St Michael's, Church of England, VA, Primary and Nursery School

Finance & GP committee minutes

Thursday 30th January 2020

Attendees: Richard Hodder, Olivia Corfield and John Neenan

Apologies: David Hibberd and Peter Martin

Also attending Fiona Tibbitt as clerk and business manager.

Key: Support, Challenge and SIAMS

	Item	ACTION
1	**Welcome** JN welcomed everyone to the meeting and agreed to chair the meeting in David's absence. Apologies were received from DH. There were no business interests relating to the agenda.	
2	**Minutes of 13th November 2019** RH proposed the minutes were accepted as a true record of the meeting, JN seconded this and all approved them. **Matters arising** –JN confirmed the school will be purchasing the enhanced finance package for the next financial year.	
	Policy review: **Finance policy –** JP's job title was changed from senior teacher to deputy headteacher and Sylvia Martin's name was removed as signatory. All approved the policy. It was confirmed that JN and JP need to take documents to Barclays to become School Fund account signatories **Business Continuity Plan** – Names had been updated. OC suggested having a school site plan showing where the stopcocks and electrics meters etc. are. **Health and Safety Policy** - RH asked how to we check staff know the details of the policy. JN advised the training is logged and the external Health and Safety audit showed all records were up to date such as asbestos, legionella's and fire drill dates. Almost all the school staff are first aid trained and 4 have paediatric first aid training. It was commented that JN will need to ensure the new caretaker gets lots of training. FT has legionella training. The reduction in caretaker hours from 25 to 20 was discussed. This is in line with other similar sized schools. The cleaner works 10 hours a week. All approved the policy. **Lockdown procedure** –JN explained amber and red lockdown procedure and that Rowan class congregate in the corridor not in their classroom due to the low window in the classroom. All were happy with the procedure.	*JP and JN to go to Barclays and for SF signatories.* *Site Map with utilities marked to be drawn up.*

4	**BCR Review** I01 nursery funding changing each term was explained. I03 £7942 is due to come from SEN exceptional circumstances, the school had been promised over £10k but there were not enough funds for the LA to meet this. I13 £90000 is to from the School Fund and £5313 from SMASH. It was agreed this will be actioned in February. I18 £7700 is below expected as the pension grant came in at I01. More was received that expected £10385. JN is applying for £510 from the Jubilee Trust and will receive £500 from the Wensum Literacy Hub. The Rotary are donating £500 for books and £606 was receiving from the Men's Breakfast. E13 22500 grounds maintenance only has £125 left in the budget. This will be more than enough as the gardeners won't be needed until March/April. E15 One quarter's water bill was paid twice so there is no more to pay this year. E16 It was confirmed that gas is paid quarterly and there are no more payments due this year. E25 – The school is due a grant from Norfolk music hub to pay for the school choir. Governors were happy the budget is looking on track for this financial year. FT advised she is looking to improve the way Breakfast club payments and invoices are logged.	*Move £9k from school fund to main account, and bank SMASH donations. Send invoices to Diocese for the capital IT project.*
5	**SFVS –** The School's Financial Value Standard forms had been completed prior to the meeting. They findings were discussed with the one action point to look at the DofE recommended deals website. It was asked why no results were logged and JN explained this was because there is no year 6 yet. OC signed the document.	*SFVS to be scanned and emailed to NCC finance.*
6	**Sports Premium –** SB the PE subject leader has been monitoring spending of sports premium following recent training. She has advised that the areas sports premium can be spent have been limited.	*Sports premium to be carefully budgeted.*
7	**Date/time of next meeting 16.03.20 4.30pm**	