



**Minutes of a meeting of the Finance, Buildings & Site Committee of Pensilva Primary School.
Held on Thursday, 26th June 2014 at 5pm**

Governors	Initial	Role	Attendance
Mrs Teresa Clinick	TC	Acting Headteacher	✓
Mrs Karol Stannard	KS	Staff Governor	Apols.
Mrs Mel Steeds	MS	Co-opted Governor	Apols.
Mrs Alex Putna	AP	Co-opted Governor	Apols.
Mrs Martha Oliver	MO	Foundation Governor	Apols.
Mr Craig Vaughnley	CV	Foundation Governor	Apols.
Miss Justine Bennison	JB	Parent Governor	Apols.
Mr Colin Swinburne	CS	Parent Governor	✓
Mrs Chris Hale	CH	Associate Member	✓

In attendance:

Also in attendance: Mrs Catherine Stoate, Executive Headteacher; Mrs Jessamie Thomas (Clerk).

Key: * = previously circulated; Gov(s) = Governor(s)

Red font = queries/questions to Headteacher. Meeting started at 5.06pm

Min	Action
1	<u>Welcome</u> – to Mrs Stoate
2	<u>Apologies for Absence</u> – received and accepted from KS, MS, AP, JB, MO, CV
3	<u>Declarations of Business/Pecuniary Interests</u> – no new interests were declared.
4	<u>Minutes of last meeting (23/4/14)*</u> - Item 9 date should read 06-03-14. Subject to this change, the minutes of the meeting were taken as read, accepted and signed by the Chair as a true/accurate record of proceedings.
5	<p><u>Matters arising</u> –</p> <p><i>Action points:</i></p> <p><i>3a Portakabin – any signs of growth (ie mould etc) must be reported to Mark Stitson (TC)</i> Mr Stitson advised that extra funding unlikely.</p> <p><i>3a Portakabin - has a rotten skylight, Mr Stitson to be informed (TC)</i> Mr Stitson advised that extra funding unlikely. CSt advised that as preschool using a room, criteria for National Lottery Awards for All funding may be met – this is for community projects up to £10,000.</p> <p><i>3a Portakabin – funding may possibly be available for repairs, ring Mr Stitson in a month (TC)</i> Mr Stitson advised that extra funding unlikely.</p> <p><i>3b Swimming pool – brittle glass – could Trevor Bunkum be asked (JB) or Dean Ledbury (CV) Done</i></p> <p><i>3c Swimming pool has been broken into at rear via Perspex roof panel. CV to ask Dean to fix. (CV) Done</i></p> <p><i>3d Fence post and panel in garden need replacing. CV to ask Dean (CV) Done</i></p> <p><i>3e Shed roof needs refelting (CS) Done</i></p> <p><i>3f Football shed – dangerous loose corrugated iron sheets, MS to contact SMcW (MS)</i> Govs grateful to senior Football Club for taking action, loose sheets appear to have gone</p> <p><i>3g Remove loose bits of wood near gate into car park. (CV) To check.</i></p> <p><i>3h Apple tree needs propping up – gardening club? (TC) Done</i></p> <p><i>3i Replacement picnic tables/seats to go in R/Y1 outdoor area. Old wooden ones to be taken away. (CS) In hand, one has been picked up.</i></p> <p><i>3j R/Y1 outside area needs sprucing up; shed to be moved to this area to store</i></p>

