

PREMISES, FINANCE AND MARKETING COMMITTEE**Meeting no. 3 held at the school on 16th April 2018 at 3:30pm**

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

Also Present: **Mrs A Clothier**
 Mrs L Dominey

Summary of Actions

Action Point	Description	Resp.	Status
1.1 (15/16)	Produce and circulate a staff Travel to Work survey.	KK/LD	Ongoing
1.5 (16/17)	Lead review of Disability Equality and Accessibility Plan (valid until 05/03/2017)	KK	Completed
2.4 (16/17)	Circulate a list of major purchases and standing contracts to the committee.	NB	Ongoing
1.1	Contact DCC to discuss fire inspection options	SF	Ongoing
1.2	Arrange for an LMPS article to be in the Parish magazine.	SF/LD	Ongoing
2.1	Review the Whistleblowing Policy	SF	Ongoing
3.1	Progress CCTV signs for key entry points	NB	New
3.2	Schedule a Health and Safety Assessment	AB/NB	New

Meeting commenced 3:30pm

1. Apologies

Apologies were received from Mr. Burton and accepted by the committee. Mr Moore arrived at the meeting at 4.28pm.

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 14th December were agreed and signed by the Chair.

4. Matters Arising

Item 1.1 (15/16) A discussion was held on the Travel to Work Survey – Ms Knudson is liaising with Mrs Blake on the matter with a view to writing a new survey.

Item 1.5 (16/17) The Disability Equality and Accessibility Plan has been updated however the school need to have a state of readiness in case adaptations are needed. Item closed.

Item 2.4 (16/17) The list of major purchases and standing contracts is ongoing.

Item 1.1 A discussion was held on the fire inspection options and it was concluded that this would be decided once the Fire Marshall training is complete. There is a need to update the fire doors as some automatically close and others are propped open, these are the ones that need to be addressed. The whole school needs to be reviewed to have consistency with respect to fire doors, including automatic doors activated by the alarm This review is likely to provide expensive suggestions. Governors questioned whether the school is responsible for the upgrades or whether DCC remains responsible? The fire marshall training will hopefully provide some insight as to what course should be followed.

Item 1.2 The Parish Magazine was discussed. Governors asked if Mr France could delegate someone to write something as there is an article in the magazine from Lytchett Manor. The deadline is the 15th of every month. Mrs Dominey put in a diary note to do this. It was suggested to reuse the front page of Roundabout.

6. Premises

Current School Improvements

A discussion was held on the current school improvements underway. The blinds have been installed although there are some snagging issues that need to be resolved. This has now raised the issue that teachers also need to see out - cameras need to be installed to give a field of vision. This will make 8 outdoor cameras all together which is related to the number of units. Mr France has spoken to the children about Lockdown – explained that it made the building safe and they will have lots of practices. Governors challenged whether the alarm should be different from the fire alarm. Mr France outlined that the bell will be cadenced in that situation and eventually there will be an entirely separate sound. Governors suggested that once the decision was taken to lock down, designated individuals were tasked with calling the police (can be from landline or mobile). Mr France commented that the school is working in advance of other schools on this matter and by September there will be a credible system in place. The school will also place an order for walkie talkies. Governors asked whether anything else is planned this term or over the holidays? The school needs to complete this project and see what the long term costs are. There is potential to put a camera on the front of the building which may also deter vandalism and other more dangerous threats and to put prominent signs at key entry points to ensure everyone is aware they are being recorded by cameras.

Action 3.1 Mr Burton to progress CCTV signs for key entry points

Future Strategic developments

See above

Health and Safety Assessment

This needs to be scheduled.

Action 3.2: Mr Burton and Mr Bush to schedule Health and Safety Assessment.

7. Finance

YTD vs budget

This document was placed on Dropbox circulated to Governors. The YTD figures are up to February 2018. Staff costs are £20,000 over budget which is partly to do with emergency supply and also maternity cover costs. Governors challenged why there was an overspend on administration and support and this was down to staff overtime. Other expenses are close to budget; the devolved capital is largely spent; the PE grant is ongoing with Mr Noyce actioning; and perimeter fencing is complete. The predicted carry forward is £80,000.

2018/19 Budget Review

The 2018/19 Proposed Budget was placed on Dropbox and circulated to Governors. Mr Bush outlined the main points which included: factoring in all known staff moves and additional teacher training fees; moving the cost of the blinds to Capital Expenditure; increasing cleaning costs due to paying the living wage, and the increasing cost of the absence insurance. Governors challenged why the cost of absence insurance is rising whether this will go down if absences reduce? Mr France outlined that it had increased because the school had used it and they were unlikely not to claim as staff go on maternity leave, sick leave etc. Governors challenged whether the cost of paying this was getting best value for money? Mr France stated that they spread the risk over many schools so it is the best value for money.

Governors questioned whether the £46,000 LEA Fees and Services costs would stay with the school when they make the transition to the Hamwic Trust. Mr France commented that Hamwic will only take over services in April 2019 so it will not affect the 2018/19 budget. Governors queried the difference between teaching staff (support) and support staff and it was explained that one is Supply. There is a predicted surplus of £102,000 for the next financial year. Governors recommend that the budget is taken forward to FGB and extended their thanks to Ms Palmer for all her work on this.

Financial Review regarding Hamwic

Mr France outlined that, following the Due Diligence visit, the form has been submitted for the grant and the school now need to start looking at their systems and their training. The PFM committee will need to consider the costs and make decisions -this may need to be on email as they might have to be more immediate. The school have been invited to join the Hamworthy group of schools to work with them. Being a bigger unit of schools gives better buying power and a good group of Heads for information sharing. Mr France would like to work with Mr Bush on various stages of the process.

8. Marketing

See Matters Arising

9. Chair's Correspondence

There is no school crossing patrol so Cllr Peter Wharf has suggested a pelican crossing that is pedestrian controlled. Mr France supported the proposal. However, there are lots of logistics involved in putting this in place.

There is a need to look at how the astro pitch works as it is costing a lot of money in repairs and largely people use it for free. Governors challenged why they had to look at it as it is a Parish Council facility. There is a three-way agreement between the School, Parish Council and Sports Association. The arrangement is that the school pays for the electricity and uses it for free during school time. Parish Council will be putting forward what their plan is for the future for the school to consider.

10. Items for Next Agenda

- **Review of the Strategic School Improvement Plan**
- **Review the Effectiveness of the Committee.**

The meeting ended at 4.36 pm.

Future meeting dates:

FGB Meeting no.5	Wed 25 Apr 2018	17:30
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
FGB Meeting no.6	Wed 4 Jul 2018	17:30