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Minutes of the Meeting of the Finance and Premises committee held at the school on Monday 29th January 2018 - commencing 6.50pm

Present:	Joe Cox (JC)	Parent Governor
	Claudia Harris	Parent Governor
	Matthew Keates (MK)	Parent Governor
	Angela Lavington (AL)	Foundation Governor
	Steve Leonard (SL)	LA Governor
	Marcus Luckett (ML)	Co-opted Governor
	Louise Souter (LS)	Staff Governor
	Fiona Taylor (FT)	Acting Headteacher
In attendance:	Philip Wilson (PW)	Parent Governor
	Melody Chadwick (MC)	Associate Governor
	Harriet Cornell (HC)	Finance Officer
	(arrived 7.10 pm)	
	Peter Dempsey (PD)	Prospective Co-opted Governor
Lucy Dickinson (LD)	Clerk	

Item and description	Actions
01.18 - Welcome and apologies	
SL welcomed Governors to the meeting. There were no apologies - the meeting was quorate and opened at 6.50 pm.	
02.18 - Notification of any urgent business	
None	
03.18 - Declaration of interests including update to the register	
There were no declarations of interest. The attendance register was signed and passed to LD for filing.	LD

04.18 - Approval of the minutes of the meeting held on 14 November 2016	
The minutes were approved, signed by SL and passed to FT for filing.	FT
05.18 - Matters arising not elsewhere on the agenda	
None	
06.18 - Election of Committee Chair for 2017-18	
SL indicated that he was willing to continue as Chair for this year. There being no other nominations, SL was re-elected.	
07.18 - Terms of Reference	
These were agreed and signed by AL and handed to FT for filing.	FT
08.18 - Budget monitoring	
<p>(7.10 pm HC arrived)</p> <p>Figures and an update from HC had been circulated. HC talked Governors through the latest update - this was in line with previous spending. Two quotes had been received for the replacement boiler, one of which was under £5k. HC noted that three quotes were only required if the amount was for over £5k, and proposed going ahead with the lower quote. Governors asked whether the quotes were for the same model of boiler. HC said this was not the case, but that the company who gave the lower quote had been recommended by Strictly Education (based on recommendations from other schools). Governors asked HC to get more details on the two boiler models including capacity and likely servicing costs - HC to forward these to PW for his advice.</p> <p>SL had met FT and HC to discuss budget setting, but noted that this could not be done until after the HT recruitment. Governors suggested an F&P meeting after the appointment data - it was agreed to have committee meetings on 19 March, and an F&P meeting before the next FGB (moved to 23 April - before budget submission on 1 May).</p>	HC, PW
09.18 - SFVS (School Financial Value Statement)	
<p>This is an internal financial audit document - SL had gone through the form with FT and HC, and the completed audit had been circulated to Governors. It was noted that a new financial skills audit matrix was needed for members of the F&P committee (SL, JC, MK, AL and FT). HC to send file to committee members.</p> <p>There were no further questions or comments - the SFVS was approved by Governors, signed by AL and passed to HC for submission to OCC. Governors were also reminded to complete the NGA skills audit and hand in to the school office (already received from JC, ML, FT and MK).</p>	HC HC

10.18 - Pay committee and staff pay policy	
It was noted that a pay committee needs to meet twice a year to monitor staff appraisals and any pay progression against criteria, and note the financial impact of any pay progression. Now that the F&P committee has re-formed, SL suggested that this should form part of the work of that committee - LD to add to the agenda (mid-year and at final meeting).	LD - agenda
11.18 - Charging and Letting policy	
FT explained that there are a couple of potential hall users in discussion with the school - the policy needs circulating and checking so that any arrangements are correctly set up.	FT/HC
12.18 - Disaster recovery policy	
A draft (based on a standard template) had been circulated. There were no comments - the policy was agreed by Governors, signed by AL and passed to FT for filing.	
13.18 - Premises update	
There were no updates to report from the Link Governor (MK had met with the site manager (John Haskell) last term and reviewed site safety. The issue of the likely upcoming boiler replacement was discussed in the budget monitoring item (8.18). It was also noted that staff had some concerns regarding storage safety, with large backpacks causing a trip hazard. FT to send a request via the newsletter for parents to send smaller bags to avoid congestion in the corridor.	
14.18 - Health and Safety	
FT reminded Governors about discussions regarding the work done by Carillion two years ago in which there had been a small risk of asbestos exposure (during the summer holidays). Following the collapse of this company, it was now unlikely that an inspection would be carried out. FT has contacted a private company regarding the likely costs for testing - no response as yet. Both PW and MK offered to help look into this further to determine the best course of action.	PW, MK, FT
15.18 - Date of next meetings	
19 March at 7 pm, 23 April at 6.30 (before FGB at 7.00pm)	

The meeting closed at 7.30 pm.

Actions grid

Item	Action	Name and timescale
8.18	Boiler quotes - comparison of models	HC, PW
9.18	Financial skills audit to F&P committee members	HC
9.18	SFVS submission to OCC	HC
10.18	Pay committee item on F&P agenda	LD
11.18	Charging and Lettings policy to be circulated	FT
14.18	Asbestos survey	PW, MK, FT

Documents for the meeting	Sent by	Email date
Agenda	LD	22 January 2018
Attendance sheet	LD	tabled
Minutes of committee meeting 14 November 2016	LD	26 November 2016
Terms of Reference 2017-18	LD	22 January 2018
Budget monitoring spreadsheets	LD	25 January 2018
Report to Finance Committee - HC	LD	25 January 2018
SFVS	LD	25 January 2018
Disaster recover policy	LD	25 January 2018