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AUTUMN Term 2019

The Governing Board of Daresbury Primary School

Minutes of the Finance, Personnel and Premises Committee Meeting held on Thursday, 3 October 2019 at 17.30 at the school.

Meeting commenced 17.40

Composition of Finance, Personnel and Premises Committee:

Name	Category of Governor	Date of end of tenure	Designated Role
Present:			
Mrs J Grimes (on the telephone)	Trust	19 September 2022	Literacy
Mr P Mackenzie	Parent	2 May 2023	
Mr J Paget	Parent	22 February 2021	Chair, Finance committee
Apologies:			
Mr M Pocock	Trust	19 September 2022	
Mrs K Zuger	Staff	31 August 2021	SRE, Safer recruitment trained
In Attendance:			
Mrs K Chaney (part)			MAT Accountant
Mrs C Roberts			Principal, Safer recruitment trained, Child Protection, Children and Young People in Care
Mrs A Dunabin			Clerk to Governors

1. Apologies

Apologies had been received and were accepted from Mr Pocock and Mrs Zuger.

2. Declaration of pecuniary and personal interests

None declared.

3. Finance, Personnel and Premises committee TORs

The committee TORs had been amended slightly by the MAT in terms of the finance remit. Governors accepted the reviewed TORs and these were signed by the chair.

4. Appointment of Chair

Mr Paget was appointed for a period of one year.

5. Minutes of the meeting held on 9 May 2019

The minutes were **agreed** and signed by Mr J Paget (Chair).

Handwritten signature and date: 6/12/20



6. Matters Arising

Item 5: The new IT equipment has arrived. An additional cost of £1k is being investigated.

7. School NOR and Final Attendance figures for last year

NOR is currently 157. Attendance was 96.7%.

One Y3 child has left the school, one reception child did not start in September and one Y5 child has moved. The Principal anticipates that there will be 157 children on roll at the Census at the end of October.

8. Budget Update

Period 12 figures were circulated. There is a £24k deficit which is a favourable variance against budget of £21k. Savings of £12.7k have been made. The PTA donation of £4.5k is available to spend. Trip income has been moved out of the budget and into the school fund account which needs a review. The revised position is £21k better than budget and larger than forecast. Mrs Chaney advised that she may be able to review the accrual for FSM in the 2019-20 budget. The significant variances are £7k saving on agency supply, £2k saving on oil. FSM income was £9k higher than budget. Governors took the decision to stop the staff absence insurance which was a saving of £5k. There is a £6.5k provision for PE and sports grant which can be brought back into the 2019-20 budget. Currently the 2019-20 budget has a bottom line deficit of £10k. It may be possible to bring this to a break even position. The 'little extras' pot has been used to buy new laptops. It was noted that the new staff laptops have a lower specification than the previous ones.

Mrs Chaney left at 17.56

9. SDP – Finance, Personnel and Premises Priorities

The parents' version and headlines have been circulated.

Finance priorities are managing on limited money.

Personnel – NQT induction and MDA training. Mr Sherwin will be responsible for new governor induction.

Premises – The Principal has been chasing the MAT for an update on the new build. An email has been sent to David Donnelly and Craig Parkinson which finally elicited a response. The Halton plan for housing is likely to be approved in April 2020 and part of this plan includes provision for parking along the school boundary. The application for the school will not be discussed until the Halton plan has been approved. The area opposite the school behind the new houses is being considered as a school playing field. There will be a temporary planning approval for an additional classroom which will be in place until August 2022. At this point the MAT will apply for retrospective permission to make this building permanent. More information will be available for the FGB meeting on 7 November. There is an eight week lead time for a fully functioning temporary classroom. Governors agreed that confirmed dates will be required by Easter 2020.

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10. Buildings Update
Item 9 refers.

11. Policies

All policies in school and on the website have now been assigned to committees.


- *Emergency Response*
- *Staff and Volunteer Inspection*
- *Accessibility Plan*
- *Health and Safety policy – this is a Compliance Ed and MAT policy*
- *Charities Collection*

RESOLVED: that, all these policies which had been tweaked for contact details and dates only were approved by governors.

12. Date of next meeting

Spring term 2020 Thursday, 23 January 2020 at 17.30

Mr J Paget, Chair of Committee

.......... Signed *6/2/20* Date

Alison Dunabin, Clerk to the Governors

