



Bevendean Primary School and Nursery
Finance, Personnel and Premises Committee
Thursday 09 May 2024 at 5.00pm [Hybrid meeting]

Name	Type of Governor	Link Governor Roles	Present	Apologies
Mark Dally	Headteacher	N/A	Yes	
Kendrick Tugwell (FPP Chair)	Parent	Pupil Premium	Yes	
Lydia Majic	Co-Opted	Safeguarding	No	
Adrian Strange	Co-Opted	Leadership & Management/SLT, Premises & Personnel	Yes	
Eugene Arnold	Co-Opted	GDPR, Inclusion (SEND)	No	Yes
Olumide Olorunfemi	Co-Opted	Attendance	No	
Kenya Simpson Martin	Co-Opted (<i>Not FPP member</i>)		Yes	
Shahima Mohammed	Co-Opted (<i>Not FPP member</i>)	Diversity & Equality	Yes	
Nikki Buttress	School Business Manager	N/A	Yes (<i>Items 1-4</i>)	
Sarah Miller	Associate member	N/A	Yes	
Tom Way	Clerk	N/A	Yes	

Quorum: 3 out of 6 governors were present. The meeting was quorate (at least 50% attending).

Questions from the governors to the HT and Staff are highlighted in **bold**.

1. Quoracy of meeting

It was confirmed that the meeting was quorate for the duration of the meeting.

2. Apologies/attendance list

Governors confirmed that EA had given apologies, and that SMO and KSM were in attendance at this meeting as non-committee members.

3. Minutes of previous committee meeting

A) Approval of FPP minutes 18th Jan 2024

Governors confirmed their approval of the minutes of this meeting.



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B) Approval of FPP minutes 21st Mar 2024

Governors confirmed their approval of the minutes of this meeting.

C) Matters arising / Action points

The following actions have been met:

- MD has approached the School Business Manager regarding equipment audits to see if there are any computerised aids that could speed up these for the premises manager
- The policies for review at subsequent FPP meetings have been shared with the clerk
- The TES invoice has been disputed and now paid at the 50% reduction of £2000
- The SFVS has been completed and submitted to meet the LA deadline
- The minutes of the FPP committee on 18.01.24 have been reviewed at this meeting
- The policy reviews from 21.03.24 have been transferred to the agenda for this meeting

4. Finance Update

A/B) Budget monitoring / Final Budget for 24/25

MD confirmed that the documents had been circulated to governors in advance. NB asked if there were any questions on the outturn, and governors confirmed that there were none.

NB commented that the school being in a surplus position is great, and MD iterated that this is a good outcome and a result of careful budgeting over the year, and that it means we are looking at a surplus budget for the school year 24/25 too.

MD advised that this year's budget hasn't changed dramatically, but that after recruitment was conducted last week there have been a few little tweaks of the budget, and that the updated version was finalised today. MD further advised that staffing is at 79% which is good, and that we have not replaced all of the staff that have left, and last year we were looking at using staffing insurance to pay for the extra SENCO, because if there were to be a significant absence then the SENCO would cover the class, but one person has left and they are not being replaced and there is a saving there. MD advised that for two full time teaching assistants who are leaving soon the replacement will equate to about 1.5 FTE, and these savings have helped with the final figure on the budget.

Q: This looks similar to the last version of the budget, and there have been no particular big changes?



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MD confirmed that there have been none in particular; the most notable is that three teachers are leaving in July, and that originally, we put in for two ECTs and one teacher on N5 scale, but that we have appointed 3 ECTs all on M1 scale, and otherwise there are no changes. MD advised that we are looking at a surplus of £9k, and that we are very much in the minority of schools and there was a broader discussion around this. KT commented that it is really important to celebrate this as we are in the minority.

Governors confirmed that there were no further questions around the budget.

Governors confirmed their approval of the budget for the school year 24/25.

C) Disposal of equipment/write-offs

MD confirmed that there were no new forms for this.

Governors thanked NB for attending.

NB left the meeting.

MD advised in addition regarding the budget that there is £10k for supply, and that we have not had supply budgets before, but that it seemed prudent to put this in there in case as a form of insurance in case there is any long-term sickness absence, and that hopefully we won't have to use it.

Q: Instead of getting a fully qualified teacher to cover could you use a HLTA?

MD advised that in terms of the way it works a HLTA would cost more overall, and that we're not supposed to use them long-term, and MD gave a further explanation of this.

Q: Out of the three TAs that are leaving, how many are HLTA's?

MD confirmed that none of them are HLTAs.

Q: Are you confident that you still have enough of these if needed for short term cover?

MD advised that yes across the year we have seven, and they work throughout the school one per year group. MD gave the example of the two HLTAs in Years 3 and 4 and how they cover the teacher's planning time and absence, and that there is also a bit of scope for flexibility in terms of where they teach in the school, and MD commented that they are great at what they do.



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5. Additional Funding Streams

MD advised that they currently want to renovate the school library and are looking at charitable trusts and grants for this, and there will be a big sponsorship push to get the local community involved, and also if anyone knows of any businesses who might be willing to donate then please let us know; we are looking for around £20k in total, and are hoping for £5k through sponsorships, £5k through local businesses, and maybe £10k through grants.

MD advised that the F.A.B.S. group is working well and getting set up, and they are now officially a charity. MD further advised that they are passionate about fundraising and creative with ideas, and will hopefully be a good fundraising stream for the school going forwards.

Q: Who runs the car boot sales?

