



Bevendean Primary School and Nursery
Finance, Personnel and Premises Committee
Thursday 21 March 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	No	Yes
Eugene Arnold	Co-Opted	GDPR, Inclusion (SEND)	No	Yes
Olumide Olorunfemi	Co-Opted	Attendance	No	Yes
Nikki Buttress	School Business Manager	N/A	Yes	
Sarah Miller	Associate member	N/A	Yes	
Tom Way	Clerk	N/A	No	Yes

Quorum: 2 out of 6 governors were present. The meeting was *not* 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 not quorate for the duration of the meeting.

2. Apologies/attendance list

It was confirmed that apologies had been received from AS, EA and OO.

3. Minutes of previous committee meeting

It was confirmed that the minutes of the previous FPP committee meeting are not yet available and that these will be reviewed at the next meeting – **ACTION TW/LM**

A) Approval of FPP minutes 18th Jan 2024

[As above]

B) Matters arising / Action points



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[As above]

4. Finance Update

A/B/C) Staffing update / Budget monitoring / Draft Budget

KT commented that MD should be congratulated for the school having such a large carry forward, and that Bevendean is one of a few schools within the LA that has a surplus budget, and this year's budget has a small surplus.

MD talked through significant elements of the budget, and summarised the following:

- An advert has gone out to recruit teachers
- We have uplifted the pay of 2 of our admin staff so that their salaries fit their roles
- We have internally recruited 2 TAs who will lead on our new SEN provision space and will begin their roles in April 24
- MD has accepted another flexible working request from a HLTA
- We have lost a HLTA to teacher training, so one of our part-time HLTAs will be offered full-time hours to help with capacity
- Some money has been put into supply to cover as we have no insurance
- Buildings maintenance has been reduced as we have a large amount of devolved formula capital (carry-forward) to use
- Furniture has been increased as we want to relocate the library so that it can be used for furniture
- Money has been put into Pupil Premium for children who need uniforms, etc.
- Our assistant caretaker is retiring, and their role will be covered by extra cleaners from Green Fox which has caused an increase in this cost centre.
- The final budget is due 26th May 2024

The draft budget was approved by KT, Chair of FPP.

D) Disposal of equipment/write-off

MD confirmed that there have been no disposals of equipment/write offs.

E) Schools Financial Value Standard

The SFVS was agreed and signed by KT, Chair of FPP.

5. Additional Funding Streams

MD summarised the following:



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- FABS have become more visible and are keen to become involved and raise money
- More funding streams are available to apply to, and we have applied to one for £10k for the library, and one for Year 6 residential
- We are looking to do a big fundraiser for the new library

6. Premises

A) Update

MD summarised the following:

- The Nursery toilets work has been approved for the Summer, though they do want to start the work 2 weeks before the end of term, and decisions need to be made on what we do for the end of term
- We are still waiting for confirmation on the repointing of the Year 5/6 classrooms and Nursery / Reception
- New library ideas / proposals were discussed

B) Work in progress log

MD advised that the Asset Register/Work in progress log is still being constructed.

7. Policy reviews

KT confirmed that we are unable to review and approve these policies due to the meeting not being quorate, and it was agreed that these would be reviewed at the next meeting – **ACTION TW**

A) Teacher Appraisal and Capability

[As above]

B) Governors' Allowances

[As above]

8. AOB

N/A



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9. Summary of action points

These were confirmed as per the minutes.

10. Date of next meeting

The next CSW committee meeting was confirmed as Thursday 9th May at 5pm.

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 21st March 2024

Item/Action	By	Person responsible
3.1 Minutes of FPP committee 18.01.24 to be reviewed at next meeting	FPP committee 09.05.24	TW/LM
7.1 Policy reviews from 21.03.24 to be transferred to agenda for 09.05.24	FPP committee 09.05.24	TW

Decisions made at FPP meeting held on 21st March 2024

Item/Decision
4.1 The draft budget was approved
4.2 The SFVS was approved