



*'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 22<sup>ND</sup> MAY 2017**

Governors Present:            Mr Norman Davies            Chair  
   Mr David Capener            Headteacher  
   Mr Paul Gibbons  
   Mrs Emma Pickup  
   Mr John Roebuck

Also in attendance:        Mrs Joe Carter                Clerk to the Governors  
   Mr Mark Bridge              Lancaster Maloney (until Item 4)  
   Mrs Angela Norton         School Business Manager

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**PART ONE – NON-CONFIDENTIAL BUSINESS**

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*The meeting started at 9:00am.*

The meeting was opened with a prayer.

The Chair welcomed Mark Bridge, Lancaster Maloney to the meeting.

**1. APOLOGIES AND ANY OTHER BUSINESS**

Apologies were received and accepted from Mr Jeremy Bolton.

The following items of AOB were raised:

- ChESS Services and Charges
- School Credit Card
- ChESS Clerking charges
- Director of Children's Services Report

**2. CONFLICT OF INTEREST**

No pecuniary interests were declared.

### **3. DISCUSSION AROUND FUTURE BIDS INCLUDING BOILER AND SCHOOL ENTRANCE (LANCASTER MALONEY)**

Mark Bridge confirmed that School have been awarded £82,661 for the phased roof work following the bid to the Chester Diocese. This is half of the bid that was submitted.

#### **Question: Why were school only awarded half of the bid?**

*Response: The Diocese consider bids received from all eligible schools and there is a finite budget to allocate to schools based on a number of factors including safeguarding, health and safety, condition, suitability and sufficiency.*

Mark shared a Red, Amber and Green rated plan and confirmed that the school roof is rated amber, with approximately seven years left before replacement is critical. Mark confirmed that the roof light replacement over the Kitchen area was a priority as this was rated red in the condition report (against felt samples and visual inspection).

Mark confirmed that the Hall roof plus the roof area adjacent and the roof lights would be covered under the current £82,661 and governor contribution.

The Committee discussed the option to leave the Hall roofing and replace the roofing over the school classrooms. Mark confirmed that the funding would not cover this.

#### **Question: What was the cost for the three red areas identified?**

*Response: £160k.*

#### **Question: What costings did you allow in the bid budget?**

*Response: Allowed £150 per square metre, which covers the bid figure of £160k.*

Mark confirmed that following the meeting he will inspect the roof and check the roof lights to determine the replacement and repair plan.

#### **Question: Which roof lights are leaking?**

*Response: The Year 2 roof light has leaked.*

#### **Question: What is the timeframe for the works?**

*Response: The work will go out to tender at the end of the week. There is a two week process to respond and an assumed six week process of works which will be scheduled during the summer school holiday.*

Mark confirmed that the tender documents will be copied to school.

**Action:** Distribute the tender documents as issued by Lancaster Maloney in regards the roof and roof light replacement and repairs to the Building and Finance Committee (SBM).

#### **Question: What is the Governors contribution to the works?**

*Response: 10%.*

The Committee agreed that Lancaster Maloney must not instruct the previous roof contractors as there had been a number of Health and Safety issues.

#### Future Bids

The Committee discussed that the future bid which will be submitted in September 2017 (with a response in March 2018) could be for the rest of the roof, the boilers (including providing gas to the school site), a Secure Entrance Lobby and the Electrics.

The Committee agreed that there is a duty of Safeguarding in regards the addition of a secure entrance lobby.

Mark advised that a secure entrance lobby could be addressed via access controls into the door to the Hall and any classroom affected, or the addition of a partitioned lobby area. Mark advised that the proposal for the secure entrance lobby should be a combined proposal to address safeguarding and staff accommodation. This would include suitability and sufficiency, and safeguarding.

The Committee agreed the key for the next phase would be to fix the roof and the boilers.

The Committee discussed the need to have a long term Asset Management Plan (AMP) in place in order to think about the future and become proactive rather than reactive.

Mark advised that as this is a cost to school and the priorities are known for the next five years, that this is deferred and revisited next year. He confirmed that local authorities used to provide schools with a condition management report that was categorised; this is no longer funded.

The Committee advised they would like to review the plan Condition Report and an AMP. Mark confirmed that the AMP is a condition survey with a development plan.

The Committee asked for a planned and reactive maintenance list.

Mark advised that LM can provide a "Property Care Solutions" package; which includes statutory compliance and reactive maintenance. The SBM confirmed that School currently use CCS (Cheshire Consultancy Services) for this.

**Action:** Provide the cost of Cheshire Consultancy Services and Property Care Solutions from LM for a planned and reactive maintenance list for Committee scrutiny (SBM).

The Committee reviewed the previous response from LM on 1/02/17 where a fee to undertake a detailed assessment of the condition of the School and to prepare a five year costed planned maintenance programme on the building and engineering services was stated as £1,795, including reasonable disbursements but excluding VAT. This included a detailed inspection of all buildings including their fabric and finishes, mechanical and electrical services both internally and externally and external areas. The report would schedule individual identified work items and would include an assessment of the condition (divided into four grades A – Good, B – Satisfactory, C – Poor & D – Bad) and estimated life expectancy of each element within every block. The works would be prioritised using the DfES and DTLR Priority Codes (1 –Urgent Works required in Year 1, 2 – Essential work required within 2 years. 3 – Desirable work required within 3 to 5 years and 4 – Long Term work outside the 5 year planning period) and would identify any defect, remedial work, estimated cost and recommended year of action.

The Head advised the spending of the £2k should be deferred to next year as this would not benefit the school or impact the bids for the next twelve months.

The Chair issued caution over the future years' budgets.

The SBM noted that a completion certificate has not been issued yet even though the C1's and C2's identified in the electrical condition survey have been completed. The Chair advised that the certificate should be signed off with exception of the C3's (advisory items).

**Action:** Written statement to be requested from the company who completed the electrical condition survey to confirm that the C1 and C2 items have been completed (SBM).

**Action:** Email the electrical condition survey and the list of what school have completed to date to Mark Bridge for review (SBM).

**Action:** Review the Electrical Condition Report and feedback to the Committee on the Advisory Items (Mark Bridge).

### Next Steps

The Committee agreed that an area analysis should be completed. LM can review schools accommodation against the EFA requirements (teaching and non teaching requirements) and how the areas are working, are classrooms working well, corridors working well.

The development plan can then be phased; the funding is usually determined by condition and / or Health and Safety issues.

**Action:** Create a development plan - area analysis, suitability and sufficiency review, and report to the committee at the 26<sup>th</sup> June 2017 meeting (Mark Bridge and Head).

**Action:** Prepare the bid for Committee review at the first autumn term 2017 meeting (Mark Bridge, SBM, Chair and Head).

The SBM advised that the area analysis would support the Appeal process for Reception class applicants which is planned for early July 2017.

The Head advised that items that will be flagged in the area analysis include shortage of a Staff area for planning, preparation and assessment (PPA) activities. Staff input into the area analysis will take place during September 2017.

Mark confirmed that School would not receive funding for footprint over the EFA guidelines.

The Chair thanked Mark for his input to the meeting.

*Mark Bridge left the meeting.*

## **4. PART ONE MINUTES AND MATTERS ARISING**

The part one minutes from the meeting on the 6<sup>th</sup> March 2017 were confirmed as an accurate record and signed by the Chair.

## **5. REVIEW OF ACTIONS FROM LAST MEETING**

The Action Log from the previous meeting was reviewed and updated: see the summer term 2017 action log.

## 6. SCHOOL CONDITION UPDATE

### 6.a. Key Stage 1 Climbing Frame

The SBM confirmed that the KS1 climbing frame has been approved and the PTA has offered to part fund. The School Council have chosen the climbing frame model that they would like. The inspectors have checked the site and asked for additional flooring at a cost of circa. £2k. The SBM has asked the supplier to fund this as they had not identified this as a requirement. The supplier has agreed to a £400 reduction in the cost for the climbing frame.

The SBM confirmed that the total cost is £4,296 for the climbing frame, plus £2,000 for the flooring.

The Head advised that the PTA had agreed to fund £5k for the KS1 climbing frame and £5k for the KS2 reflection garden.

The Committee agreed that the climbing frame should still go ahead.

**Action:** Ask the PTA for the additional £1.3k funding to cover the increase in cost for the climbing frame flooring (Head).

**Action:** Provide an update on the Reflection Garden at the first autumn term 2017 meeting (Head).

**Action:** Add the update on the Reflection Garden from the Head to the agenda for the first autumn term 2017 committee meeting (Clerk).

### 6.b. Nursery Building – report on review of the fabric of the building

John Roebuck provided the Committee with a Nursery Condition Survey report that he had completed. The highlights include:

- Background – falling admissions triggered the visit to all nursery staff on 13<sup>th</sup> March 2017; walk around inside and outside nursery.
- Exercise – report on the fabric of the building.
- Key items identified of immediate impact – paint (as presents poorly), entrance door and doorframe, specific items of furniture and the drainpipe over the lean to (area floods with rain).

