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

Draft Minutes of Finance and General Purposes Meeting
2nd July 2021

Attendees: John Neenan, Georgina Chapple, David Hibberd and Olivia Corfield
Also Attending: Fiona Tibbitt (as Clerk & Business Manager)
Apologies: None

| | Item | Action |
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| 1 | **Welcome**<br>David welcomed everyone to the meeting | |
| 2 | **Matters arising from the previous meeting**<br>A company will be called in to complete an asset register once Covid restrictions have lifted. It was suggested to have a floorplan to aid with this.<br>It was agreed it was safer not to put security markings on IT equipment as this may void the warranty.<br>The GDPR audit has extra columns added, and the school has signed up to Anglia Telephones whose customer service was much better than Gamma.<br>It was confirmed that the policies have been updated. | *Asset register to be organised.* |
| 3 | **Themed Audits**<br>**21-19** Themed Audits<br>Themed audits will be routinely discussed in F&GP meetings<br>**15-20** Safer Recruitment<br>It was confirmed that third party agency staff were included on the SCR and the recruitment policy is NCC Educator Solutions recommended policy, all volunteers etc are DBS checked.<br>Health screening questionnaires are routinely completed for recruitment.<br>The headteacher checks and signs all right to work and not prohibited from working with children forms.<br>**125-19** GDPR<br>The school DPO is Ane Van Den Burg and she is registered with the ICO. A data map in kept for school's suppliers and DPIA's are routinely carried out for new software packages.<br>**131-18** SFVS<br>Q1 A governor skills audit is carried out annually<br>Q7&8 The staffing structure is reviewed with each budget revision and more thoroughly in the summer term for September. The Pay policy is reviewed annually.<br>Q14 Financial benchmarking is completed at least annually.<br>Q21 A fraud log is maintained in the school office – there is not an anti-fraud policy, this will be downloaded from HR infospace and approved at the next FGB.<br>Q25 The BCP is updated and reviewed annually.<br>The SFVS is always submitted on time.<br>**33-18** School Websites and Purchasing Cards | *Approve Anti-Fraud policy at next FGB* |

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| | The Equalities objectives needs to be updated; OC offered to help with this. Governor details and the school's values and ethos are on the website. The PE Premium statement is due to be updated at the end of the academic year. The latest results are on the website.<br>Only one member of staff has a purchasing card, the headteacher approves each payment, a couple have been missed on the online approving, the monthly logs are always checked and signed by the head.<br>All receipts are kept and included in the log. The card is not used for tea, coffee etc.<br><br>Asbestos Management<br>The caretaker and headteacher have had asbestos training. It was suggested that all staff can be made aware of where asbestos is during an inset day. It was confirmed that most asbestos has now been removed. | *OC to update the Equalities Objectives.*<br><br>*Brief asbestos training to be including in an inset day.* |
| 4 | **BCR and Budget Revision 1**<br>The BCR and budget were circulated prior to the meeting. There were no questions on the annotated BCR.<br>Budget revision 1<br>I01 It was confirmed the income for the Nursery teacher's pay grant and pension was due to the oversight day the early years teacher had for nursery.<br>E01 The increase in teachers' expenditure was due to an extra day per week for interventions using the 'catch up funding,' and a leaving teacher's holiday pay.<br>E19 The £4000 allocated for extra resources is earmarked for KS2 resourcing depending on SIDP requirements. Governors questioned if teachers were involved in deciding what was needed. JN confirmed the requests came from them after curriculum discussions.<br>JN advised there was a likelihood that the school would need to purchase a phonics programme that was aligned with DofE requirements and ratified by them.<br>Governors discussed what the surplus £20,000 would be used for. They agreed the KS2 toilets needed replacing as were currently infant sized. The second quote has not been received yet, JN will chase this. Governors agreed that in line with advice from the schools Finance Officer, the work could go ahead with 2 quotes as JN had tried to obtain at least 8 quotes, but builders are too busy to come out. It was reported to governors that the school's Finance Officer thought quotes in the region of £8k would be typical for this sort of work and recommended going direct to a company ahead of using NPS.<br>The toilets are expected to cost around £8500; the remaining funds will be used for new furniture for the new class base and resourcing. A plan for this will be put together for the next meeting however it was recognised that until the nursery is built it will be unclear what furniture will be needed. | |

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| | Governors approved the budget revision 1. | |
| 5 | **Staffing structure**<br>Governors asked how sickness/training was covered in the nursery as a level 3 trained member of staff would be needed. It was confirmed that the school has a level 3 trained supply TA. The current student doing work experience in the nursery will be level 3 trained in the next few weeks so she may be available for supply as well.<br>Governors were happy with the staffing structure. They asked if parents knew which TAs would be in which class next year. JN advised he would add this in his next blog.<br>Pupil numbers were discussed and are looking healthy, a 6th class base will be needed from September 22. | |
| 6 | **Policies**<br>**Charging and Remissions**<br>The word consumables will be removed.<br>With this change the policy was approved.<br>**Data Protection**<br>This was approved with a couple of minor changes. | |
| 7 | **GDPR**<br>FT carried out a visual audit around the school having given staff notice, there were no concerns.<br>FT and DH are to meet for a GDPR meeting before the end of term. | |
| 8 | **Buildings' update**<br>The nursery build will commence on Monday 26th July. There is a pre-commencement meeting on Friday 9th July, DH offered to come along and join JN, FT the architect and builders.<br>The windows within school aren't covered by BMP5 so the current windows will be made good and we hope that some of the issues will be taken care of during the external decoration which is due to take place next year. | |
| 9 | **Request by M.E. for the school to become a listed building**<br>This was discussed at some length, governors felt it would be detrimental to the work of the school. It was currently more important to have the flexibility to make improvements to the school to meet the needs of the children. Planning permission would be harder and more expensive if the building was listed.<br>It was suggested this could be revisited, at a later date, if the school were ever to move sites. | |
| 10 | **Finance and Business Services Team Statutory Monitoring Report**<br>Governors felt there was nothing of concern on the report and were happy with the action plan. | |
| 11 | **Training and monitoring update**<br>GC confirmed she had completed 2 monitoring forms. OC explained where the monitoring folder was on Governorhub. | |
| 12 | **Correspondence** | |

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| | Governors agreed that giving parents a choice of green or white polo shirts was a good idea.<br>It was confirmed that relaunching the PTA would be discussed at the FGB. It was questioned why parents of the whole school were not notified about the year 5 sponsored run, as some may have wanted to sponsor them. JN explained there would be a separate sponsored run for the rest of the school. The year 5 run with the pupils running a cumulative total of 1000 laps of the playground was a special 'rite of passage' organised by the PE co-ordinator (one of Maple class teachers) to raise funds for a trip to a book shop. (*The children will purchase books for the library which they can read in their final year at school. It is hoped this will happen every year)*<br>Over £450 has been raised which will be matched by the school. | |
| 13 | **Date and time of next meeting**<br>This will be decided after the first FGB in Autumn. | |