



'Let Your Light Shine'

(Matthew 5.v16)

**MINUTES OF A MEETING OF THE BUILDINGS AND FINANCE COMMITTEE OF
PRESTBURY CHURCH OF ENGLAND PRIMARY SCHOOL HELD AT THE SCHOOL
ON 26TH SEPTEMBER 2016**

Governors Present:	Mr Norman Davies Mr David Capener Mr Jeremy Bolton Mr John Roebuck	Chair Headteacher
Also in attendance:	Mrs Joe Carter Mrs Angela Norton	Clerk to the Governors School Business Manager

PART ONE – NON-CONFIDENTIAL BUSINESS

The meeting started at 8:50am.

The meeting was opened with a prayer.

1. APOLOGIES

The Committee accepted apologies from Mrs Emma Pickup for her absence.

2. CONFLICT OF INTEREST

No pecuniary interests were declared.

3. PART ONE MINUTES AND MATTERS ARISING

The part one minutes from the meeting on the 27th June 2016 were confirmed as an accurate record and signed by the Chair.

4. REVIEW OF ACTIONS FROM LAST MEETING

Actions updates from actions raised on 25th April 2016 which were still open at the 27th June 2016 meeting

Item 3: The boiler burner was fixed. However, now a pump has broken (end of the summer term 2016) which means school are back on one boiler, rather than two. School

are waiting for formal quotes for the replacement. The SBM noted the continual decline of the boiler and that the Committee should be aware of this to make the necessary financial provisions. The Committee agreed that this was a priority to be chased and fixed a.s.a.p. (OPEN).

Item 3: The cladding and wiring has been resolved (CLOSED).

Item 4: SFVS feedback was positive (CLOSED).

Item 4: Planning Permission was granted (CLOSED).

Action updates from the meeting on 27th June 2016

Item 3: Fire Risk Assessment report was completed last week. There was a minor issue in regards the internal temporary signage related to the extension. The SBM confirmed that the necessary changes have been implemented. The assessment suggested that smoke alarms should be added to the cupboards in the junior library and the Y5 art room. The assessment also raised concerns with the suspended ceilings. Overall the report was positive (CLOSED).

Item 4: Check if LCVAP is inclusive of VAT (SBM) (OPEN).

Item 4: PTA contribution agreed (CLOSED).

Item 4: Maloney's fees were confirmed as fixed (CLOSED).

Item 4: The confirmed costs had been circulated to the Committee (CLOSED).

Item 4: The scope was signed off (CLOSED).

Item 4: The Quality of finishing will be done to match the existing (CLOSED).

Item 6: Electrical Condition Update – understand why new issues were raised (SBM) (OPEN).

Item 6: Quotes for C1 and C2 jobs were provided. C1s are in progress and C2's will be done (see Item 8.2 below) (CLOSED).

5. APPROVE COMMITTEE TERMS OF REFERENCE

The Terms of Reference were approved by the Committee.

Action: Add the Committee Terms of Reference to the School Web Site (SBM).

6. BUILDING DEVELOPMENT PLAN / BUILDING PROJECT

The building work started later than planned on 15th August 2016; due to issues with the planning application.

There was a kick off meeting and a second meeting with the contractor who has confirmed that everything is on programme with a target for completion by the October half term 2016. During half term Cumberbirch will remove the old mobile building.

Question: How will school deal with the administrative side; moving the class room equipment?

Response: The tables and chairs can be moved into the main hall at the end of the half term if the new room is not ready. The new building needs to be snagged and handed over before putting anything in.

Question: Have there been any comments from staff and parents on how the work is going?

Response: Staff would have liked it completed over the summer. However, contractors working well to manage the noise levels. Sometimes vehicles arrive at inappropriate times; but school are monitoring this.

The tarmacing was delayed; completed on 24th September 2016.

The Committee thanked the PTA for the £10k contribution of funds.

There have been some additional requests/costs that have been agreed:

- Telephone socket.
- Additional kitchen unit and some additional work top.
- Trip hazard in the playground (gutter) has been dug round and tarmaced to level.
- Soft ground works for the netball pitch. Extra hard core was required.

