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**School:** Beeston Rylands Junior School  
**Meeting title:** Finance, General Purposes and Personnel Committee  
**Date and time:** Tuesday, 29<sup>th</sup> January 2019 at 5.00pm  
**Location:** At Trent Vale Infant and Nursery School

**Membership**  
'A' denotes absence

	Mr C Jones
	Mrs J Moss (executive headteacher)
A	Mr M Jackson
	Miss M Gough (chair)
A	Mrs R Beech
	Mrs S Osborne
A	Mr L Walton

**In attendance** Mr T Percival (minuting secretary)

**FGPP/01/19 Apologies for absence Action**

Apologies were received from Mrs R Beech (family commitments) and were accepted. It was noted that Mr L Walton was absent again.

**FGPP/02/19 Declaration of interest**

It was noted that Mrs R Beech is an administrative assistant at the junior school.

There were no other declarations of interest, either direct or indirect, for items of business on the agenda.

**FGPP/03/19 Agreement of minutes from previous meeting – 9<sup>th</sup> October 2018**

The minutes of the previous meeting dated 9<sup>th</sup> October, 2018 were approved subject to correcting the spelling of Mrs S Osborne's surname, and signed by the chair.

**FGPP/04/19 Matters arising**

*Local Asbestos Management Policy (Lamp)*

The headteacher reported that this policy was now in place and it was presented at the meeting.

*Risk Assessments*

The headteacher stated that there was no progress to report.

*Health and Safety visit reports*

The headteacher reported that these had not yet been done but that the profile for the website, Prevent training etc had been completed.

*Annual review of the Freedom of Information Publication Scheme*

The headteacher stated that she had asked the clerk whether this was still needed, to which the answer was yes and that there was no need to change the existing scheme.

### *Headteacher Appraisal*

The headteacher reported that this had been completed.

### *Teaching staff annual reviews – pay committee*

The headteacher reported that this had been completed.

## **FGPP/05/19 Finance**

### *2018-19 budget update*

The headteacher tabled a document titled 'Governors Report 2018-19' and drew governors' attention to the following points:

- E07 Cost of other staff showed that this budget line was showing as 122.03% spent. The headteacher had questioned this and the explanation was that teaching assistants were being paid against the wrong code – payroll had been informed and the error should be corrected by the year end.
- On page 3, revenues were shown as negatives which is a normal convention.
- CE04 Information and communications technology showed expenditure of £3757 which was the cost of the new smart board – additional DFC funding is anticipated to cover this. **A governor questioned whether the smart board was working well**, and Mrs Osborne replied that it was.

The headteacher summarised by stating that everything in the budget was as expected at this stage in the financial year.

**A governor questioned whether there was more flexibility these days in respect of the budget for visits.** The headteacher replied that there is more flexibility than their used to be. The school is allowed to contribute to visits appropriately from the school fund and pupil premium monies and commented that VAT cannot be reclaimed from school fund expenditure.

### *Approval of virements*

The headteacher tabled a document titled 'Budget Virements 2018-19' and explained that the following virements had been made:

- £1000 to the heating budget to keep the school warm.
- £35 to cover the cost of ICO Registration which had not been budgeted for.
- £403 to cover the cost of the smart learning suite and testbase.

Governors

**approved**

these virements.

The headteacher commented that DFC funding had been used to pay for the library and encouraged governors to take a look at it. Further DFC funding of approximately £8,000 was anticipated which, if it transpires, will be used towards the cost of wireless ports, the library and other items.

### *Pupil Premium funding*

The headteacher reported that the school had received just over £58,000 of which 80% was accounted for by the cost of teachers and teaching assistant support. The remainder was accounted for by the cost of uniform, visits, after school clubs, 3<sup>rd</sup> space learning etc.

The headteacher stated that both schools had worked collaboratively on interventions and the next step was to set clear targets and measure against those to determine how effective the interventions were.

### *Sports Development funding*

Just over £17,700 sports development funding had been received. Premier Sports had been employed for 2 days per week and the headteacher stated that this was working well. There may be £2,000 - £2,500 left to carry forward but this was not definite as benches had been bought and there was a need to top up the playground equipment.

### *School Fund – funds available and audit*

The headteacher stated that the school fund needed careful auditing and review as the system used for tracking it was not making sense. The aim was to resolve the situation prior to the next finance committee meeting. The headteacher explained that it was intended that former office employee Janet would audit the fund. **A governor questioned whether this approach was sufficiently independent.** The headteacher stated that the fund at the infants' school was dealt with in a similar way. The governor suggested that the headteacher should check the position with the auditors when the full audit is done. The headteacher stated that the auditors would quickly point out if anything was wrong, and they had not done so in the past.

### *Finance policy review*

The headteacher explained that the finance policy had been renewed and there were only minor changes.

The chair of governors signed the policy.

### *School Financial Value Standard (SFVS)*

The headteacher reported that this had been completed.

### *Financial benchmarking*

Governors discussed the topic of benchmarking including its purpose and the fact that the benchmarking data was always 18 months out of date. It was

**agreed**

That the chair and headteacher would liaise to look at how to progress this in advance of the next finance committee meeting.