**Question: What is the cost of the key items identified?**

*Response: The costings are to be identified.*

The Committee discussed the need to consider Recipro who are an organisation that support community projects and discussed possible furniture donations from Astra Zeneca (who have recently donated furniture to the Macclesfield Activity Centre).

**Action:** Investigate what could be provided or sourced via Recipro and report back to the committee at the next meeting (Paul Gibbons).

**Action:** Speak to the AZ contact in regards second hand furniture and report back to the committee at the next meeting (Paul Gibbons).

The Committee had a discussion on what items the caretaker could cover, the financial contribution from school (Tenants Maintenance) and the PTA, and whether school should

hold a Community Day where parents might be able to attend the day and volunteer to paint.

The Head advised that he should approach the PTA for funding in September 2017.

The Committee agreed that the Nursery door and frame replacement will be funded with the Tenants Maintenance budget and that this should be completed by an approved contractor.

**Action:** Provide three quotes for the replacement of the nursery door and frame to the committee for consideration (SBM).

**Action:** Add an agenda item to the 26<sup>th</sup> June 2017 committee meeting to prioritise and schedule the works for the Nursery (Clerk).

The Chair thanked John Roebuck for completing the report.

John noted the great job that all the Nursery staff are doing.

### 6.c. Others

The SBM highlighted inconsistencies had been noted in the Asbestos report from last year and the most recent report, following recent contractor works at school.

**Action:** Confirm the inconsistencies in the Asbestos reports to the Committee (SBM).

## **7. BUDGET UPDATE**

### 7.a. 2017/18 budget

The Clerk reminded the Committee that the annual budget plan needs to be approved and submitted to the Schools Finance team by 30<sup>th</sup> June 2017. She confirmed that she will update the Committee terms of reference and issue to the governing board for their approval of the delegated authority.

**Action:** Update the Committee terms of reference and issue to the governing board for approval (Clerk).

The Clerk also noted that the formal annual budget needs to be agreed before the end of the summer term 2017 and that this should be broadly inline with the annual budget plan. This can be agreed at the Governing Board meeting on 11<sup>th</sup> July 2017.

The Committee discussed that there is a positive carry forward into the 2017/18 budget.

The Chair advised that there is a Year 2 concern and that school must manage the costs and look at increasing income.

The SBM confirmed that the earmarked reserve in 2016/17 was for the building project. She confirmed that pupil premium is lower in the Year 2 budget as there are two pupil leavers. This number will change as pupils leave and join school.

The Head stated that the basic issue is that school are spending more than the income that is received.

The SBM and Head agreed that they will bring to all future Committee meetings the areas of the budget that school have control over, for example, ChESS costs, Tenants Maintenance, educational materials and supply teaching.

The Committee agreed that at this time the Committee can only review the one year budget as there may be funding changes following the 8<sup>th</sup> June 2017 election.

*Emma Pickup and Paul Gibbons left the meeting.*

#### 7.b. Review of rolling budget forecast

**Action:** Implement the rolling budget forecast into the next committee meeting (SBM)

### **8. STAFF ABSENCE**

The SBM provided a report of current staff absences and confirmed that she has set up a sickness book to record claims against sickness. She confirmed that £12k has been set aside in the school budget to cover any costs associated with staff absences against the previous insurance policy (as agreed at the governing board on 21<sup>st</sup> March 2017).

The Committee confirmed that the SBM should report at each meeting:

- The number of staff days absent over the three days
- Whether claimable
- What would have been recovered through an insurance policy
- Commentary on whether claimable in the past or not

### **9. POLICIES**

The following policies requiring Committee approval have been carried to the next meeting on 26<sup>th</sup> June 2017:

- Business Continuity Management Plan (BCP)
- Charging and Remissions
- Manual of Internal Financial Procedures (MIFP)

The Clerk confirmed that she had issued a policy schedule to the SBM in the autumn term 2016 which highlighted the statutory policies and the reviewers, approvers and dates of review.