The Chair stated that another meeting should be held with Lancaster Maloney to raise the concerns with the roof. The Diocese has asked if school will come back for more money. The only area is the roof; particularly the skylights over nursery.

Action: Confirm the snagging date as 26th or 27th October 2016 as school break up on Friday 28th October 2016 (SBM).

7. BUDGET UPDATE

The Head and SBM had a budget meeting with the Finance Officer (FO) last Thursday. The Head has advised Staff to have shared awareness and to be tight this year on the budget to benefit on following years. The revised budget numbers are due.

Currently the budget has a £45k carry forward for 2016/17. The budget should be positive for 2017/18, however currently anticipate a deficit of £70k in 2018/19.

The current three year budget is based on PAN of 306 for 2016/17, 310 for 2017/18 and 310 for 2018/19.

The budget incurs additional costs for SEND pupils whilst waiting for the Educational Health Care Plan (EHCP) to be approved. Once an EHCP is agreed for a pupil the budget can be back dated.

Action: Request back dates in the budget for SEND pupils (SBM).

The SBM confirmed that there will be overspends in some areas. The census in October 2016 will be based on a PAN of 312. The overall PAN is 315.

School spent in full the sports grant for 2015/16 and a new sports grant has been applied to the 2016/17 budget.

The skylight is leaking in the kitchen. The Committee agreed that this should be on the priority list and monitored. The SBM has added works to the roof to the re-bid.

Building Accessibility; two new toilets have been added, new sink and taps. There is no additional funding for this.

Tenants Maintenance; £1,806 in the budget till year end. The Head stated that the advise is for School to overspend on Tenants Maintenance rather than allocate the cost to another area to provide a true reflection of spend. The Committee agreed to this.

8. SCHOOL CONDITION UPDATE

8.1 Electrical Safety

Cummerburch will complete the C1 items from the Electrical Report when on site at no cost. Further quotes for the C2's and C3's (advisory items) are £1,734 for C2's and £976 for C3's.

The Committee agreed to pay for the C2 items from the Electrical Report of £1,734.

8.2 Pump House

Quotes for the Pump House are £1,200 for a refurbishment, £6,900 to replace the pumps, £10,000 to replace the whole set up. The SBM advised that school could use the Devolved Formula Capital (DFC) Grant next year to fund this and use the £1,200 option at this stage.

The Committee agreed to the minimum cost of repair of £1,200.

9. POLICIES

The following policies were approved:

9.1 Lettings – the policy is working well. It is flexible and the funds from lettings are apportioned to governor's funds which currently stand at approximately £8,000.

9.2 Health and Safety – the annual report was circulated. The Policy will be checked at the Health and Safety walk round.

Action: Complete a Health & Safety walk round; check the policy is fit for purpose and notify the Committee if any changes are required (Chair and SBM).

The following policy will be circulated for approval at the next Committee meeting:

9.3 Whistle blowing Financial

Action: Circulate the whistle blowing financial policy to the Committee for approval at the next Committee (Clerk).

10. ANY OTHER BUSINESS

There was one item of AOB:

Nursery

The nursery capacity is for 52 children; currently has 17 (against 24 last year when the costs were covered). 9 children are listed for January 2017, with another intake in April 2017.

The annual costs to run the nursery are approx. £70k. The income is driven by the number of children attending.

Action: Ask the Finance Officer to review the nursery budget (SBM).

The Nursery currently does not provide flexible provision. However, the Head reminded the Committee that the staff are doing an outstanding job. The assumed reason for the decline in numbers is that Parents want flexibility in the provision, e.g. two full days.

Action: Establish a working party to determine the future of the Nursery with an aim to make a decision by the end of the autumn term 2016 (Head).

School will be subsidising the nursery this year from the main school budget. In addition a large proportion of the education materials are spent on nursery.

Question: What would be the impact if the nursery closed?

Response: The future of the nursery will be analysed by the working party. Currently 50% of the nursery children join Reception.

Action: Nursery requires a separate registration for Environmental Health (SBM).

11. DATE OF NEXT MEETING

Governors agreed that the next Committee meeting would take place at 8:45am, Monday 21st November 2016.

There were no part two items discussed.

The meeting closed at 10:00am.

----- Chair

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