CV



equipment? (AP) Shed not in a moveable state. A new shed might be needed.	
Liaise with PSA to get assistance for a maintenance weekend? (JB/AP) To check	JB/AP
3k Side entrance, by car park – end gutter needs fixing; light needs re-attaching. CV ask Dean (CV) lots of guttering has been done, has this particular piece been done? To check.	CV
8.1 Toilet specification – CH to get three new quotes (CH) 4 quotes sent out, 1 back.	CH
8.7 Caretaker vacancy – not yet filled. (TC) Post was advertised, no applicants. Govs had heard of word of mouth recommendation, to be looked into. Currently we have negotiated an hourly rate for the services of Dean Ledbury, who is also contracted to cut the grass.	
11 Preschool - draft a letter of thanks and raise an invoice (CH) Invoice paid, done.	
11 TC to talk to Mrs Senese about preschool's plans (TC) done. TC spoke to Carol Kimberley at county, conclusion is that building even stronger links with Preschool Committee would be positive, perhaps Jenny Thomas could be on Preschool Committee.	
11 TC to consider where interventions take place (TC) It was noted that preschool don't use the spare room all the time, just a few mornings per week. TC happy it is a shared space and they will continue to co-ordinate.	
12 Breakdown of pupil premium expenditure to be on website. Update please TC and CSt have been looking at this. When is data available? Actual expenditure will be uploaded within the next few days, just waiting for final data; on the website is projected expenditure not actual. CSw reminded Govs it is important for Ofsted. TC working through projections for 2014/15. Important that infants apply for Free School Meals even though they have automatic entitlement. TC confirmed this is in induction pack.	
14 Govs AGREED to go with JJ Britton if third quote comes in higher (CH). In hand.	
CH arrived 17:25.	
14 Staff to consider best ways to use wild area (TC) CSw commented that at St Cleer it's easier for pupils to go out to wild area. CSt explained that use was still reliant upon adequate supervision at St Cleer. How can we use our outside area more? Jenny Thomas wants to do more with Wild Tribes. Govs agreed it would be good if outdoor space were used even more. Y6s and younger ones together have been making great use of it recently. For example, mud faces have been created on trees and miniature garden created too. R/Y1 have been using the wild area regularly. CH reported that prospective parents say what an asset the outdoor area is.	
15.1 Radon survey – investigate quotes (CH) not done yet	CH
15.2 Glazing survey – investigate quotes (CH) not done yet	CH
iPads – with new server and wireless it is now viable to get iPads. 2 quotes back, Stormfront looking most competitive, good for installation but less good for backup. Could Callington Community College recommend training? Would a trainee technician like to come here to share knowledge/expertise? St Cleer teacher work in collaboration with Pensilva? Ideas to be explored once iPads on order.	
16 Inform security company of keyholders (CH) Done, CSw to be added now. Thanks to him for being added to keyholders. At bottom end of school battery and radio signal drops out, top end of school is hard wired.	



