



BUXTON PRIMARY SCHOOL

Management Committee

Minutes of the meeting held on 18th October 2017
at 4.30pm at Buxton Primary School

Present

Deborah Leahy, Headteacher	Staff Governor
Matthew Fruish	Trust Governor
Kathryn Curtis	LA Governor
Alison Moore	Trust Governor
Rev David Hagan-Palmer	Co-Opted Governor
Kelly Hall	Clerk

1. APOLOGIES

Apologies for absence were received and accepted from Charmaine Hannant (Parent Governor).

Agreed
Points /
Action By

2. MINUTES OF THE MEETING - HELD 04/07/17

The Headteacher confirmed she has added the attainment data to the pupil premium expenditure statement. The expenditure in this document has already been approved, so Governors decided this does not need to go to the full governors meeting.

KH to contact the school's LA finance officer to clarify the most recent template for the statement of internal control document.

Action KH

The minutes were signed and agreed as a true record.

3. MATTERS ARISING

There were no matters arising.

4. TEACHER PERFORMANCE MANAGEMENT

The Headteacher advised that all teaching staff have successfully completed their performance management reviews. Where pay awards were necessary they have been awarded. She confirmed there were no issues to report. The date for the Headteacher's performance management is to be agreed.

5. STAFFING UPDATE - VERBAL

The Headteacher provided Governors with a verbal update on staffing. A detailed discussion was held around the possibility of sourcing additional hours for the current caretaker across the cluster schools, the Headteacher is

awaiting responses.

The Headteacher confirmed that the school has successfully appointed a part-time year 1 teacher to cover Mrs Scriven's maternity leave.

6. BUDGET REVISION 2

The Headteacher presented the Budget Plan Revision 2 further to meeting with Chris Jefferson, Mrs Curtis, Mrs Hall and herself.

The budget was discussed and will go to the Full Governors meeting for ratification.

7. BCR

The BCR expenditure update to the beginning of October 2017 was circulated and discussed. The target spend to date was noted as 50%, with current spending to date equating to 49.93%.

Comments have been completed on the BCR against the different income and expenditure lines for Governors to see expected monies in and out.

The finance governor had questioned the business manager by email in advance of the meeting, which she confirmed had been satisfactorily answered.

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

8. FINANCIAL BENCHMARKING 2016/17

The financial benchmarking data for 2016/17 has been released and was presented to Governors. The school is in family group M, and the financial data for the school has been compared with similar sized schools in order to make comparison and identify areas of higher or lower expenditure.

The data is presented in graph form comparing expenditure on a number of areas including teaching staff, supply staff, education support staff, premises staff, other staff and then areas such as administration supplies, learning resources and building maintenance.

A governor critically challenged that the school's annual income from facilities and services was lower than that of its family schools, to which the business manager explained that the school does not offer a lettings facility which is where some schools generate income from. The business manager explained the costings involved with lettings and the implications, to which Governors were satisfied. It was however noted that despite not offering lettings, the school still generates a considerable income under this budget line through sales and services provided.

In relation to the education support staff expenditure being relatively high in comparison to other family schools, the school has always heavily invested in teaching assistants to ensure the children have the best possible support to access learning and achieve their potential.

All Governors were happy with the data and the explanations provided.

9. SAFEGUARDING UPDATE

The Headteacher confirmed she has updated the training schedule to reflect the courses Governors have attended.

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

10. PAY POLICY

The Headteacher advised that she has reviewed the pay policy and there are a number of areas which she would like to discuss in detail with a panel of Governors, to which two governors have volunteered to do so.

**Action
HT/Govs**

11. RISK ASSESSMENT – HANDLING MONEY

The Headteacher advised that the business manager has completed the risk assessment for the handling of monies at work. All Governors were happy with the risk assessment, and agreed for its implementation.

AGREED

12. AOB

The Headteacher presented the risk assessment for the platform stair lift. All Governors were happy with the risk assessment, and agreed for its implementation.

AGREED

The Headteacher added that the contractors will be returning in the October half term to complete some minor edging work.

The meeting closed at 5.15pm.