

**MEADOW VIEW PRIMARY SCHOOL
MEETING OF THE FINANCE PREMISES AND STAFFING
COMMITTEE
21 DECEMBER 2017 AT 4PM (Deferred from 12th December 2017)**



MINUTES

**Present: K Smith, P White,
In Attendance: A Blench, T Keenan, K Taylor**

FPS12.APOLOGIES FOR ABSENCE

12.1 To accept apologies for absence – none submitted.

FPS13.DECLARATION OF PERSONAL AND BUSINESS INTEREST

13.1 Individual governors to declare any personal or business interests on any item on the agenda – no declarations were made in relation to any item on the agenda.

FPS14.ANY OTHER URGENT BUSINESS

14.1 To consider any other urgent business for agenda item FPS11.

FPS15.HEALTH & SAFETY REPORT

- 15.1 To review the latest health and safety report – P White completed a Health and Safety Walk Around with C Flanagan 6 weeks ago. It was good to note that the only issue picked up from the visit (cupboards) had now been dealt with.
- 15.2 Update from Gareth Farmer (Engie) – compliance register & maintenance plan – G Farmer was unable to attend this meeting, but did send a compliance register for governors to consider. Fire extinguisher servicing was next due on 18th August 2018. The compliance register follows a R.A.G. rating for each area. Green means that the check/work has been completed. The work on the pressure valve will be done at Christmas. G Farmer will attend the next meeting on 30th January 2018.
- 15.3 Premises update – verbal update from K Smith. K Smith reported that school had very few premises issues. Rentokil had been into school last week as a live rat had been seen running through school. Traps had been put down and there had not been any further problems.

FPS16.MINUTES OF THE PREVIOUS MEETING

16.1 To approve the minutes of the meeting held on 10th October 2017, chair to sign – attached. T White approved the minutes of the last meeting and signed a copy.

- 16.2 Matters arising from the minutes of the previous meeting
- * Business Continuity Plan – update from K Smith. K Smith had spoken to Dean Fenton from the LA, who said that Business Continuity was not a school responsibility. The LA had an arrangement with The Magna Centre, for the continuation of education if access to the school became an issue.
 - * Apprenticeship levy – K Taylor to feedback from SYSBL conference. School will not now be employing an admin apprentice for the school office.
 - * *School Financial Efficiency – K Taylor & K Smith to present revised figures*
 - * *Approval of school private funds audit 2016 17 – K Taylor*
 - * *Plans for marketing of additional nursery hours provision – K Taylor*
 - * *Equalities documents emailed to governors – K Smith*
 - * *Disability access information – Engie/K Taylor*

FPS17.TERMS OF REFERENCE FOR FINANCE & PREMISES COMMITTEE

- 17.1 *To review the terms of reference for the committee – attached*
17.2 *To refer to the meeting of the full governing body for approval.*

FPS18.SCHOOL BUDGET 2017 18

- 18.1 *To receive a progress report and to approve any proposed revisions - attached*
18.2 *Approval of the audited School Fund Account for 2016 17.*

FPS19.REVIEW OF POLICIES

- 19.1 Consideration of Health and Safety Policy document – K Smith. The Health and Safety Policy is reviewed annually with C Flanagan. This is an RMBC generic document. School is a PFI building which makes things simpler. The buildings are managed by Peter Copley, the caretaker, who is not a school employee. Our School Business Manager is IOSH qualified. Governors commented that the frequency of routines was not detailed in the document, especially the frequency of review of risk assessments.
- 19.6 Arrangements for complying with the GDPR – 25th May 2018 – K Taylor. It had been made clear by the LA that until the new legislation has gone through parliament to enact the GDPR the LA was unable to give any firm guidance on the subject. K Taylor is booked to attend some training on 25th January 2018. K Smith will relay the information to staff and especially about the use of Pen drives. K Taylor will look into the detail in 2018. Things like parental permissions, information sharing, and paper processes will need to be tightened. SYSBL have set up working groups to share expertise. The Learning Community is considering commissioning some training for its schools.

FPS20.STAFFING

- 20.1 *To review the latest school staffing structure – attached.*
20.2 *Update on Head teachers appraisal – T White, J West*

FPS21.CONFIDENTIALITY

- 21.1 To determine any confidential items.

FPS22.OTHER BUSINESS

22.1 N.B. By 4.30pm it became clear that the meeting was not going to be quorate. **This was because B Vickerage and K Bromley, who had intended to attend were now unable to for personal reasons. The meeting was abandoned at 4.30pm and the items in italics will be carried forward to the meeting of 30th January 2018.**