

THE GOVERNING BODY OF HOWARD PARK COMMUNITY SCHOOL

Finance and Premises Committee

Minutes of the meeting of the Finance and Premises Committee held at the School at 5:00 pm on Thursday, 1 July 2021.

PRESENT

Mr O Bryden (Chair), Mrs V Farrell, Mr R Jeffrey, Mrs J Leighton, Mr G Muir, Mr J Pickles

In Attendance

Mrs A F Jewell (Minute Clerk)

30. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST

No apologies were received and there were no declarations of interest.

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

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

- Use of land next door to School.
- Finance audit.

32. MINUTES OF THE MEETING HELD ON 22 MARCH 2021

RESOLVED: That the Minutes of the meeting held on 22 March 2021 be approved and signed by the Chair as a correct record at a future meeting

33. MATTERS ARISING

(a) Finance and Premises Report (Minute 24 (a) refers)

Mrs Farrell confirmed that the cleaning company has been given notice to finish in July.

(b) Health and Safety (Minute 26 refers)

The health and safety walk round is being conducted on 1 July.

34. FINANCE AND PREMISES REPORT

The reports had been sent to Governors prior to the meeting. The following was noted by Governors:

(a) Finance

Q: Is there something we can do about the extra charges for photocopying?

A: We are trying to reduce this but it is difficult as we cannot print off 2-sided if the work is being put into books, particularly at the younger end.

Q: Is printing in colour more expensive than black and white?

A: Yes, but the majority of our printing is in black and white and our printers are defaulted to black and white also. The intention is to let the photocopier in the office run its course and then cancel the contract

Mrs Leighton arrived to the meeting at this point.

(i) Covid

Q: How much did we spend on Covid?

A: Approximately £36,000. We have got £20,000 back and we had £2,000 given back at the beginning of lockdown. We have also had all the FSM money back. We are about £14,000 down.

(ii) Staffing

The Head Teacher advised that the School will be employing a full time TA in Y6 as two TAs have reduced their hours as well as two TAs working 1:1 for some younger pupils. Additional SEND funding received will fund this. If the School has 10 pupils or more with an EHCP then additional funding will be received. But it was noted that this would impact on other children and would result with more adults in the classroom, so a balance would need to be struck.

(b) Premises

Work to the library will be completed during the summer break. The funding is coming from the DFC. Plenty of books have already been donated and the school has held a few profitable book fairs. Unfortunately a lottery bid was unsuccessful.

Q: Which room will the library be in?

A: The room which used to be the ICT suite.

Q: How will the new library help with children's reading?

A: Children need to be enticed to read. We need to promote and encourage a love of reading with them. The library will also be open after school finishes on Thursdays for parents to come in with their child to borrow books. Children will also be able to use it at lunchtime and it will be a well-used space.

Q: Will the space be big enough for a class to go into?

A: Yes, it used to be classroom previously.

The Early Years playground will have work done during October half term.

35. BUDGET

This item was already covered within Minute 34 (a) above.

36. HEALTH AND SAFETY

An inspection has been completed. Mr Muir will consider when to visit again in September.

37. ANY OTHER BUSINESS

(a) Use of Land Next Door to School

Mr Muir queried if anyone knew what the intended use of the land adjacent to the School (held under title number WYK644497 at HM Land Registry) would be as a particularly high and strong wall had been built around the perimeter. The Head Teacher advised that he had received a letter approximately 12 months ago from the owner enquiring whether the school would wish to place extra classrooms on the land. Mr Muir advised he had a contact who may be able to find out who owns the land.

(b) Finance Audit

The Chair advised that he had spent time with Mrs Farrell before the meeting looking at the finances. He will write a formal report in due course.

Mrs Farrell noted that an LA finance audit is expected.

38. DATES OF FUTURE MEETINGS AND POSSIBLE AGENDA ITEMS

RESOLVED: That the date of the next meeting of the Finance and Premises Committee be arranged at the AGM on 14 September.

39. 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.

The meeting closed at 5:56 pm