

River View Primary & Nursery School

Governors' Minutes Finance & Premises

Date: Friday 23rd March 2018

Present: D Buckingham(Vice Chair); K Matthews; M Redshaw; C Stokes (Chair); K Stubbington;
M Whitehouse;
S Wilkinson(taking minutes)

Apologies: None

		Action
1.	Welcome – Chair welcomed everyone to the meeting.	
2.	Apologies – None	Resolved
3.	Minutes of previous meeting: Accepted	Resolved
4.	Matters Arising from previous minutes: Point 8: Credit Card ordered for DH with £500 limit; Admin with £200 limit; (HT £5000 limit; SBM £3000 limit) Point 11: Letter to A Griffiths/re Stafford, DH to update and send. SBM: to add Broadband dire. HT: can now cancel spoken to another HT (was informed phones would not work) this is not true, need to reflect and gather further information. Point 13: SBM now school Bingo over, School Fund to go for audit (K Sharkey) report will be mid April. SBM to Action Point 14: Chair – asked re PE Premium. HT: Davina(JFU Stafford) had been this week and this was the first had seen the report. Looking at quotes for caged all weather football pitch at the end of Key Stage 2 yard. DH: yard not big enough for 60 year group. HT: tarmac before HT appointed but previous HT new would be a 2 form entry, lesson learnt forward thinking essential. DH: also safety. Chair: have to replace grass field with sport. Point 16: H&S, Staff Wellbeing. HT: completed next is 'Killer Darts' LKS2: DB; UKS2: MW; KS1: KM; EYFS: GS. Staff didn't feel they had time to learn new skills, so far cake decorating, Yoga/Stretch/Salsa/Wine & Cheese. SBM: all ideas from staff. HT: serious ideas as well as fun ideas as well as bringing everyone together, locked room another idea. Point 16: Chair asked: H&S? SBM: complete. Point 17: Chair asked: Birthday Card? HT: this has been put into place, 2 had to be cancelled due to Ofsted visit MW/DB/LA not taken yet, will take during Summer Term, cannot take 1st or last day before or after holiday.	SBM
5.	Budget Chair asked re Budget? SBM: still movement, some invoices (up to the end of February due to system in a 'black hole'). MW: closed budget in February. KM: anomalies eg Pupil Premium sits in Learning Resources, HT has separate spreadsheet. With previous system had Cost Centre with Cost Elements this has now disappeared with My Finance now items put anywhere. HT: Nursery (06.12.17) is now technically governor's responsibility, at the moment it is still with school in September stand alone. DH will manage Nursery this requires a lot of paperwork, DH is at the top of scale to alter more responsibility, DH to oversee Breakfast Club and After School Club. 16 children am; 16 children pm + 10 children all day, can offer After School Club, can make a profit but cannot go into deficit. To always be a Finance Agenda item, governors will run, will charge minimum for gas etc £10, can be a peppercorn rent for premises. 2 banners to be made HT/SBM to attach to railings near church and Leicester line bridge, also leaflet drop, wide area, Drakelow etc. HT of Violet Way Academy has been informed. Nursery separate line since December 17 but not informed, from April take out of school. Nursery staff technically	

	Chair: commented on Governor Day another governor commented on the disparity re the size of the meals.	
7.	Pupil Premium HT: cannot report at the moment will have to be a separate entity. SBM: previously separated showing overspend not correct advice from JFU to leave at present. HT: £37,000 c/fwd - £55,000 is Pupil Premium. SBM: Trips in Pupil Premium instead of Phase, old cost centres no longer there in the new system things lumped together.	
8.	3 Year Modeller HT: Salary Modeller not available yet. SBM: now has better idea how to operate the new system. HT: pay not 1% nurses etc have more, looking at 2% all teachers have to be mindful £850,000. SBM: 77.5% alarm when 80% of budget. HT: when appointed was 92%.	
9.	Health & Safety SBM: Level 5 changes to CDM regulations biggest change more paperwork, GDPR. HT: training on 26.03.18 with DH, plan in place things changing quickly. DH: someone's full time job. Chair: stated consultants do not always know. HT: 13.04.18 Budget to be completed, cannot be done off site, cannot access, report to governors the following week. HT/SBM to Action Chair: Finance meeting dates - Friday 11 th May 2018, time 8.00 am. HT: stated require Finance meeting half termly. Breakfast to be provided SW to Action.	HT/SBM SW
10.	Date of next meeting: Friday 11 th May 2018, time 8.00 am.	
11.	Meeting closed 9.20 am	

Signature Chair: *AOG8toke1*

Date: 11-5-2018

Min No	Action required	Who?	When	Action completed
4.	School Fund	SBM	Mid April	
9.	Budget	HT/SBM	13.04.18	
9.	Breakfast	SW	11.05.18	