



*'Let Your Light Shine'*

*(Matthew 5.v16)*

**MINUTES OF A MEETING OF THE BUILDING AND FINANCE COMMITTEE OF  
PRESTBURY CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD AT THE SCHOOL ON 8<sup>TH</sup> OCTOBER 2018**

**Governors Present:** P. Gibbons Chair  
D. Capener Headteacher  
J. Roebuck  
E. Pickup

**Also in attendance:** S. Pomeroy Clerk to the Governors  
A. Norton School Business Manager

**PART ONE – NON-CONFIDENTIAL BUSINESS**

**Opening Prayer**

		Actions
1	<p><b>APOLOGIES &amp; AOB</b>  There were no apologies to receive.  The following item of AOB was tabled for discussion under agenda item 1 as delegated by the FGB.</p> <ul style="list-style-type: none"> <li>Election of Chair and Vice Chair  Paul Gibbons was nominated and duly elected as Chair of the committee for one year.  John Roebuck was nominated and duly elected as Vice-Chair of the committee for one year.</li> </ul> <p>The following items were tabled for discussion under agenda item 16.</p> <ul style="list-style-type: none"> <li>Hygiene rating of the kitchen</li> <li>New telephone system</li> </ul>	
2	<p><b>CONFLICT OF INTEREST</b>  Governors were asked to declare any potential pecuniary interest or conflict of interests with the business to be discussed during the meeting.  There were no interests to declare.</p>	
3	<p><b>APPROVAL OF TERMS OF REFERENCE FOR 2018/19</b>  The terms of reference were reviewed and approved by the committee and signed by the Chair.</p>	

4	<p><b>PART ONE MINUTES</b></p> <p>The part one minutes of the meeting held on 25<sup>th</sup> June 2018 were confirmed as a correct record, and signed by the Chair.</p>	
5	<p><b>REVIEW ACTIONS AND MATTERS ARISING FROM THE PREVIOUS MEETING</b></p> <p>It was confirmed that all actions, which will not be addressed elsewhere in the meeting, have been met and closed as appropriate.</p>	
6	<p><b>REVIEW OF DEVELOPMENTS BY LANCASTER MALONEY; CURRENT AND FUTURE BIDS</b></p> <p>Phase one of the Lancaster Maloney bid is based on the requirement to create a secure entrance area to the school. Discussions have been held with the Diocese on how to achieve this within the existing structure of the building and within budgetary constraints.</p> <p>Governors asked for details of the design proposal for the entrance area. SBM to circulate.</p> <p>The Diocese considered three bids from the school; £30,000 for the entrance area, £80,000 for roof repairs and £30,000 to replace the boiler. All three bids received excellent feedback.</p> <p>Governors received an update on the condition of the roof and the boiler:</p> <p><u>Roof</u> The roof is leaking again and LM is due to carry out another inspection.</p> <p><u>Boiler</u> An engineer has been called out seven times and there is no heating in KS1 at the moment.</p> <p><b>Q. Is it possible to escalate the bid process in order to solve these issues?</b> R. It is difficult as there are set timescales in the bid process. If the boiler fails completely then it would be replaced sooner.</p> <p><b>Q. Has the heating system been cleaned?</b> R. No. The fans are serviced regularly and the radiators are bled termly.</p> <p>Governors discussed further issues with the heating system in school and decided that a quote should be obtained for flushing out the system.</p> <p>Governors were concerned that even if a new boiler is installed that it will connect to old pipe work and that this could cause future problems.</p> <p>The SBM explained to governors that suppliers and contractors authorised by Cheshire Consultancy Services (CCS) are used in school, in accordance with procedures set out in the Manual of Internal Financial Procedures. The companies are all DBS checked.</p> <p><b>Q. Is the school allowed to use non-authorised suppliers?</b></p>	<p>SBM</p> <p>SBM</p>

	<p>R. There is a process to register other companies as authorised suppliers but it is time-consuming for the SBM. Using CCS is very convenient as a contractor is dispatched to school within one hour of being informed of an issue.</p>	
7	<p><b>PREMISES MAINTENANCE SCHEDULE</b>  Governors reviewed the Building Maintenance Schedule, which had been circulated prior to the meeting. It was noted that the fridge in the Reception class had been condemned but was still in use. This needs further investigation.</p> <p>The carpets in <del>KS1</del><sup>FS</sup> are a priority for replacement as they present a trip hazard and are not of commercial quality.</p> <p>Governors discussed how to address these issues at a strategic level; they do not need to be involved with the details of repairs but need a strategic overview of how money is allocated to premises maintenance.  The SBM confirmed that there is no money allocated at present in the budget to repairs and renewals. Governors agreed that £10,000 per year should be allocated to this purpose and to monitor the allocation of this budget at the future committee meetings.</p> <p>The SBM informed governors that there is a Cyclical Maintenance Schedule in place which deals with statutory maintenance issues such as legionella and PAT testing. It is important for the school to be pro-active in dealing with maintenance issues. The caretaker has a log to maintain the doors and this is more cost effective than employing a contractor to carry out this work.</p>	<p>SBM</p> <p>SBM</p>
8	<p><b>HEALTH AND SAFETY REPORT</b>  The annual Health and Safety Review took place on 14.09.18 and the report was circulated to governors prior to the meeting. Five actions were identified from the report and an action plan produced. The actions are being implemented by the SBM within the allocated time frames. The SBM informed governors that the review was extremely thorough.</p> <p>P. Gibbons was appointed as the Health and Safety link governor.</p>	
9	<p><b>BUDGET UPDATE</b>  The budget is in a very healthy position with a projected carry forward for the financial end of year 2018-19 of £114,193. The three year plan is showing a deficit at the end of year 3 but the school is confident that this will not materialise. There has been an increase in the Pupil Premium Grant and the school has admitted new pupils which have resulted in increased income.  The HT reported that income has been generated from other sources:</p> <ul style="list-style-type: none"> <li>• £200 from KDE (fire alarm contractor) as a contribution to the fire alarm</li> </ul>	

	<p>project. This amount relates to the decorating which had been specified as part of the project and was completed in house.</p> <ul style="list-style-type: none"> <li>• £700 refund associated with problems of waste removal for the new track.</li> <li>• £2,000 generated by J. Cross moderating Writing in other schools. This was beneficial to J. Cross' experience and knowledge and also benefitted the school financially.</li> <li>• The school will receive payment for the HT's work as a consultant with the Diocese.</li> </ul> <p><b>Q. The projected carry forward is above the permitted threshold. How will the school deal with this?</b></p> <p>R. Funds will be allocated to projects to avoid a clawback situation.</p> <p>The HT reported that there are no significant deviations in the budget forecast.</p> <p>Governors asked for a copy of the latest 3 year financial summary plan to be circulated via secure email. The SBM will action this and reminded governors that it provides only a snapshot at the time it was prepared.</p> <p>Governors thanked the PTA for their hard work in raising significant amounts of money for the school; in 2017 the Christmas Fair raised around £10,000. This makes a difference to every child in school.</p> <p>PTA projects for this academic year:</p> <ul style="list-style-type: none"> <li>• £10,000 to convert the allotment into an outdoor picnic area. The school council will have input into this project.</li> <li>• £5,000 to replace the slide and climbing frame in Nursery.</li> <li>• £2,000 for new computers in the reception class.</li> </ul> <p>The SBM informed governors that the school has achieved the highest rating of Good for the SFVS submission 2017/18.</p> <p>P. Gibbons thanked the HT and SBM for their hard work in preparing and monitoring the budget.</p>	SBM
10	<p><b>STAFF ABSENCE</b></p> <p>The school does not purchase staff absence insurance cover for illness as it proved not to be cost effective. The HT informed governors that there has been 30 hours of staff absence since the beginning of the autumn term 2018. This absence has now ended.</p> <p><b>Q. Is the school in a better position financially without the insurance cover?</b></p> <p>R. This needs to be monitored carefully but the school is expecting this to be the case as there were significant premium costs and the claims made in the past were not always successful. Governors agreed that staff absence insurance should be discussed at the next meeting.</p>	Clerk
11	<p><b>ARTICLES FROM THE DIRECTOR'S REPORT</b></p>	

	This item was addressed under agenda item 14.	
<b>12</b>	<b>POLICIES</b> The Business Continuity plan will be reviewed in the spring term 2019.	Clerk
<b>13</b>	<b>IT</b> The IT provision is currently pending a review.	
<b>14</b>	<b>DIRECTOR'S REPORT AUTUMN TERM 2018</b> The report had been circulated by the clerk prior to the meeting. Governors noted the report.	
<b>15</b>	<b>GDPR UPDATE</b> Work towards GDPR compliancy is still ongoing. The school has made significant progress in this area. Governors have been issued with secure email addresses which are to be used for all future governor correspondence. E. Pickup and J. Roebuck reported that they have experienced difficulties with setting up their secure email. This will be followed up with the IT engineer.  A new electronic signing in system is in place in school. This was funded from DFC. Badges are printed only for visitors to reduce the printing costs.  The school is carrying out an electronic trial of the annual data collection with parents.	SBM
<b>16</b>	<b>AOB</b> <u>Hygiene rating of the kitchen</u> The SBM informed governors that the school kitchen received the highest hygiene rating of 5 star and the certificate will be displayed on the front door. The report was highly complimentary of the kitchen staff and of the quality of the food. Governors thanked the kitchen staff.  <u>New telephone system</u> The SBM informed governors that the current contract for the phone system expires at the end of 2018-19. This presents an opportunity to investigate different options and potentially save money by combining the phone and broadband. The current cost of the LA system is £7,000, plus the phone.	
<b>17</b>	<b>DATE OF NEXT MEETING</b> The date of the next meeting was confirmed as: Monday 14 <sup>th</sup> January 2019 at 8:45 am.	

The meeting moved to the part two agenda.

*[Handwritten signature]*

.....Chair

*14/01/19*

.....Dated