

**WHAPLODE AND WESTON ST MARY CHURCH OF ENGLAND PRIMARY SCHOOL**  
**FINANCE BUILDINGS AND PERSONNEL COMMITTEE MEETING FINAL MINUTES**  
**WEDNESDAY 29<sup>th</sup> JANUARY 2020 AT 5:00PM**

**PART 1**

Present: Mrs E Adie, Mrs A Flack, Mrs R Walker, Mr C Mackman, Mrs S Roberts, Mrs R Neno, Mrs J Smith  
 Also present: Mrs S Rix, Mrs K Davis (Minutes)

*Meeting started at 5.10pm*

<b>Agenda item</b>	<b>Issues</b>	<b>Agreed Action</b>	<b>Responsible</b>
		Governors reviewed and signed off the accident slips prior to the meeting.	
1. Apologies for Absence		Mrs I Hooper and Mrs V Cook sent their apologies. No apologies received from Mr G Atha. Mr C Mackman and governors introduced their selves to the newly appointed governors. Mrs R Neno and Mrs J Smith also introduced themselves.	
2. Declaration of Interest		There were no declarations of interest in any item on the agenda.	
3. Minutes of the meeting held on 30 <sup>th</sup> October 2019.		Minutes approved and signed as a true record by Mr C Mackman. Mrs A Flack asked if the 2021 Admission Policy was on the school websites yet. Mrs Rix explained that there was a certain date that needed to pass before it could be put up.	Clerk to check date and add Policy to both websites.
4. Charter Items – Termly	F1. Review implementation of internal financial audit recommendations (if applicable)	Mrs S Rix talked through the internal audit that both schools had last term and after a very thorough audit both schools performed in a very positive way with good results. Mrs A Flack expressed that both Whaplode and Weston have come in top on the results for all 15 LAAT schools and there are no causes for concerns.	
	F2. Review of link governor visits and	Mrs A Flack expressed how important the link governor visits are and now that we have a full board a schedule needs to be put in place to arrange these visits and monitoring.	

recommendations related to FB&P	Mr C Mackman agreed and will look at getting this arranged very soon. Mrs E Adie mentioned that maybe a meeting should happen sooner to get a schedule in place and then we can start to evidence the visits.	Clerk to email board members to arrange a meeting before next board meeting.
F3. Planned staffing appointments and processes appointments	Whaplode have recently appointed a very strong HLTA to replace an HLTA who left in December. An advert will be going out very soon for either an EYFS or KS1 teacher to replace the current teacher who is leaving at the end of the academic year. Mrs E Adie has completed a safer recruitment course and has forwarded relevant information on to Mrs A Flack and Mrs R Walker. All processes are following the LAAT recruitment process.	
F4. Review Single Central Record (SCR)	Mrs S Rix explained how Mrs I Hooper had completed an SCR check across Whaplode and Weston and everything was up to date. Mr C Mackman will add another SCR review onto the schedule.	
F5. Finance Report	Mrs S Rix gave an overview on the accounts and a general summary to governors.	
F6. Health and Safety Monitoring	Mrs S Rix explained that this area was also covered in the internal audit Gallagher's perform a risk audit which was given to governors at the previous meeting. <b>Q. Does Mrs V Cook not monitor this for both sites? (CM)</b> Mrs S Rix explained that she went into Weston and monitored with Mr J Wardill and was very impressed with the out comings. Mrs A Flack commented that Gallagher's monitor the school and the LAAT monitor Gallagher's so then to ask Mrs V Cook seems a bit too much. Mrs V Cook is due to submit her report to the governors. The Clerk explained how she had received an email from Mrs V Cook explaining that the report is still being worked on but would have it soon.	
F7. Review condition of premises and any recommendations for expenditure	Mrs S Rix explained that over the Easter break at Weston St Mary the health suite is due to be converted. <b>Q. What is that space going to be converted too? (CM)</b> Mrs A Flack stated a resource area and a disabled/staff toilet. <b>Q. The heating at Weston, as it is expensive to run, is there anything we can do in the short term to keep costs down? (IH)</b> Mrs A Flack explained that this system was put into the school before the current leadership and was very expensive and for the school to replace it would be too much money. Will look into trying to maintain a constant temperature and see if that helps.	

