

## St Thomas's CE Primary School

### MINUTES

Finance, Premises and Staffing Meeting  
Monday 3 July 2017 at 8.00 am

Agenda Item		Action
1	<p><b>Attendance</b> Mick Brookes Maggie Cole Heather Gray - Chair Anne Hoe Heather Keating - Clerk Simon Martindale Angus Murray Debra Worthington</p>	
2	<p><b>Apologies</b></p>	
3	<p><b>Declaration of interests</b> None</p>	
4	<p><b>Minutes of last meeting</b> Minutes of the last meeting held on 22 May 2017 were agreed and approved.</p>	
5	<p><b>Matters arising not on the agenda</b></p>	
6	<p><b>Budget</b> <i>3 year projection to 2019-20</i> The 3-year budget, discussed at the last meeting, projects a negative balance for 2019-20. MC informed governors that most schools are in same position. CCC have only requested the submission of a 2-year forecast and funding rates are not yet known. MC outlined a number of factors which will have an impact on the budget:</p> <ul style="list-style-type: none"> <li>• High needs funding – schools to pay the first 11 hrs</li> <li>• Potential staff pay increase (1%)</li> <li>• Counselling charges – school pays for services</li> </ul> <p>Nursery funding was discussed and it is hoped that this provision will result in more children entering the school. MC confirmed that this has been taken into account for the budget. Additionally, she is considering further marketing and suggested that regular open days be held.</p> <p><i>Kitchen figures</i> Following the last meeting MC and DW have reviewed the kitchen figures and identified that some staff have been incorrectly coded. MC confirmed that kitchen expenditure has not increased and the breakdown of items will be updated.</p> <p>MC advised governors that significant progress in kitchen management has taken place. Sam is keeping a diary of expenditure and a reduction has been seen. She is also taking on a lot of the admin tasks. A change has been made in the way meals are served, moving to a more self-service approach, which has significantly</p>	

	reduced queuing times.  MB noted that this is a very successful outcome and particular thanks to AH for her support and advice.	
7	<p><b>Staffing</b></p> <p>MC gave an update:</p> <ul style="list-style-type: none"> <li>• An application has been received for the position of kitchen assistant and interview arranged.</li> <li>• Amy Dawson has been offered an additional 1-year contract</li> <li>• Margaret Beresford, currently long term sick, is due to return to work in September <ul style="list-style-type: none"> <li>○ Noted that the class has had the same supply teacher throughout her absence</li> </ul> </li> </ul> <p>MC believes that there is now a strong KS2 team.</p>	
8	<p><b>Kitchen</b></p> <p>See item 6. Further review at the next meeting.</p>	
9	<p><b>Building issues</b></p> <p>The previous meeting has discussed the project proposal and costs for refurbishment of the disabled toilet. MB reported that a meeting had been held with Neil Shepherd to raise the issue regarding the quote for this work which governors had considered extremely high. In response, Neil had explained that any underestimates cannot be amended and also that part of the costs included putting in a new ceiling ensuring compliance with building regulations. MC pointed out that the current ceiling had only been replaced 3 years ago and should, therefore, be fully compliant.</p> <p>MC also raised an issue regarding the replacement doors. She had specified that the new doors should be in keeping with existing ones but this had not happened.</p> <p>It was proposed that the project process is not acceptable and further investigation should take place. SM to be present at future meetings if possible.</p> <p>The Diocese has now approved both projects.</p>	
10	<p><b>Date and time of next meeting</b></p> <p>To be arranged at the next FGB.</p>	