



BUXTON PRIMARY SCHOOL

Management Committee

Minutes of the meeting held on 28th November 2017
at 5.00pm at Buxton Primary School

Present

Matthew Fruish	Trust Governor
Kathryn Curtis	LA Governor
Alison Moore	Trust Governor
Charmaine Hannant	Parent Governor
Rev David Hagan-Palmer	Co-Opted Governor
Jason Sexton	Trust Governor
Jo Birks	Staff Governor
Kelly Hall	Clerk

1. APOLOGIES

Apologies for absence were received and accepted from Deborah Leahy (Staff Governor) and Madeleine Dimsey (Co-Opted Governor).

It was noted that due to agenda item 5 all Governors have been invited to attend this meeting.

Governors were notified that a new parent Governor has been appointed and will join meetings in the Spring term 2018.

2. MINUTES OF THE MEETING - HELD 18/10/17

All action points from this meeting were completed. KH advised she has spoken with the school's finance officer regarding the statement of internal control. The template provided by the local authority is in word format and the questions contained are the same as the school has used within the fmsis template. It was agreed when the document is next renewed it will be in a word document format.

The discussion around the pay policy has been postponed and will be carried over to the next meeting.

The minutes were signed and agreed as a true record.

3. MATTERS ARISING

There were no matters arising.

Agreed
Points /
Action By

Action
HT/Govs

4. BCR

The BCR expenditure update for the beginning of November 2017 was circulated and discussed. The target spend to date was noted as 58.33%, with current spending to date equating to 57.64%.

Comments have been completed on the BCR against the different income and expenditure lines for Governors to see expected monies in and out. A Governor questioned expenditure line E14 (cleaning & caretaking) to which it was confirmed due to covering premises and cleaning staff absence an agency was used, this budget line will need slight amendment at budget revision 3. In light of this the Governor asked whether E18 will need to be increased, to which it was advised that some of these payments are one-off and some are quarterly for which the period overlaps the financial year; currently there is not expected to be an amendment required to this expenditure line.

All Governors were happy with the BCR with no further questions presented.

5. PREPARATION & UPDATE FOR HT APPOINTMENT – Confidential Minute

6. SAFEGUARDING UPDATE

Governors were provided with a copy of the most recent safeguarding newsletter which was distributed to all staff.

7. AOB

The Chair of Governors informed the meeting that the draft copy of the Ofsted report has been received and checked for factual accuracy by the SLT. The final report will follow in due course.

The meeting closed at 6.45pm.