		<p><b>Q. Where are we with the roof? (CM)</b> Mrs A Flack commented that the roof has been completed. There are a few problems which Mr J Wardill is handling directly with the roofers.</p> <p><b>Q. Is the wall ok at Whaplode? (CM)</b> Mrs E Adie commented that the wall is good. Mrs E Adie explained that there has been some expenditure spent on the tree safety aspect but that has been completed but there is more due in the February half term. Mrs A Flack stated how there are movements after discussions with Mr M Lunn regarding the bespoke early years unit. Mr M Lunn has found a potentially good site to visit to see how a modular style unit could work for Whaplode. The school needs to be clear on its design as there would be no room for mistakes as the modular unit would come as a pre made structure.</p>	
	F8. Personnel Update, including Staff Welfare and Wellbeing.	<p>Mrs A Flack commented on the results of a recent LAAT survey regarding staff welfare and overall, both schools have come out very well. On average 3.9% members of staff are happy in the work place at Whaplode and 4.3% at Weston. There is a grey area within the survey because the results for the individual show in the school you are on the payroll of, therefore, with multi-site staff, these results may not be exact. Mr C Mackman expressed how he felt staff were a lot happier and settled at Whaplode than 18 months ago. Mrs R Walker expressed that staff at Weston were very happy and enjoyed the working atmosphere. Mrs A Flack explained that they are supporting staff across both schools and will continue to do so. Mr C Mackman was very appreciative of the support that both schools had given him in the past few months and that its not until something happens how supported a person can feel. Mrs R Walker commented how they think of family members too as well as staff. Mrs A Flack expressed how family come first and we need to look after our staff.</p>	
5. Charter Items – Spring Term	F12. Monitor ongoing implementation of the pay and appraisal policies.	Mrs S Rix explained that all relevant staff had received their incremental pay rise at the end of the summer. Appraisals had all been completed and are up to date. This was also looked at during the audit.	
	F13. Review Health & Safety Policy and Arrangements, including	LAAT policy agreed by all Governors.	

	recommendations from any audits.		
	F14. Ensure Emergency plan is in place and up to date	Mrs A Flack commented that there were some changes that needed to be made on Weston's critical incident plan. <b>Q. Where is the plan stored? (CM)</b> Mrs E Adie explained how this is stored on relevant peoples desktop and is received by encrypted email every short term.	Clerk to ensure this gets amended.
	F15. Review and ensure academy awareness and implementation of staff discipline, conduct and grievance procedures.	An updated Code of Conduct has been issued and all staff, governors and volunteers have signed and returned.	
6. Deferred Entry for Reception 2020		Mrs A Flack explained the history behind the case for the deferred start using the information supplied by the parents. Governors discussed the case and agreed not in favour of delaying the start for this case.	Clerk to respond to Lincolnshire County Council with decision.
7. Amended After School Provision Policy		Mrs S Rix explained how both schools are trialling Parentmail for online payment which will be in line with the LAAT requirements and helps against fraud. Mrs S Rix discussed how the after school provision costings currently work and what is being proposed going forward. Governors discussed the new costings and agreed that this was a good idea going forward. Mrs Flack commented that this provision is not a profit making exercise but a provision we offer to parents. Mr C Mackman and Mrs J Smith supported the policy.	
8. RE Policy		Mrs A Flack explained that the only changes to the policy is the added intent at the beginning on it. Mrs S Roberts and Mr C Mackman supported the policy.	
9. AOB	Complaint regarding Malc Firth	Mrs E Adie explained the history behind the complaint received by a resident regarding emergency tree works performed by Malc Firth after a tree survey. Mrs A Flack and Mrs E Adie requested a letter be sent to the residents from the Governors. Mr C Mackman commented that he would arrange a letter to be sent explaining that the school had a tender with Malc Firth and that they are liable for the work not the school. <b>Q. Does a letter needed to be sent to parent regarding their complaint? (Clerk)</b> Mr C Mackman commented and said yes one needs to completed stating that he feels the school dealt with all the issues correctly after looking at all the paperwork provided.	Clerk to write letter to resident.  Clerk to write letter to parent.

		<p>Mrs Adie gave the other governors a brief overview of the complaint received.</p> <p>Mrs E Adie informed the board of the recent results for Whaplode's attendance. Compared to this time last year the school has improved. The schools attendance is currently at 96.56% which is higher than national (96.56%), the authorised absence is at 2.8 which is below national (3.04%), Unauthorised absence is 0.64 which again is below national (1.13%) and the schools persistent absence is 5.36% where national is 8.67%.</p> <p>Governors congratulated Whaplode.</p> <p><b>Q. How is Weston's attendance? (SR)</b></p> <p>Mrs R Walker explained that over all the school is at 95.2%. They are aware of a few anomalies but there are reasons as discussed previously. Children want to come to school and holidays within term time are not being taken.</p> <p>Mrs A Flack asked if going forward, all governors would attend all meetings while the board gets established and settled.</p> <p>Governors agreed this would work well.</p>	
10. Date & Time of Next Meeting		Pupils & Provision, Tuesday 3 <sup>rd</sup> March 2020 at Weston St Mary at 5:00pm.	

The meeting closed at 6.50pm

Signed: \_\_\_\_\_ Chair of Committee

Date: \_\_\_\_\_

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