies

- CCTV – a proposed CCTV policy was emailed to the committee prior to the meeting by Mr. Burton and a copy is filed with these minutes. A discussion was held around the defined roles within the policy and the need for a clearer definition of whom holds the different roles, especially Data Controller and System Manager. School presently have 5 cameras in place, 3 inside the building and 2 outside the building. Mr. Burton informed the meeting 'privacy information notices' are already up within the school informing parents and visitors of the fact that CCTV is in use. It was felt that further clarification was needed around the link between a CCTV policy and Data Protection rights of any person of whom images may be held.

**Actions:** Mr. Bush, Mr. Burton and Mr. France to look into this for the next meeting.

- The Lettings policy is due for renewal by 19.05.18. Mr. Burton agreed to review this before it expires.

**Actions:** Mr. Burton to review the Lettings policy.

- The Whistleblowing policy is due for renewal before 26.06.18. Mr. France agreed to review this before it expires.

**Actions:** Mr. France to review the Whistleblowing policy.

### 6. Premises

Discussion was held around the need to secure the school site by completing the fencing at the edge of the school playing fields. As per policy 3 quotes had been requested to ensure best value, and Sharmans Contractors had produced the best quote at £1000 less than their competitors. PFM voted to go ahead with the work at a cost of £8,600. The Chair also informed PFM that the fence around the Reception playground is due to be completed at a cost of £400.

There was a Health and Safety update with regards to the possible upgrade of fire doors within school. Mr. France has been in contact with DCC but no specific advice has been made available to date. The matter remains ongoing and Mr. Burton is to investigate further.

Mr. Moore is to talk to Motcombe School to see if he can obtain an example of a Lockdown policy. PFM discussed the challenges specific to LMPS with regards to secure locations within its buildings should the outer perimeter be breached. Ms. Knudsen suggested she would talk to Canford School to see if they also could provide an example of a lockdown policy.

Mr. Bush provided a Parish Council update. He had met with parents regarding traffic around school at the start and end of the school day and liaison has also been made with Mr. Camp at DCC.

## 7. Finance

Mr. Bush had circulated a Finance report prior to the meeting and a copy is filed with these minutes. The report was discussed and it was noted that the costs are currently very close to budget and there is an estimated carry forward of around £96,000. There was nothing new to report regarding the voluntary funds.

The Hamwic Trust has scheduled a due diligence day with LMPS 01.02.18 and Mr. Bush has been scrutinising our finances in preparation for this. An impact assessment needs to be done, which on behalf of the school is to ensure the proposed conversion to Academy status is financially viable.

**Actions:** Mr. France and Mr. Bush to complete impact assessment prior to 01.02.18.

## 8. Marketing

Mr. France has made contact with the Parish Magazine but the date for entries for the January edition has passed. An entry will be made for the February 2018 edition.

## 9. Chair's Correspondence

There was none received.

## 10. Items for Next Agenda

- Budget
- Electric car charging point.

The meeting ended at 6:30 pm.

### Future meeting dates:

<b>FGB Meeting no.2</b>	<b>Wed 15 Nov 2017</b>	<b>17:30 (amended)</b>
PPC Meeting no.2	Mon 20 Nov 2017	09:00
PFM Meeting no.2	Thu 12 Dec 2017	17.30 (amended)
Curriculum Meeting no.2	Wed 10 Jan 2018	09.00 (amended)
<b>FGB Meeting no.3</b>	<b>Wed 10 Jan 2018</b>	<b>17:30</b>
<b>FGB Meeting no.4</b>	<b>Wed 28 Feb 2018</b>	<b>17:30</b>

PPC Meeting no.3	Mon 12 Mar 2018	09:00
Curriculum Meeting no.3	Wed 21 Mar 2018	09:00 (amended)
PFM Meeting no.3	Thu 19 Apr 2018	17:30
<b>FGB Meeting no.5</b>	<b>Wed 25 Apr 2018</b>	<b>17:30</b>
PPC Meeting no.4	Mon 11 Jun 2018	09:00
Curriculum Meeting no.4	Wed 20 Jun 2018	09:00 (amended)
PFM Meeting no.4	Thu 28 Jun 2018	17:30
<b>FGB Meeting no.6</b>	<b>Wed 4 Jul 2018</b>	<b>17:30</b>