

**Minutes of the Furlaneseend Community Primary School Resources Committee Meeting
held at the School on Friday 3rd February 2017 at 2.00pm**

Present	Mr A Down Miss H Marks Mr S King Mrs R Norton	Committee Chair Chair of Governors Headteacher
Apologies	Mrs J Eason	
In Attendance	Mrs D Wilkinson Mrs S Garton	Observer Clerk to the Governors

1. Welcome and Apologies

The Committee Chair welcomed governors to the meeting. Apologies were given by and accepted from Mrs Eason.

2. Confirm minutes of the meetings held on 18th October 2016 (Previously circulated)

The minutes which had been previously circulated were agreed and signed as a true record of the meeting.

3. Matters Arising

It was confirmed that the actions as stated were complete.

4. Budget update 2016/17

The Headteacher distributed copies of the' LFS Management Account Report for Schools' dated 9th January 2017 which she ran through at the meeting. From and further to this a number of points were made and discussed:

- The Headteacher reported that the bursar had visited the school in January and as part of the meeting the 2017/18 indicative budget had been discussed with the Headteacher. There will be an update on the draft budget position at the bursar's next visit to the school on 10th February.
- A copy of a suggested letter template from CAPH (Cornwall Association of Primary Heads) dated 1st February was distributed to governors by the Headteacher. The Headteacher explained that it had been designed as a letter for parents to be sent by each school explaining the very serious financial pressures that schools are facing. The Headteacher confirmed that the school has never sent a letter of this sort before but she was seeking governors' views on sending it to parents as there will potentially be an impact on the school's budget and the school should also show solidarity with other schools in the area, some of which will suffer hardship in terms of their 2017/18 budgets. In response to a question from a governor the Headteacher confirmed that she was aware that some other schools will be sending this letter to their parents and governors discussed this and felt that it was good for all parents to hear the same message. In response to a question from a governor the Headteacher reported that it wasn't known whether CASH (Cornwall Association of Secondary Heads) will be asking schools to send similar letters. It was agreed by governors that the letter should be sent to all parents of pupils at the school.
- The Headteacher reported that the bursar had praised the school on its planned Pupil Premium and Sports Premium spend and that the monies had been appropriately spent. The Headteacher referred governors to the final page of the LFS report.
- The Headteacher provide assurance to governors that the school is in a strong financial position and has a forecast reserve (shown at the foot of page 2) which demonstrates the robust

management processes that are in place. In response to a question from a governor the Headteacher confirmed that the reserve is below the maximum applied by the LA and therefore there will be no claw back.

Governors were happy with the budget position.

5. Pupil Premium and Sports Premium update

The Headteacher confirmed that this item had been covered as part of the previous agenda item.

6. Review SLAs with Cornwall Council

This item will need to be discussed at the next FGB meeting and should be added to the agenda.

ACTION: Clerk

7. Benchmarking

This item will need to be discussed at the next FGB meeting and should be added to the agenda.

ACTION: Clerk

8. SFVS

The Headteacher confirmed that this process is underway and the SFVS will be circulated as a draft to all governors in advance of the next FGB meeting where it will go for approval.

ACTION: Headteacher/Clerk

9. Headteacher's Performance Management appraisal outcome

The Committee Chair and Chair of Governors confirmed that the Headteacher's Performance Management appraisal process had been completed and the outcomes had been summarised by Mrs Eason.

10. Staffing update

The Headteacher reported on the following issues:

- Mrs Champion had resigned from the school with effect from 31st January 2017 due to personal reasons.
- Staff training and absence will be included in the next Headteacher's Report.

11. Premises, Risk Management, Site Security, Asset Management and Health & Safety

The following points were reported:

- The Headteacher confirmed that the next Health and Safety audit will be carried out on 9th February.
- The Headteacher confirmed that the Health and Safety Policy remains unchanged except for any required name changes. A hard copy was provided to Mr Down at the meeting and an electronic copy will be sent to all governors prior to its approval at the next FGB meeting.

ACTION: Headteacher

- The Headteacher confirmed that the equipment inspection had been carried out on 4th January and a hard copy was circulated to governors at the meeting. The Headteacher reported that she had looked at the issues raised with governors and they were all either complete or in hand.
- The Headteacher confirmed that Pupil Voice, school council meetings and staff meetings are ways that are used to address health and safety. In response to a question the Headteacher confirmed that the Health & Safety governor (Mr Down) undertakes walks around the school site in order to provide an external 'critical eye'.
- The Headteacher confirmed that the fire risk assessment had been completed and the contractor (Ray Clarke) will be attending the health and safety meeting at the school on 9th February.

12. Update on school field issue

The Headteacher updated governors and confirmed that the PTA has been looking at this issue. The PTA is able to make an annual lottery grant bid. In addition, Simon Ryan (local community champion, Peninsula Trust) is investigating whether the school can be given a lottery grant for £10k. He would be able to put together a bid on behalf of the school (on a no win no fee basis). If the school was successful it would be able to purchase a yurt for use by the pupils including pre-school (Wild Tribe), Future Schools (Camp Kernow), and for other residential activities. The school site would be able to be developed to accommodate this and the school could also offer specialists. The timeline for the application is in the next few weeks and governors will be kept informed of the outcome.

ACTION: Headteacher

Governors discussed the rent increase demanded by the Mount Edgcombe Estate and the Headteacher confirmed that it could be met via the PTA grant if needs be.

13. Policies for review/approval

There were none for this meeting. The Health and Safety Policy will go to next FGB meeting.

ACTION: Clerk

14. Any Other Business

The Clerk provided feedback from the last Clerking Forum that she attended at which clerks were advised that confidential (Part 2) minutes must be kept securely by the Headteacher and separately from the full minutes.

ACTION: Headteacher

The Headteacher circulated an article to governors on sustainability that she had seen in the *Guardian*.

The Headteacher provided feedback to governors from the SMART meeting she had attended on 31st January which was discussed (cake analogy used – ‘We’re not Mr Kipling!’).

15. Confirm date of next meeting

The date of the next meeting was confirmed as **Thursday 4th May, 9.30am (Please note that this is an amended date).**

The meeting finished at 3.10pm.

CHAIR:

DATE: