



Buildings and Finance Committee Meeting

17th May 2017

Minutes

Attendees

E Martindale EM Chair

S L Gohr LG

J Whiston JW

E Taylor ET

A Kowalska AK Clerk

The meeting commenced at 5.40pm.

1. Apologies

D Maxted DM

R Zartarian RZ

2. Declaration of Interest

LG is a Governor at a CE Primary School

AK is a Governor at a CE Secondary School

The Governors were introduced to William Beddow (WB) a Year 6 pupil who had approached LG to repair the pond area. WB explained to the Governors about his project and the work he had done to bring the Pond back to life with the help of his family and friends. LG explained how she had made WB Project Manager after he had approached her with concerns for the wildlife in the area.

EM thanked WB for not only coming into speak to the Governors after a residential but also for all his efforts. She explained that the whole school was very excited by the project and wanted to celebrate the journey WB had been on.

AK will ensure the photographs from the IPADs are downloaded and will invite the press to come and visit the site.

AK will find a date in the diary for WB and LG to meet to discussion succession planning. WB would like to continue to maintain the pond even after he leaves Pikemere. The Governors were supportive of this but also felt WB would benefit from having someone on site to assist him. WB and LG will interview for a Deputy.

Action AK

The Governors viewed the Pond area with WB and he explained about the wildlife and the plans he still had.

WB left the meeting at 6.30pm.

The Governors completed their site walk. It was agreed that there was no major building work needed at this point as everything had already been done. The only area which still needed some improvement was the Glass side doors and the SMO external work area. The Governors agreed a small shed should be purchased which would assist with security and with appearance.

Action AK

Actions from the site walk

Bug Hotel – confirm with WB where he would like this situating.
Completion of the Bottle Bank
Purchase some extra netting for the garden beds
Before and after photographs for the next Governors meeting
Provide Governors with a copy of WB's letter to distribute.

The Governors passed on their thanks to the SMO for the high standard of finish around the school.

3. Minutes from Previous Meetings

The actions were revisited.

AK advised that she had spoken to A S Sports about the charges for hiring the school building. AS Sports would prefer a daily rate over a percentage. The Governors agreed that a daily rate should be £45. This was based on the contribution Mr. Ollier made to the school including going on residential.

AK advised the committee that a further request had been made to hire the hall. The Governors discussed the applicant who had a reference from Excalibur. The rate charged in the evenings was discussed and it was agreed to amend the Lettings Policy from £25 per session to £15 per hour. AK would draft a contract for Red Pilates and advise Charlottesville of the changes.

Action AK

LG advised she had spoken to the Staff about an evacuation process but it had not happened as yet. AK advised she had been on an Educational Visits Coordinator training session and a Fire Safety training sessions which looked at emergencies and how we should deal with them. AK would add the updates to a Policy.

Action LG/ AK

EM thought the Impact statement at the end of the minutes had worked well.

The minutes from 14th February 2017 were approved and seconded. EM/JW

4. Finance Updates

EM explained that the budget could not be discussed in its entirety because there were a number of staffing issues which needed resolving and the answers to them would not be known until after the next Personnel meeting.

AK provided an update of the main areas which were being monitored this year to try and make savings. EM advised that following her trip to Kenya she was going to do two assemblies for the children so that they could appreciate the resources they had compared to the children in Africa.

EM suggested resource banks being introduced whereby a set of resources is shared between classes or Key stage rather than each class having their own set.

AK provided an update on the school fund. There is currently a balance of approximately £35,000. It had been agreed that £10K would be set aside for emergencies such as redundancy payments.

AK advised that the only major spend expected this year was the computer upgrades and the money for that was in DFC. The quote had been for £10K.

5. Health and Safety Update

AK advised that both the last two Asbestos reports had by the school as a result of the ceilings and window work had been compatible to the new regulations.

6. Policies

The Business Continuity Plan was approved.

The Statement of Internal Controls for April 2016 – March 2017 was approved.

7. Any Other Business

The Governors looked briefly at the impact on the three year plan of certain spending scenarios and discussed the financial impact but also the need for certain levels of expertise and responsibility.

LG advised that SATS week had gone as well as could be expected. The general feeling was that it was a fairer paper even though it was probably at the same level as last year.

Governors discussed the up and coming bike ride fund raiser.

The meeting concluded at 7.40pm.

Action	Responsibility
Purchase small shed and tidy glass door area	AK
Evacuation and Contingency Planning process	LG /AK
Lettings Policy and Contracts	AK
Organise a meeting for LG/WB	AK

IMPACT STATEMENT

The committee reviewed the developments of the Pikemere School site as a whole with particular emphasis on the Pond area.

The Committee reviewed the school accounts to ensure their sustainability and also to allow the best opportunities for the children at Pikemere School.

Finance and Buildings Committee 17th May 2017

E. A. Martindale

Chair of the Governing Board