	<p><i>17 Internet - filtering procedures with CCET Heads and Launceston (TC) TC didn't attend due to CSIT meeting. Coats Green have gone with it. £1,300 year (of which £360 is filtering) as opposed to £3,000. Excellent value, what's support like? CH said technical support to be checked. To be brought to FGB for approval.</i></p> <p><i>19 Adjust lights timer - CH to ask Andy Davy. NB Hilary has offered to help. (CH) Faulty timer, Andy will be replacing timer, to be done.</i></p> <p><u>See part 2 - Confidential Appendix A</u> This is regarded as confidential within the terms of the School Governance (Procedures) (England) Regulations 2013.</p>	Clerk/DS
6	<p><u>Buildings</u> school summer clean, last year although there was a clean it didn't feel to staff it was clean enough – please can we ensure this year it's a deep clean (kitchens not included in this). Who is responsible? Just the cleaner, she will need assistance with the hall floor.</p> <p>Swimming pool – TC said survey should be through at any time. Gobs are aware of great depth of feeling amongst school community.</p>	
7	<p><u>Financial update*</u> (12-06-14 statement) – circulated.</p> <p>CSw asked about pupil premium funding? Not confirmed yet, figures available end of Sept. depends on census. There was a carry forward from last year. How do we monitor this expenditure? CH when we go through approval of overtime sheets, we allocate against Pupil Premium who have benefited from this time, eg cost of residential course, swimming costs, all these are monitored on monthly basis and vired over. Expenditure is not limited to direct expenditure on an individual, it is also considered for money spent on a wider number of pupils if this then benefits the Pupil Premium child.</p> <p>Gen reserves has gone up above £11,000. Gobs AGREED this should be vired across to general curriculum. We don't need specific reserves? No, not a significant enough amount to warrant it, as advised by technician.</p> <p>Procurement? Bulk buying? How do we check we get a good deal? Orders go to CH, we are trying to order common items, CH is getting better value, she's tidied up stores opposite office, changing mindset so staff share/bulk buy. This also means there is less surplus.</p> <p>Asset register? It would be sensible to have a register of bigger items – this is in Financial Scheme of Delegation. Equipment like iPads would go on it. CH to do over summer.</p> <p>Implications of Exec Headship decision? No change for now. CSt performance review in autumn, may result in slight rise in her salary in autumn, but not much as only paying 0.1 of her time here. This to be flagged up to RH.</p>	<p>Clerk/DS</p> <p>CH</p> <p>TC</p>
8	<p><u>Pupil Premium/Sports Premium</u> <u>Sports</u> – the impact of work done by Ollie Jones is great – eg a report in Cornish Times on Siblyback event. TC will detail in next week's Headteacher's report what he has been doing, eg school came 3rd at Callington Games, award for best sportsmanship. It is generating excellent value; premium is being used wisely. Gobs were appreciative.</p>	
9	<p><u>Policy review</u></p> <p>Health & Safety* - to be brought to FGB for approval.</p> <p>Accessibility Plan* - to be brought to FGB for approval.</p> <p>Scheme of Delegation & Financial Regs – to be brought to FGB for approval. CH to update/circulate electronic version. CH confirmed there is no petty cash.</p> <p>Confidential Reporting/Whistleblowing* - to be brought to FGB for approval. Clerk to email electronic copy to CH.</p>	<p>Clerk/DS</p> <p>Clerk/DS</p> <p>Clerk/DS</p> <p>CH</p> <p>Clerk/DS</p> <p>Clerk</p>



	Fire Plan* - to be brought to FGB for approval.	Clerk/DS
10	<u>Governor training & development</u> – TC – thanks to CS for all the training he's undertaken.	
11	<u>Items raised by Chair/Head</u> – Safeguarding 175 return, completed and has been looked at by MO, Safeguarding Governor. To be minuted at FGB next week.	Clerk/DS
12	<u>Dates of next meetings and upcoming events -</u> FGB Thurs 3 rd July 4.00pm SIP meeting. FGB Thurs 3 rd July 6.30pm Tie in F&B meeting dates with technician. CH to give us Rachel Holborow's visit dates as soon as available.	CH

The meeting closed at 6:05pm

These minutes are in draft form until confirmed as a true and accurate record by the committee chair.

I confirm these as true and accurate recordings of proceedings.

PRINT NAME

SIGN NAME

Date

Action points:

- 5.3g Remove loose bits of wood near gate into car park. (CV)
- 5.3j Liaise with PSA to get assistance for a maintenance weekend? (JB/AP)
- 5.3k Side entrance, by car park – end gutter needs fixing; light needs re-attaching. CV ask Dean
- 5.8.1 Toilet specification – (CH) 4 quotes sent out, 1 back.
- 5.15.1 Radon survey – investigate quotes (CH) not done yet
- 5.15.2 Glazing survey – investigate quotes (CH) not done yet
- 5.17 Internet £1,300 year to be brought to FGB for approval
- 7 Gen reserves has gone up above £11,000, this to be vired across to gen curriculum - to be brought to FGB for approval
- 7 Asset register (CH)
- 7 CSt performance review in autumn, may result in slight rise in her salary in autumn, but not much as only paying 0.1 of her time here; to be flagged up to RH (TC)
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- 9 Scheme of Delegation & Financial Regs – to be brought to FGB for approval.
- 9 Confidential Reporting/Whistleblowing - to be brought to FGB for approval.
- 9 Fire Plan - to be brought to FGB for approval.
- 11 Safeguarding 175 return, completed and has been looked at by MO, Safeguarding Governor. To be minuted at FGB next week.
- 12 CH to give us Rachel Holborow's visit dates as soon as available.