

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FINANCE PREMISES AND STAFFING
COMMITTEE**

30 JANUARY 2018 AT 4.45PM (Deferred from 12th & 21st December 2017)



MINUTES

Present: - B Vickerage, K Smith, P White, K Bromley

In Attendance: A Blench, T Keenan, K Taylor, D Burkhill (Engie)

FPS23.APOLOGIES FOR ABSENCE

23.1 To accept apologies for absence – no apologies given as all present.

FPS24.DECLARATION OF PERSONAL AND BUSINESS INTEREST

24.1 Individual governors to declare any personal or business interests on any item on the agenda. No items of interest were declared.

FPS25.ANY OTHER URGENT BUSINESS

25.1 To consider any other urgent business for agenda item FPS32. None identified.

FPS26.MINUTES OF THE PREVIOUS MEETING

26.1 To approve the minutes of the meeting held on 21st December 2017, chair to sign – attached. The minutes were approved without amendment and the chair signed them.

26.2 Matters arising from the minutes of the previous meeting
* Health and Safety Compliance update – G Farmer (Engie)

Darren Burkhill (Technical Services Manager, Engie) gave governors an update on how Engie, as the PFI Facilities Management Contractor, ensures that school complies with Health and Safety regulations and statutory requirements. Darren presented a compliance register which uses a RAG rating for each area of compliance. Governor question – Water testing, how often do you do this? The frequency is determined by the Legionella Risk Assessment. There is a water book, maintained by the caretaker, which highlights key areas of risk e.g. dead legs. The control measures in place. Checks are weekly, monthly, quarterly or annual. For example water temperature is checked monthly. Water tank inspections and deep cleans are done annually. Water tests for legionella and other nasty elements are completed quarterly. Governor question – Fire Alarm System – why tested only annually? There are weekly bell tests, 100% of detectors and trigger points are tested annually. This is

done in August each year. K Taylor mentioned that school receives emails 2 weeks before any H&S work is due to be completed and is kept fully informed of all works.

The Lightning Conductor is shown as red. This is because the testing has been completed, but the final report from the contractor has not been received. Darren will not change the RAG status until he knows that the report has been received and any remedial work completed and evidenced. Engie record all checks on their own internal systems and the caretaker has evidence of contractor attendance as well. Governor question – at what point would you tell the school that something was red? Darren explained that reports are sent to the Local Authority (not the school) as the LA is their customer. Andrew Parry in the LA receives monthly reports from Engie.

Governor question – fixed wire testing, is a frequency of 5 years correct? Yes this is what the regulation state and we do a 100% check every 5 years.

TMVs are thermostatic mixer valves – we check the water temperature at the point where it leaves the boiler (should be min 60 degrees) and at the tap (min 43 degrees). We do this test every 6 months, although the regs says this should be done annually.

Governor question – kitchen ventilation, is that a full decrease? Yes and reports are available for inspection in the caretakers office.

Governor question – the pressure vessel release valve is overdue? Zurich do these checks and Darren was sure that this had been resolved, but needed to check back at the office. Action for Darren to let K Taylor know this was done.

87.25% of PPMs have been cleared and 80.56% without fault across all schools. It will never be 100% and at certain times of the year (just before the summer break) this will be less than 80% due to lots of tasks being completed over the summer holidays. All works are arranged to minimise disruption to the running of the school. Where contractors identify works that need completing they will discuss this with Engie who will conduct a risk assessment which will determine when the work needs to be completed. If it is urgent than a way of completing this (during term time) without disrupting the operation of the school will be found. If it can wait until a school closure time then this will happen. Governor question – is there a record of this risk assessment discussion? No there isn't a formal record, but governors are assured that if there is any risk to young people's safety then the school would be alerted and temporarily closed if necessary. Governor question – do you charge for PAT? No this is rolled into the PFI contract/charges.

The compliance register is sent to schools every 6 months.

Governors wished to put on record their appreciation for the work that Pete the school caretaker does.

A governor expressed the view that Engie is not competitive when giving quotes for adhoc work in schools. Engie agrees with this view but would add that they offer a complete management package for any work including risk assessments, scheme of work and on site supervision. Do other contractors offer this?

* School Financial Efficiency – K Taylor & K Smith to present revised figures
This wasn't circulated before the meeting. Governors had received this before, but had asked K Smith and K Taylor to rework some of the figures which were incorrect. Action – K Smith/K Taylor to circulate previously produced paper with correct figures. K Taylor stated that none of the measures were out of line with national averages.

* Plans for marketing of additional nursery hours provision – K Taylor
F1 is full. 26 children in the mornings. 10 children are here all day. The increased take up has been managed within current staffing levels. Governor question – are parents paying for the additional hours? No this is funded by the HMRC gateway, via the LA. This will filter through to the budget report later in the year. K Taylor has worked with Jenny to increase the take up and funding. Hopefully these pupils will continue into KS1. Governor question –

what are we doing to market it for next September? We have used papers, CBBs, toddler groups, children's centre, posters in local churches, Salvation Army.

