

MINUTES OF MEETING

School: Hillocks Primary School
Meeting title: Meeting of the Finance and General Purposes Committee
Date and time: Monday, 24th April, 2017 – 3.30pm
Location: At the school

Membership
'A' denotes absence

Mrs M F Young (chair)
Mr M Gillott
Ms C Gibbon (acting head teacher)
Mrs J Hautenne
Mr R Lyne
Mrs N Parker
Miss N Marsh

In attendance

Ms J Kirk (Office Manager)
Mrs Cathy Andrews (clerk to the governors)

FGP/10/17 Apologies for absence Action

There were no apologies for absence.

FGP/11/17 Declarations of Interest

Declarations of Interest were received from Mrs J Hautenne to any discussion regarding the Site Manager.

FGP/12/17 Minutes of the previous meeting

The minutes of the previous meeting dated 13th March, 2017, were approved and signed by the chair.

Matters arising

FGP/05/16 – Private School fund – H/T to check out how much the PTA could have in their account before it had to have a registered accountant. – ongoing
FGP/06/17 – the Office Manager confirmed that she had contacted SAAF and future visits had been arranged.

The chair confirmed that she had met with the SAAF representative who had promised to send a written report on the budget in future,

FGP/07/16 – Appraisal review sheet – H/T to email a copy to the chair of finance.

The chair confirmed that she had received a copy of the appraisal review sheet.

FGP/13/17 Budget - 2017/18

The Office Manager confirmed that the school budget had a carry forward figure of £12,000, and that the budget was on track with no unpredicted expenditure.

The Office Manager confirmed that 'Squid' (on line payment system) had been cancelled, and a new paying in system had been discussed, but this would be at a cost of approximately £500.00 per year with an annual licence costing £525.00.

**Action
OM**

After discussion the committee agreed that the acting head teacher should send out a questionnaire to parents to see if they would actually use a paying in system before governors made a decision.

The acting head teacher stated that she wished to confirm that as discussed at the previous meeting the contract for the 2 temporary TA's at the school would not be renewed.
The school would not be considering any further reductions in TA's for the time being.

The Reading Recovery teacher would be covering maternity leave and as from September, 2017 would be teaching the Yr.3/4 class. The school still had a commitment for Reading Recovery at the school and this would continue again once the budget had improved.

Mr R Lyne asked the Office Manager if for future meetings an up to date budget spread sheet could be circulated before the meeting.

OM

A Cook had been appointed and a commencement date had been agreed.

The clerk was asked to write a letter of thanks to Evonne (Cook) for all her hard work on behalf of the governing body and send this to the chair.

clerk

The acting head teacher informed governors that Mr Ed Seeley, Edgeware School would be supporting the school in the absence of the head teacher.

FGP/14/17

SFVS

The committee were informed that the SFVS had been completed including the governor section.

The SFVS was approved by the committee and would go to the full governing body for ratification.

OM

FGP/16/17

Staffing

The acting head teacher confirmed that Rebecca Gayfar who had been appointed as a teacher had settled in very well since commencing work at the school.

FGP/16/17

AOB

The acting head teacher stated that the school had discussed moving the office downstairs to improve access and exit of the school premises.

Discussions had taken place with the Site Manager who had taken measurements and stated that he thought the work would cost approximately £3,000.

After discussion regarding cost, safeguarding issues and who would actually staff the office in the afternoons the committee agreed that the deputy head teacher should contact NCC and discuss these alterations to ensure that the work carried out met all legal requirements and should also ask for approximate costs. This should then be presented to governors so that a decision could be made.

Dep/HT

FGP/17/17 Determination of confidentiality of business

It was

resolved

that all matters should remain confidential.

FGP/18/17 Date of next meeting

12th June 2017 – 5.00pm

The meeting closed at 5.00 pm.

Signed Mr. Y. Young.....(chair) Date 12/6/17.....
CAI/Y

