

The Heath Family (NW) Multi Academy Trust
Daresbury Primary School
Non-Confidential Minutes of the Finance, Personnel and Premises
Committee Meeting
held on
30th September 2021 at 5:30pm

<u>Present:</u> Joe Lavery, Paul Mackenzie, Martin Pocock (Chair of Committee), Andrea Porritt, Carolyn Roberts (Principal), Becki Dale (Clerk to Governors)		<u>Apologies:</u> Kathryn Zuger		Non attenders:	
					Clerk: Becki Dale
Items	Discussion	Action	Who	When	Impact/ Outcome
1. WELCOME AND APOLOGIES FOR ABSENCE	The chair opened the meeting and welcomed governors. Apologies were accepted from Kathryn Zuger				
2. DECLARATION OF INTERESTS	Mr Pocock is married to the Manager of the Moore Pre-school. Mr Pocock is the Director of Sutcliffe Projects Ltd. There were no declarations, pecuniary or otherwise in relation to this meeting.				
3. REVIEW FINANCE, PERSONNEL AND PREMISES COMMITTEE TERMS OF REFERENCE	The terms of reference were reviewed by the committee, and it was agreed that there were no changes required. RESOLVED: To approve the terms of reference for the committee for a further 12-month period.				
4. ELECTION OF CHAIR	Nominee: Martin Pocock Proposed: Joe Lavery Seconded: Paul Mackenzie				

[Insert Date]

Date:

Chair's initials to record approval of minutes:


[Signature]

<p>5. APPROVAL OF THE MINUTES FROM THE PREVIOUS MEETING</p>	<p>RESOLVED: All previous minutes were approved before the end of the Summer term</p>			
<p>6. MATTERS ARISING</p>	<p>RESOLVED: There were no matters arising</p>			
<p>7. SCHOOL NOR AND FINAL ATTENDANCE FIGURES FOR LAST YEAR</p>	<p>For September 2021 there are 180 pupils on roll and the final attendance figure for the year was 97.4% against a target of 96.4%</p>			
<p>8. BUDGET UPDATE</p>	<p>The budget update was circulated to governors prior to the meeting (Appendix A – P12 Mgmt Accounts – Indicative Year End), along with a summary from the Finance Officer (Appendix B, Daresbury Primary School Report) providing the committee with key points from the outturn. Q) How many times can the unspent sports grant be rolled over? A) It was allowed to be rolled over due to the Covid pandemic; however it needs to be spent this year. RESOLVED: Governors accepted the budget outturn for 2020-21</p>			
<p>9. SDP – FINANCE, PERSONNEL AND PRIORITIES</p>	<p>£5,000 has been set aside in this year's budget to spend on setting up the new classroom building in order to ensure that works are complete, and the school is ready to re-open on time in September 2022.</p>			
<p>10. BUILDINGS UPDATE</p>	<p>Q) Where are the school up to in terms of the planning application? A) The plans have been challenged by a local councillor based upon a comment in the school newsletter about the location of the temporary carpark. This has led to a member of the Parish Council contacting the</p>	<p>Principal to update the committee on the buildings project by the end of October</p>	<p>Principal</p>	<p>ASAP</p>

	<p><i>school and The Principal putting them in touch with C Parkinson at the Trust for further details</i></p> <p><i>Q) When will the planning application be submitted?</i> <i>A) There is no definite date yet, however they will need to be submitted soon to ensure timescales are met. School would ideally like the classroom on site at Whit so that there is time for it all to be set up ready for September</i></p> <p>The Principal informed the committee that there have been some issues around leaks in the school hall due to a problem with the ceiling tiles, and in the main corridor where the skylight has been leaking. There has also been a problem with water coming up through the floor in the Principal's office. The leaks are currently being investigated, and the builder has reported that there is both felt and lead missing from the roof. The cause of the flood in the Principal's office is yet to be determined.</p> <p><i>Q) Could this be due to the damp course failing?</i> <i>A) It is unlikely as all the walls are dry.</i></p> <p>The Principal also reported that the new caretaker is currently undergoing training with the Local Authority & Compliance Education</p> <p>RESOLVED: Governors accepted the buildings update from the Principal</p>				
<p>11. POLICIES</p>	<p>The following policies were circulated prior to the meeting:</p> <ul style="list-style-type: none"> a. emergency response plan (due & will be circulated prior to meeting) b. H&S updated policy from Compliance Ed (attached) c. ECT policy (attached) – based on LA model <p><i>Q) With regards to the emergency response plan, has the school sounded the fire alarm yet to check that it is synced with the alarm in the new building?</i> <i>A) Yes. It has been checked and is all working correctly</i></p>				

Chair's initials to record approval of minutes:

Date:

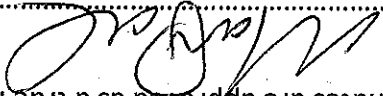


[insert Date]

Meeting closed at 6:00pm

12. TIME AND DATE OF THE NEXT MEETING	The next meeting will be virtual and will be held on Thursday 20 th January 2022 at 17:30				
RESOLVED:	Governors approved the policies named above.				

These minutes are approved as a true record of the meeting

Signed: 

Martin Pocock – Chair of Governors

Date: 10/06/2021

Chair's initials to record approval of minutes: 

Date:

[Insert Date]