* Equalities documents emailed to governors – K Smith

Governors need to agree objectives for equality. K Smith explained the proposed objectives contained in the previously circulated documents. Objective 1 – staff and pupil disabilities, Objective 2 – Recruitment and training. Objective 3 – Disability positive. Objectives 4 – equality at all stages of the recruitment process.

Governor question – what training is available to governors in this area? P White took an action to investigate training available.

* Disability access information – Engie/K Taylor

The previously circulated model policy was approved by governors.

* Health and Safety Policy – clarification on the frequency of completion of tasks

The revised version of the policy was approved by governors. Governor question – how often is H&S training updated with staff? K Taylor will check with D Fenton regarding the legal requirements for updating.

Actions – D Burkhill to update K Taylor regarding valve work. K Smith K Taylor to circulate Financial Efficiency paper. P White to investigate training available for governors in relation to equalities. K Taylor to find out the frequency required for updating staff H&S training.

FPS27.TERMS OF REFERENCE FOR FINANCE & PREMISES COMMITTEE

27.1 To review the terms of reference for the committee – being quorate. The TOR was reviewed by governors. It was agreed that P White is now the chair of the committee. Also F Carter's name will need removing. It was suggested that a new Parent Governor, Nicola Lee, could become a member of the committee which would make being quorate a bit easier. A formal parent governor election was announced in a letter to parents and Nicola is now a Parent Governor. She will need a new DBS completing as her current volunteer one isn't acceptable.

Action – K Taylor to contact Nicola to start the DBS process. A Blench will contact Nicola to commence governor induction process.

FPS28.SCHOOL BUDGET 2017 18

28.1 To receive a progress report and to approve any proposed revisions – attached Governor question – why was the expected outturn on expenditure showing £1,460,881, which is different from the original budget amounted? The difference is due to schools own income, which it has generate itself. Governors asked if they could receive a report which clearly shows income from all sources. The latest report shows a carried forward balance of £10,291.34 into the next financial year.

Governor question – what is indirect school expenditure? This is the apprenticeship levy. This is invoiced after the payroll is run.

It was mentioned that RMBC School Forum has taken a decision to go for a soft implementation of the National Funding Formula (NFF) for 2018 19 financial year. What will happen in following years needs to be understood? There is the potential for school to gain from the NFF dependent upon what decisions are made for the implementation in future years. When the budget is presented in March 2018 it will model a hard NFF implementation alongside the soft implementation figures.

Pupil premium allocations sit outside of the NFF. Governor question – is it good that we have a full foundation stage? Yes this will filter through in additional funding. Governors wished to know how many will transition from F1 to F2 in September 2018.

- 28.2 Approval of the audited School Fund Account for 2016 17.
Governors commented that the balance of £4,000 seems high. This will be spent on the Pantomime and the balance has been deliberately left to build up. School needs to identify projects for this to be spent on.
It was noted that £800 had been raised for school funds by the Enterprise Team which is led by K Taylor. This is excellent work. It was agreed that a way to recognise the students involved would be found.
Governors received and approved the school fund audit certificate.

Action – K Taylor to produce report for governors showing all sources of income clearly differentiated. K Taylor to obtain figures for transition from F1 to F2. K Smith to let governors know how the students involved in enterprise are to be recognised for their achievements.

FPS29.REVIEW OF POLICIES

- 29.1 Arrangements for complying with the GDPR – 25th May 2018 – K Taylor
K Taylor attended the training event on 25th January 2018. This was delivered by Sally Williams- McGlone and was well received. K Taylor has an action plan for implementation but will not have capacity to look at this until after Easter. It shouldn't be underestimated the amount of work involved, which was a concern expressed. Parental consent and data sharing are key areas to give attention to. B Vickerage agreed to share his own notes regarding GDPR with K Taylor. Local SBMs are working together to support each other with preparations. K Taylor expressed concerns about the impact this is having and will have on her own workload.
- 29.2 Arrangements for completing the School Financial Value Standard (SFVS)
<https://www.gov.uk/guidance/schools-financial-value-standard-and-assurance-sfvs>
P White will be attending school soon to complete the SFVS document and review the Financial Efficiency Measures paper with K Taylor.

Actions – B Vickerage to share his notes with K Taylor. A Blench to ensure GDPR is an early agenda item at the next meeting.

FPS30.STAFFING

- 30.1 To review the latest school staffing structure – attached.
This was deferred to the next meeting.
- 30.2 Update on Head teachers appraisal – T White, J West
School staff salary progression decisions had been previously reviewed by governors pay subcommittee. Governors remained after the meeting had closed and K Smith had left the room to discuss Head Teachers appraisal and pay recommendations.

FPS31.CONFIDENTIALITY

- 31.1 To determine any confidential items. None were identified.

FPS32.OTHER BUSINESS

32.1 None identified