

Minutes of the Finance Committee

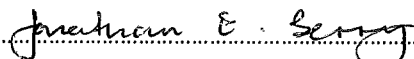
Governing Board of River View Primary & Nursery School

Date:	Friday 8 th July 2016			
Present:	J Berry (Chair); D Buckingham (Associate; Vice Chair); K Matthews; C Stokes; M Whitehouse. S Wilkinson (taking minutes)			
Apologies:				
Agenda Item	Decisions/ Actions	By whom	By when	
1. Welcome Everyone welcomed by the Chair who stated committee quorate. Committee given the Key Stage 2 Data results - the school had hit Nationals for the first time ever.	HT			
2. Apologies None received (M Redshaw absent)	HT send a card to MR	SW		
3. Minutes of previous meeting	Accepted			
4. Matters arising from previous minutes Documents re Governors/Meetings to be placed on Governor Zone NOT emailed.	HT	SW		
5. Terms of Reference <i>Chair asked for any feedback?</i> Committee accepted the Terms of Reference	Accepted	Committee		
6. Finance Chair stated standard items to review a. Monthly report: Committee to receive monthly Budget report (Paper copy) b. Supply c. KM distributed Finance Report and explained the various points of the report, referring to d. Point 2 Supply Insurance Claims to be paid this week e. Point 9 Insurance costs, showing overspend due to duplicate invoice being paid, a refund is to be paid by the Insurers <i>Governors queried is this likely to happen again?</i> Response there would be a block applied by SCC f. Free School Meal adjustment for the last part (2015/2016) and first part of the (2016/2017) will go out on Catering. g. Sports Grant & LAC monies h. LAC attainment training <i>Governors questioned CSW?</i> Response SIS - school improvement <i>Governors questioned high Energy costs? Winter bill</i> i. Point 14 heating is off Taylors (Maintenance) now operate the system more efficiently <i>Governors queried Brownies rent?</i> j. It is directed lettings by SCC, school do not control the charges made <i>Governors asked how much do the children (Brownies) pay?</i>	Chair KM has contacted the Insurer re payment/refund Chair KM Vice Chair Chair HT Chair HT/KM Committee Committee	KM	15.07.16	

Commit twice because it is done centrally if committed 3times then would pay twice because it is done centrally then cancelled - better to be booked manually so it can be tracked. Governor stated in theory should have been done anyway New portal may be able to run report Can be printed monthly (put in an order number then cancel). When booking courses: lock in basket, check basket out, books course no order number until basket checked out - this issued automatically. Governor asked can the order be deleted if not required. Not possible.	KM Chair HT Chair HT	KM to investigate	
7. Premises a. Maintenance Schedule 12 areas: Hall Fire Door is rotten (original door) Aluminium Strip on door Governor questioned was this repairs, had Taylor's produced Excel spreadsheet (Schedule 2 years?) Preventative maintenance This should be done by SLA, a lot will fall under repairs. Governor queried why plan/schedule Door in the corridor to Key Stage 1 yard: whole framework move Quote for Admin Office to be changed round giving more privacy/confidentiality - no cost will be incurred using accrued hours (Taylor's) County Grounds: to cut the hedge Governor queried the hedge overhanging the pathway Again County Grounds, also in the Nursery area (to make a mud exploring area) a dead tree to be removed. The area had been cleared by EYFS staff Saturday mornings at no cost to the school. Governor queried what area Explained to Governors the Nursery area in question plus a panel fence to be installed to prevent children climbing over. No natural surfaces in the Nursery area. Staffroom: intermittent problem with the water heater, kettles to be used if required. Office to put kettle on if needed at break times for staff. Most staffrooms have a water heater. (no tea/coffee next term - school cannot fund and sustain the cost) Governor asked how much more expensive to cover over a year using kettles and agreed school could not fund tea/coffee Governor questioned what was happening with the water heater at the top end of the school It is required to heat the water for the sinks SLT offices (3): lots of keys none fit locks - new locks to be fitted will make more secure Governors queried if keys locked away Will be universal for 3 offices Lift: someone was trapped in the lift, electrical fault Governor questioned if the lift checked regularly	KM Chair Governor HT/KM Chair KM KM KM Chair HT/DB HT Agreed Governor HT KM Chair DB KM Governor	Taylor's Taylor's County Grounds Office NP Taylor's	Summer Holiday 2016 Summer Holiday 2016 Summer 2016

<i>Governor questioned how do we know who is the most reasonable</i> Always get quotes first, require several. Spotlights: would only have to pay for lights if using Taylor's time would be part of accrued hours. <i>Governor stated can source elsewhere</i> Guttering in the Courtyard: no end piece fitted when built. Fencing top corridor: bank and brick wall this highlighted when child climbed, require higher fence. <i>Governor questioned was it a school wall</i> It is and quite high <i>Governor raised question of fencing along the back has been pushed down and a child could get through</i> Container ordered (20ft): no storage space, arrives next week, Taylor's to put row of slabs for access - asked Taylor's for price of putting shelving in the container Bungalow may have to be emptied, possibility of paying rates Governor stated apply for a change of use from Domestic to school use classification, ask SCC to help with application Stage: clearing of the stage to be done by team workers Governor stated the problem with the lights need to be addressed Spotlights can be used	KM HT Chair KM Chair KM HT Chair HT HT Chair DB	KM KM to investigate KM to investigate	Summer 2016
b. Health & Safety Monitoring <i>Governor asked if any issues raised</i> Constantly reminding staff, re children walls & fencing to be vigilant <i>Governor queried Fire Escape Plan - public building</i> <i>Governor stated check designated area</i> Should be displayed in all rooms <i>Governor stated review if in compliance with regulations</i> SCC Health & Safety officer has stated everything is correct. Accident Analysis: to be completed, 2 incidents resulted in a visits to the hospital 1)broken arm, hit by deflated basketball) child went back to class, member of staff checked and saw the swelling contacted parent.2) Member of staff caught clothing on a small fire extinguisher (Key Stage 1 to Reception) fell on foot, went to hospital - ligament damage, forms completed and sent. No problem with the fire extinguisher. <i>Governor queried how it happened</i> <i>Governor asked was it the weight?</i> Only small fire extinguisher <i>Governor stated could raise issues re children</i>	Chair KM Chair Governor Chair KM Chair Governor Governor	Sent to hospital	
c. Steve Bolton to see KM (17,08.16) to feed to the meeting <i>Governors to query the results of his visit</i> HT would like to attend meeting asked KM to re-arrange dates final week of the summer holiday <i>Governor asked W/C 02.09.16</i> KM didn't know the strategic person <i>Governor queried terms maintenance schedule</i> Cracks etc	Chair HT Chair Chair KM	KM KM	

<i>Governor stated to monitor and queried damp in the Foyer</i> <i>Governor stated it was to be masked</i> <i>Governor asked where was it coming from?</i> Damproof course secure - wall required pointing <i>Governor asked has it come through the wall?</i> 65 years old never been done before <i>Governor queried re crack</i> Issue with the staffroom was not tied in when built, getting addressed. Iris classroom: leak has been photographed by Taylor's flashing (by RA Edwards) not joined correctly <i>Governor questioned will existing tiles be replaced at no expense</i> <i>Governor questioned governor Monitoring Schedule</i> Budget Modeller - 1 month before next meeting	Governors KM Chair KM Chair KM Governor Chair	KM to action MW to action	Sept 16
Date of next meeting: Tuesday 11 th October, 09.30 am.			
Meeting closed at 11.00 am			

Signature Chair: 

Date: 12.10.16