MD confirmed that it is KT and their partner, and there was a discussion around this and how it works in practice in terms of the school receiving the money, and MD advised that the fee for pitching a car and entrance fee for customers goes to the school.

Q: Are there any additional staff costs for running this?

MD confirmed that there is not.

Q: Is there room for growth with this?

KT confirmed that there is and advised that there have been 30 – 35 pitches when it is at its busiest, and the lowest number of pitches has been 6, and that the weather can affect this sometimes. MD advised that there are additional activities e.g., bouncy castles, petting zoo etc., and that it is a good community event for the families and something for the children to do, and it is a low entrance fee and also has a good social function. KT suggested that the marketing for it could be a bit better and that leafleting didn't work well before, and any further ideas for this are welcome.

AS suggested that there might be more scope for renting the school out and making use of its facilities, and asked if there is anything else that we can do in this regard, and there was a broader discussion around this. In regards to possibly renting out the school field it was noted that it needs to be considered who is monitoring the premises and closing the gate etc., and MD noted that there is also a consideration around the field getting churned up in bad weather which will make it worse for the pupils. MD also noted that there had been a discussion around the potential hiring of the playground for motorbike training, but that the noise of this will not be good for the community throughout the Summer and it is not worth it.



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6. Premises

A/B) Update / Work in progress log

Q: Regarding the asset register, can you provide a quick update on this, and was the completion date a couple of weeks ago?

MD advised that Chris Green the Premises Manager has been doing these once a month and working through the school corridors, and that they will check with him if this has been completed, and if not, he will not be far behind as he has been working through them methodically. KT noted that there is a slight H&S aspect to this and that the asset register is listed as 2021. MD advised that the redecoration tasks are done by Chris himself and the reason that it takes a long time to do all of them is because he can only do them during the Easter/Summer holidays. MD further advised that a lot of work is happening at the school this Summer, so the redecoration might be delayed further but we will see closer to the time.

MD advised that we are getting quotes for a lot of the lighting as highlighted within a recent CDC survey (this is a survey that happens every 3-5 years). MD further advised that there is a carry-forward of around £20k in the Devolved Formula Capital that we need to use up, so we will move to LEDs as we replace the school lights.

MD confirmed that the school had put in a bid to the LA to have the nursery toilets upgraded and that this was approved in February. MD further advised that the work is starting in July, but a slight downside is that they need to start on the 8th July two weeks before the school closes for Summer as it is a big job, so we will have to manage around this and temporarily move the nursery elsewhere, but it will be great when it is done and make a big positive difference.

Q: Should the actions from the H&S visit be added to the premises log?

MD advised that Chris has two logs for all premises actions; one for immediate jobs that all staff add to and one that is longer term, that Mark and Chris manage together).

7. Policy reviews

A) Teacher Appraisal and Capability

MD advised that this a model LA policy and that there have been no changes to it since last year and it has been agreed with the unions.

Governors confirmed that there were no questions on this policy.



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B) Governors' Allowances

There was a discussion around this as MD was not sure on the policy review procedure for this, and TW and MD agreed to find the previous policy for this and check if there is an up-to-date model version for the next FPP committee – **ACTION TW/MD**

C) First Aid

MD advised that this policy hasn't changed since the last review but that it will do next time, as the school is looking to go digital with first aid reporting to parents and logging incidents. MD further advised that small incidents are currently logged in a book, and more significant incidents are processed through a yellow form system by admin, and that going forwards we will be training admin staff to process all of this through an iPad system, and it is not in place yet so the policy hasn't changed now, but when we review it next year it will be different, and this also gives us a year to trial the new system first too.

Governors confirmed that there were no questions on this policy.

D) Premises Management Documents

MD provided a brief summary of these and advised that not much has changed from last year.

KT suggested to AS that these documents might be something to look at during the next H&S visit with Chris Green, and AS agreed that they will look into this at the next visit, and the process for reviewing them and notifying the H&S governor if any changes are made to be brought back to the FPP for signing off – **ACTION AS**

Governors confirmed their approval of policies A, C and D here.

8. AOB

N/A

9. Summary of action points

TW confirmed these with governors.



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10. Date of next meeting

MD advised that this is to be confirmed for the school year 24/25. There was a discussion around this and governors confirmed that all FPP committee meetings have been completed for the current school year. TW agreed to send an MS Teams invite to the committee chairs for the 10th June catch up with MD and the FGB chairs – **ACTION TW**

11. Close of meeting

The meeting was closed.

***** Please see Action Points and Decisions from this meeting on the following page**



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Action points from FPP meeting held on 9th May 2024

Item/Action	By	Person responsible
7.1 TW/MD to check for a previous governors' allowances policy and check if there is an up-to-date model version for the next FPP committee	Next FPP committee	TW/MD
7.2 AS to look into the process for reviewing the Premises Management Documents at the next H&S visit and how we are notified if any changes are made to be brought back to the FPP for signing off	Next H&S visit	AS
10.1 TW to send an MS Teams invite to the committee chairs for the 10 th June catch up with MD and the FGB chairs	ASAP	TW

Decisions made at FPP meeting held on 9th May 2024

Item/Decision
3.1 The minutes of the FPP meeting 18/01/24 were approved by governors
3.2 The minutes of the FPP meeting 21/03/24 were approved by governors
4.1 Governors confirmed their approval of the budget for the school year 24/25
7.1 Governors confirmed their approval of the Teacher Appraisal and Capability policy, the First Aid policy, and the Premises Management Documents