**Chair/HT**

**FGPP/06/19 GDPR**

*Spring term actions*

The headteacher stated that she was due to attend a training course on using the last section of the GDPR toolkit in the week following the meeting, and had deferred completing the spring term actions pending completing the training. The headteacher said that she aimed to complete the actions prior to the next finance committee.

HT

**FGPP/07/19 Personnel issues**

**Confidential item** – see separate sheet.

**FGPP/08/19 Appraisal**

*Teaching staff mid-year review*

The headteacher stated that the appraisal form had been set up to be easier to use and track. All staff were on track and their appraisals completed.

**A governor questioned whether the opportunity for staff to receive informal input from the headteacher was still in operation.** The headteacher stated that there had been very little take up, but that she would remind staff of the opportunity.

HT

**A governor asked whether it was still the intention next year to try and conduct teaching staff appraisals earlier in the cycle,** and the headteacher confirmed that it was.

**FGPP/09/19 Health and safety**

*Health and safety audit*

It was reported that the school underwent a health and safety audit on 15<sup>th</sup> October 2018 and, as anticipated, the outcome was a low one with limited assurance, as a result of a lot of minor issues being noted. Virtually all corrective action had now been taken, except for the risk assessments. The target for having these completed was December 2019.

A fire risk assessment had been completed in September 2018 at which it was pointed out that the emergency lighting system needed checking. The headteacher reported that this action was in hand.

The health and safety service had attended on the first day of term to test the fire alarm. As this would have been very disruptive, they agreed to test 50% of the system that day and return to complete the rest later in the year. It had been confirmed that this was an acceptable approach to take.

**A governor commented that a fire could happen at any time and asked whether regular checks are done by the school.** The headteacher confirmed that regular checks were undertaken.

The Local Asbestos Management Plan was now up and running.

The school had checked for historical health and safety records but none had been found. Recording was reported by the headteacher to be taking place now.

**A governor questioned whether fire training was delivered every term,** and

the headteacher confirmed that it was.

A governor suggested that signs saying 'fire' be placed in strategic positions during tests to simulate a blocked route. The headteacher confirmed that this would be done, and exercised were to be scheduled for every term.

The headteacher advised governors that the health and safety audit would be repeated in 2020 and also confirmed that:

- The fixed wiring electrical inspection was last done in August 2016.
- Playforce have checked all sports equipment.
- A tree survey was imminent.
- An omission from well worker had been noted and dealt with.

The headteacher summarised by saying that the health and safety audit was a very useful experience. The low outcome had been expected and the audit had generated the necessary list of actions. All actions apart from the governor inspection and risk assessments had been completed.

*Spring term health and safety visit*

This needed to be completed and the headteacher stated that she would ask Mr Aldridge if he would take the task on.

**HT**

**FGPP/10/19 Inventory**

It was noted that the inventory was in the process of being completed. A governor commented that it was essential that this be done and a list of write-offs put forward to governors.

**HT/office manager**

**FGPP/11/19 Policies to be ratified**

*Annual review of the Finance Policy*

Completed, and signed by the chair of governors.

*School Financial Value Standard*

Completed, and signed by the chair of governors.

*Services to schools*

The headteacher explained that the extent of usage of services to schools was usually agreed as part of the budget setting process and needed to be agreed by 31<sup>st</sup> March. This would therefore be put forward for approval at the full governing body.

**HT/FGB agenda**

*Local Asbestos Management Plan*

Completed as discussed under FGPP/04/19.

*Annual review of the Health and Safety Policy*

Completed, and signed by the chair of governors.

*Review of the School Medicines Policy*

The headteacher reported that this was still with Helen Fox. The policy is

effectively the same as before, other than that a protocol for dealing with medicines which are no longer prescribed by the NHS such as Calpol. Essentially the protocol states that such medicines must be given only in accordance with parents' instructions and that parents should be texted following giving the medicine to their children.

**A governor questioned whether parents are going to be informed of this addition to the policy.** The headteacher stated that they were not going to be informed as office staff encourage parents themselves to give such medicines to their children whenever possible.

**A governor questioned whether there was a locked cupboard where any dangerous medicines could be kept safe.** The headteacher replied that there are no dangerous medicines in school, but there is a safe and a lock to the staffroom door.

The headteacher explained that she had asked Helen Fox to have the policy ready by the end of the next week.

*Annual review of the Emergency Plan*

Completed, only minor updates required.

*Annual review of the School Smoke Free Policy*

This policy remained unchanged from last year.

**Governors suggested that consideration be given to adjusting the policy to state that staff must not smoke outside the school gates, nor should mid-day supervisors where their fleeces whilst smoking.**

HT

*Annual review of the Admissions Arrangements*

The headteacher confirmed that she had updated the Local Authority policy.

*Annual review of the Continuing Professional Development Policy*

The previous policy was reported to remain applicable and appropriate.

**FGPP/12/19 Confidentiality of business**

The committee determined that items discussed under FGPP/07/19 Personnel Issues were confidential.

**FGPP/13/19 Date of the next meeting**

Tuesday 7<sup>th</sup> May 2019 at 5.00pm

**The meeting closed at 6.05pm.**

Signed .....(chair) Date .....

TP/SA