**Action:** Issue the School policy schedule to the Committee for review (SBM).

**Action:** Send the charging and remissions policy to the Committee for review (SBM).

**Action:** Issue a model charging and remissions policy to the Committee for review (Clerk)

### **10. ICT UPDATE**

The Head provided an update in regards IT support of the Broadband upgrade at school as The Fallibroome Academy no longer offer the IT support previously provided. Fallibroome have changed their model and the price has gone from £4k to £10k per year. Another school organised a meeting with four alternative providers to discuss costs. The three schools who attended the meeting favoured "Red Top". The Head advised that the

cost would be around £4k per annum and would not be conditional to all three schools selecting them. The Head confirmed that School have worked with Red Top previously.

The Committee agreed that school can go ahead with Red Top assuming the SBM and Head agree that the references are acceptable.

The Head advised that due to the broadband connectivity issues there is an impact to Teaching and Learning with staff downloading documents for classroom work at home and slow access to the internet during lessons. The Head confirmed that the connectivity issue will be resolved with a fix.

The Head confirmed that broadband is currently provided via the LA. Red Top would look to go to another provider; however this can not be considered at this stage due to an existing contract with the LA.

The Clerk advised that if the service level is affecting the Teaching and Learning that this should be escalated to the provider to resolve.

**Action:** Confirmation on how Broadband is charged and supported (Head).

**Action:** Check which elements of the Broadband costs are within the budget and what will change from September 2017 and circulate before the next committee meeting (SBM).

## 11. ANY OTHER BUSINESS

The following items of AOB were raised:

### ChESS Services and Charges

The SBM confirmed that the current costs for ChESS services for 2017/18 are £28,221 against £27k last year. The costs include:

- Asbestos re-inspection (£600)
- Educational Risk / General Insurance
- Financial Management Support (£3,285)
- HR Support (£3,808)
- Payments and Income (£1,032)
- HR Consultancy (£2,896)
- Environmental Health
- Contract Administration (£3,800)

**Action:** Clarify the services and costs provided by ChESS (SBM).

**Action:** Confirm the services school should receive from CE Finance Support (Clerk).

The Committee agreed that the ChESS services bought last year will be bought this year; however a working group will be formed to discuss future options.

**Action:** Set up a governor working group to review the costs within schools control (Chair).

### School Credit Card

The SBM advised that the school Credit Card was stopped due to fraud activity over the weekend that was flagged by the bank. A new card has been issued.

### ChESS Clerking Costs

The Clerk confirmed to the Committee that she and the SBM had been reviewing the cost of the clerking services to School since she started clerking with them during the summer term 2016. Previously School had been purchasing a bronze clerking service, which allows for the clerking of three governing board meetings per academic year. The additional governing board meetings and committee meetings were then charged as separate items.

The governing board had discussed that they may wish to purchase the silver package for the 2017/18 year.

The Clerk cautioned the Committee that with the current meetings that if School were to purchase the silver package (30 hours per term), that they would have to pay for additional hours which might not be cost effective.

The Clerk advised that the purchase of the gold package might be a more cost effective way of meeting schools needs at this time. She also recommended that the governing board conduct a governing board effectiveness review where they consider how they should structure the meetings and governor visits going forward.

The Building and Finance Committee agreed that they would recommend the gold clerking package to the governing board.

**Action:** Email the governing board to gain agreement on the purchase of the gold clerking package for 2017/18 (SBM).

**Action:** Email the governing board to invite all to a discussion on governing board effectiveness prior to the summer term 2017 governing board meeting (SBM).

### Director of Children's Services Report

The Clerk outlined the key dates from the report:

- Home to School Travel Surveys 31<sup>st</sup> May 2017 completion deadline.
- Consultation on Primary Assessment is open until 22<sup>nd</sup> June 2017.
- Designated Teacher's Network meeting 30th June 2017 (include updates on PEPs and Pupil Premium, Self Assessment for schools on how well they support cared for children and ideas on new ways to support children with emotional needs).
- "Notification of failure to set a balanced budget" return deadline of 30th June 2017.
- Completion of the Safeguarding (Section 157/175) Audit by 11th July 2017.

The Clerk noted the following items for this Committee to consider:

- Item 1 – School Governance Update – summer training, growing leaders, and behaviour in schools questions.
- Item 4 – Asbestos Management.

The SBM confirmed that this is in hand.

- Item 5 – Home to School Travel Surveys.
- Item 6 – Schools’ Audit Programme (performance related pay).
- Item 7 – IR35 Tax Changes for Agency Workers and Contractors.

The Head confirmed that school have no agency workers or contractors.

**12. DATE OF NEXT MEETING**

The governors agreed that the next Committee meeting would take place at 8:45am, Monday 26<sup>th</sup> June 2017.

*The meeting moved to part two.*

----- Chair

----- Dated