

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Finance and Premises Committee

Minutes of the meeting of the Finance and Premises Committee held at 6:00 pm at the School on Monday, 20 January 2020.

PRESENT

Mr O Bryden, Mrs V Farrell, Mrs J Leighton, Mr R Jeffrey,
Mr J Pickles (Acting Head Teacher)

In Attendance

Mrs A F Jewell (Minute Clerk)
Mrs S Mollett (Acting Deputy Head Teacher)

Mr O Bryden took on the role of Chair for this meeting.

119. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

Apologies were received from Mr G Muir (with consent).

There were no declarations of interest.

120. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS

The following items were notified to be brought up under any other business:

- SFVS.
- Finance and Premises Report.
- Emergency Plan.

121. MINUTES OF THE MEETING HELD ON 21 OCTOBER 2019

RESOLVED: That the Minutes of the meeting held on 21 October 2019 be approved and signed by the Chair as a correct record.

122. MATTERS ARISING

Matters Arising (Minute 115 refers)

Mrs Farrell advised that a quote had been obtained for re-carpeting downstairs, the staircase, landing and upstairs all at a cost of £3,818 + VAT including fitting. It was mentioned that this would replace most areas between the doors downstairs as well as upstairs and the whole of the red staircase including the area at the top of the landing. The work for this could be done during the summer break.

Q: Will they hold the quote for the summer?

A: Yes they know it would be for the summer. We would need to budget from the new budget.

Governors noted that the staircase would have to be done due to health and safety issues. It would become apparent in the next few weeks, if the rest of the carpeting could be done, due to budget constraints.

123. ANY OTHER BUSINESS

(a) SFVS

RESOLVED: That the SFVS be approved and referred to the Governing Body for ratification.

(b) Finance and Premises Report (including budget update)

The report had been distributed to Governors prior to the meeting. Mrs Farrell discussed the contents with Governors and they noted the following:

(i) Budget

Q: Are direct teaching costs expected to come back in line or are we paying more than we originally thought?

A: We expected to pay this, as we had changes to staffing before Christmas. Some of this will come back from insurance.

It was noted that the School was now planning the residential trip for next year and that some of this would be paid for out of this year's budget. It was mentioned that trips would need to tie in with the curriculum and Governors would need to be aware of the trips that are planned. These are covered in the Head Teacher's report to Governors. Mrs Farrell confirmed that she would be speaking to Ms K Hatch about the 'School's Special Facilities' budget for next year, as this would include after School clubs.

It was confirmed that the budget is on track. The Chair was also invited to conduct a monitoring visit with Mrs Farrell.

(ii) Buildings and Maintenance

Mrs Farrell confirmed that a productive meeting had been held with Asset Management regarding the heating in Nursery, which was not fit for purpose. Thermometers have been fitted in Nursery and Asset Management explained how radiant heating works. However, it was noted that the Nursery room would need to be warm at all times. The Governors were made aware that Asset Management would return to the School in a month to assess. The School would like the LA to fund the rectification, as the room has always been used as a Nursery.

Two different companies have been to the School to look at the panel for the main boiler to isolate the hall, as heating the hall is currently pushing the costs up. Quotes are awaited. This would be a cost that the school would need to meet.

It was mentioned that the sprinkler tank outside the School was full to capacity and that there is currently a huge leak in the supply to this. Fortunately, the leak doesn't appear to be a hazard, as water has been running for 3-4 days.

Mr Pickles confirmed that the water does not come off the main system and that there is no water meter attached to it, as the leak is on School grounds. The fire officer confirmed that there's enough water in the tank to evacuate the building, as the tank would not re-fill if there was an emergency.

(iii) Training

Mrs Farrell confirmed that she had attended training on emergency procedures and health and safety with the Chair on Thursday, 9 January 2020. She informed the Governors that the training had been useful, as it covered evacuation and lockdown.

(iv) Emergency Plan

Mrs Farrell advised that the emergency plan would be emailed to Governors. The Chair stated that staff members should keep a copy away from the School, including the persons named within the plan. It was agreed to approve the plan and recommend this for ratification by the Governing Body.

RESOLVED: That the Emergency Plan be approved for ratification by the Full Governing Body at their next meeting on 3 February.

124. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the next meeting date for the Finance and Premises Committee be agreed at the next Governing Body meeting, due to be held on Monday, 3 February 2020.

125. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY

RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.