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 Headteacher: Mrs Fiona Taylor



**Minutes of the Meeting of the Finance and Premises committee held at the school on Monday 19<sup>th</sup> March 2018 - commencing 7 pm**

<b>Present:</b>	Joe Cox ( <b>JC</b> )	Parent Governor
	Claudia Harris	Parent Governor
	Angela Lavington ( <b>AL</b> )	Foundation Governor
	Steve Leonard ( <b>SL</b> )	LA Governor
	Fiona Taylor ( <b>FT</b> )	Headteacher
	Philip Wilson ( <b>PW</b> )	Parent Governor
<b>In attendance:</b>	Harriet Cornell ( <b>HC</b> )	Finance Officer
	(arrived 7.05 pm)	
	Lucy Dickinson ( <b>LD</b> )	Clerk

Item and description	Actions
<b>16.18 - Welcome and apologies</b>	
<b>SL</b> welcomed Governors to the meeting. Apologies were received and accepted from Matthew Keates ( <b>MK</b> : Parent Governor)- the meeting was quorate and opened at 7 pm.	
<b>17.18 - Notification of any urgent business</b>	
<b>HC</b> had requested a discussion on the upcoming data protection changes - see item 27.18	
<b>18.18 - Declaration of interests including update to the register</b>	
There were no declarations of interest. The attendance register was signed and passed to <b>LD</b> for filing.	<b>LD</b>
<b>19.18 - Approval of the minutes of the meeting held on 29 January 2018</b>	
The minutes were approved, signed by <b>SL</b> and passed to <b>FT</b> for filing.	<b>FT</b>

<b>20.18 - Matters arising not elsewhere on the agenda</b>	
<p>08.18: Boiler - <b>PW</b> had both quotes reviewed and suggested some next steps to ensure that the quotes are comparable (like for like)- <b>HC</b> to go back to both contractors. (7.05 pm <b>HC</b> arrived)</p>	<b>HC</b>
<b>21.18 - Budget monitoring and draft budget preparation</b>	
<p>The budget monitoring figures had been circulated - <b>HC</b> explained the projected carry-forward was now £11k, of which £8k was already allocated (with £3 unallocated). The total carry-forward figure may rise to £16k once a boiler quote is accepted, but will otherwise remain very similar to the period 9 monitoring.</p> <p><b>HC</b> has started work on the budget (to be approved at FGB on 23 April), and noted that under the current projections, there would be a £51.1k deficit by 2020/21 (year 3). She outlined some of the more straightforward items for discussion/agreement, before moving on to the staffing discussion (item 22).</p> <p><b>Staff absence insurance:</b> Governors noted that the current insurer is not satisfactory for the requirements arising from maternity cover. The basic payment had included maternity cover, but would incur an additional payment for next year. <b>HC</b> had contacted a number of alternative companies, including one used and recommended by three other local schools. This policy would cover the school's particular needs - <b>HC</b> is having the terms checked by a specialist. Governors <b>agreed</b> to this change subject to the cover paying out as often as required.</p> <p><b>GDPR:</b> <b>HC</b> has allocated £3k to cover any costs incurred in complying with the new regulations. A quote had been obtained from TurnItOn for carrying out a review. <b>HC</b> to investigate other options (OCC have not yet released information on their offer for GDPR support).</p> <p><b>Buyback form:</b> this is due back to OCC by 30 March and will include £3k to cover HR support, Governor services (including Governor Hub access - <b>HC</b> to check).</p> <p>Governors discussed the current pupil numbers (there were 15 first choice applications to Reception- last year there were 3 more pupils than those who applied to Aston as first choice, hence the decision to estimate 18 pupils for 2018-19). <b>FT</b> reported that county information suggested that primary school numbers have now peaked, and noted that any new building would take time to lead to new families, and may not result in increased numbers.</p>	<p><b>HC</b></p> <p><b>HC</b></p> <p><b>HC</b></p>

<b>22.18 - Staffing</b>	
Confidential item (see part 2 minutes)	
<b>23.18 - Pay committee</b>	
It was agreed that this committee should be part of the F&P committee, and comprise <b>MK, PW</b> and <b>JC</b> .	
<b>24.18 - Premises update</b>	
<b>FT</b> reported that no further action had been taken with regards to the parental concern about asbestos, but that the caretaker is monitoring the situation and <i>Governors</i> were satisfied that there was no current threat.	
<b>25.18 - Polices: hiring and letting</b>	
Confidential item (see part 2 minutes)	
<b>26.18 - Health and Safety</b>	
Nothing to report	
<b>27.18 - Data protection</b>	
As noted in item 21.18, £3k has been allocated to help ensure compliance with the new regulations - <b>HC</b> and <b>FT</b> to investigate options with the Corinthian Partnership as well as other local providers.	
<b>28.18 - Date of next meeting</b>	
23 April at 6.30 pm (before FGB at 7.00pm)	

The meeting closed at 8.55 pm.

### Actions grid

Item	Action	Name and timescale
20.18	Boiler quotes - revised quotes to be obtained	<b>HC - 30 March</b>
21.18	Staff absence insurance	<b>HC - 23 April</b>
21.18	GDPR support	<b>HC</b>
21.18	Buyback form (including Governor Hub access)	<b>HC - 30 March</b>
22.18	Staff restructure communications	<b>FT</b>
23.18	Pay committee - agenda item	<b>LD - ??</b>
25.18	Letting and hiring policy - revised version	<b>HC - AL to sign</b>
27.18	GDPR options	<b>HC/FT</b>

Documents for the meeting	Sent by	Email date
Agenda	<b>LD</b>	12 March 2018
Attendance sheet	<b>LD</b>	tabled
Minutes of committee meeting 29 January 2018	<b>LD</b>	30 January 2018

Chair of Committee: .....3..... Date: .....

Budget monitoring spreadsheets	LD	15 March 2018
Staffing proposal	HC	tabled
Hiring and lettings policy	LD	15 March 2018