College Town Primary School

**Staff and Finance Committee Meeting**

**23rd September 2019**

**Minutes**

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| **Present**  |
| Tony Whiddett (TW) | Chair of the Committee & Co-opted Governor  |
| Rita Carvosso (RC) | Chair of Governors (Link & Authority) |
| Trudi Sammons (TS) | Headteacher |
| Katherine Middlemiss (KM) | Co-opted Governor |
| Cheryl Bentley (CB) | Co-opted Governor |
| Toni Barton (TB) | Parent Governor  |
| Emma Batten (EB) | Staff Governor |
| **In attendance**  |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
| **Apologies**  |  |
| Jenny Hipkin (JH) | Vice Chair & Co-opted Governor |
| Toni Britton | Parent Governor |
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| **Minute No.** | **Details** | **Action by** |
| 1.0 | **Apologies:**Jenny HipkinToni Britton |  |
| 2.0 | **Minutes of the Last Meeting:**Previous minutes were approved as true representation of the meeting held on 8th July 2019. Minutes were signed by TW.**Matters Arising:**1. The site walk around was completed on 20th July 2019
2. Tech equipment was collected for disposal on 4th September 2019 as agreed.
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| 3.0 | **Declaration of Pecuniary Interests and Business Interests:** None |  |
| 4.0 | **Terms of reference**As per the minutes for the FGB meeting which took place prior to this meeting. |  |
| 5.0 | **Financial Update**CW went through the report which had been sent out prior to the meeting.There was an error in the EYFS funding recalculation for the summer term. £7596 has been received when there should have been a claw back of £2670. This will be corrected next month.There are 2 pupils less than this time last year for the census on 3rd October so no change in funding.The areas highlighted under the Main Budget in the Finance report were discussed.**Capital Update**The CCTV project has been completed. However some cables have been damaged by the roofing contractors over the summer. These costs will be passed back to the roofing company.The contribution to the roofing costs from school is £9227 but this won't be paid until all the work has been completed to a good standard along with the repairs to damage in classrooms caused by a leak whilst the work was being carried out. **TW will speak to BF about it before payment****Audit**Mazars carried out an audit on behalf of BFBC in June 2019CW went through the report and the actions. The only outstanding action is to complete the Fraud Health Check. This will be completed for the next Governors meeting.  | CW |
| 6.0 | **Site Report** H&S walkround completed – All areas of work identified are in hand, the hedges have been trimmed and damaged fence post is on order.Additional fencing at the front of KS2 has not been completed yet due to roofers scaffolding. This will now be completed later in the financial year.RC raised a complaint from a resident backing onto the school who has concerns about a broken chain link fence. The whole length of fencing is due to be replaced by BFBC next year but they have agreed to do the fence behind this neighbour within the next 3-4 weeks.KS2 hall floor is still to be stripped back and revarnished. This will now be done at half term.Following the 5 year electrical survey the C1s and F1s were rectified over the summer as agreed. However the electrician employed to do the task pointed out that the C2s and C3s also needed to be rectified now. On reviewing this TS approved this work during the summer holidays at an additional cost of £1250. All the work from the 5 year electrical testing has now been completed and a certificate issued. |  |
| 7.0 | **Policy & Procedure**CW gave an overview of the policies and procedures and highlighted the amendments Finance Procedures - only changes were to meet audit requirements - ApprovedPay Policy - DRAFT - approved pending final CC/Government approval - ApprovedLettings Policy - no more non-child bookings. Approved once the Local community line is removed from point 1.Charging - no changes required - ApprovedProcurement card - no changes required – Approved**Proposed TW****Seconded JH****Approved All****All the above policies were Approved** |  |
| 8.0 | **Items/Documents for Approval**The following documents were presented for approval. Delegated Contract AuthorityPayroll register of certifying officersRevenue and capital certifying officerRegister of Authority for use of procurement cardPrivate School fund check updateEqual opps monitoring form for school year 2018-19**Proposed TW****Seconded RC****Approved All****All the above were approved** |  |
| 9.0 | **Part 2 minutes** |  |
| 10.0 | **AOB** |  |
| 9.0 | **Date of Next Meeting:**18th November 2019 7pm - after FGB |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from S&F Meeting on 20 May 2019**

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| **Ref** | **Action** | **Date** | **Owner** | **Status**  | **Comments** |
| **Action 1** | Site walk around. | By end of the summer term | **TW/DS** | **ongoing** |  |
| **Action 2** | Look into laptop recycling companies | By next meeting | **CW** | **ongoing** |  |