

TWYDALL PRIMARY SCHOOL

**MINUTES OF THE BUSINESS MANAGEMENT MEETING**  
**20<sup>th</sup> May 2019 5.30PM**

<b>Present:</b>	Catherine Logan	Headteacher
	Ann Richardson (Acting Chair)	Co-opted Governor
	Mike Green	Parent Governor
	Mark Prenter	Co-opted Governor
	Terry Whittaker	Trustee (non-voting)
	Cheryl Lane	Trustee (non-voting)

<b>In attendance:</b>	Simon Decker	Trust CEO
	Jack Allen	Deputy HT
	Laura Bunting	Clerk

Item	Main discussions and agreed actions	Action by/ when
1	<b>Welcome and apologies:</b> Apologies had been received from M Horton and were accepted by the Committee. It was noted that M Prenter would join the meeting late. A Richardson chaired the meeting in the absence of M Horton.	
2	<b>Declarations of interest and code of conduct</b>	
	2.1 There were none noted	
3	<b>Minutes of the Previous Meeting</b>	
	3.1 The minutes of the previous meeting of the Business Management Committee held on 18 March 2019 were agreed and signed as a true record.	
4.	<b>Actions and Matters Arising</b>	
	4.1 The Clerk read an update from the Trust Business Manager (TBM). The Trust Board had given approval to set up an interest bearing account with Barclays Bank. This had not yet been actioned as the focus had been on the deficit reduction plan. <b>Action: TBM to set up account with Barclays Bank</b>	<b>TBM</b>
	4.2 Governors noted that the Pupil Premium (PP) Strategy had not yet been circulated to the PP Governor. It was agreed it would be beneficial for M Horton (PP Governor) to meet with the HT after the half term break.  <b>Action: MH (PP Governor) and HT to meet after half term.</b>  The Trust CEO confirmed that the SEN Governor at Riverside Primary had been asked to review PP strategies across the trust primary schools in Term 6. Recent trust training on PP had highlighted a greater need for consistency across the trust.	<b>MH/HT</b>
	4.3 It was confirmed that completion dates had been added to Accounting Officer checks.	

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<b>5.</b>	<b>Premises Update (including Health and Safety)</b>		
	<b>5.1</b>	<p>A Premises Update Report was circulated prior to the meeting and is filed with these minutes.</p> <p>The HT outlined the contents of the report to Governors. With reference to the water leak the HT confirmed the school was likely to be able to claim back the cost of the high water bill but not the cost of fixing the damage caused by the leak. The HT confirmed that the cost of £10k to repair this damage was a Net cost.</p>	
	<b>5.2</b>	<i>Included in the confidential minutes.</i>	
	<b>5.3</b>	<p>The HT informed Governors that Sunshine Childcare had agreed to pay for some of the work needed to open the Nursery. They would move in during August and would be using the old Sure Start space. A Governor queried whether the school had the right to sublet this and the HT confirmed this.</p> <p>The HT highlighted that Sunshine Nursery would work with the school, providing the additional 15 hours of free childcare not provided by the preschool. This would help attract children to the school and provide a service to the local community. The contract was due to be signed on the 21 May for a 2 year period.</p> <p>Governors queried whether this would create competition for the pre-school. The HT replied that Sunshine Nursery did not have the capacity to offer full days so it had been agreed children would do 15 hours in each setting. The HT confirmed this was not written into the contract.</p> <p>Governors discussed whether additional authority was needed for the TBM to sign this. The CEO confirmed similar hire agreements at RMGS had been handled internally. It was agreed this would be checked with the TBM/Trust Clerk prior to signing.</p> <p>The HT informed Governors that there was a fundraising walk on Friday to raise funds to help cover the cost of projects.</p>	
<b>6</b>	<b>Review School Development Plan</b>		
	<b>6.1</b>	<p>The HT confirmed this had not been completed yet and it was agreed it would be added to the agenda for the next meeting.</p> <p><b>Action: Clerk to add to agenda for next meeting</b></p>	Clerk
<b>7</b>	<b>Review Sports Premium</b>		
	<b>7.1</b>	A Sports Premium Report was tabled at the meeting and is filed with these minutes.	

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		<p>The HT informed Governors there was still approx. £2K left to spend. This had been allocated and was being spent on apprenticeship training, which enabled apprentices to lead swimming and cricket. More equipment had also been purchased.</p> <p>The Chair asked for more detail to be included in the report to show the impact of this spending. For example, details of participation rates and successes such as winning cups/leagues.</p> <p><b>Action: Impact of spending to be added to report for next meeting</b></p>	HT/Clerk
<b>8</b>	<b>Review Pupil Premium</b>		
	<b>8.1</b>	<p>A Pupil Premium Report was tabled at the meeting and is filed with these minutes.</p> <p>The HT outlined the contents of the report to Governors. The Chair asked how the impact of the PP spending was measured. The HT replied that this would be through data showing children reaching milestones and behaviour targets. It was agreed that an impact sheet would be included for the next meeting.</p> <p><b>Action: Impact of spending to be added to report for next meeting</b></p>	HT/Clerk
<b>9</b>	<b>Accounting Officer Checks</b>		
	<b>9.1</b>	<p>A sheet showing Accounting Officer checks was circulated for Governors to review. A Governor queried why some yellow boxes were blank the HT confirmed any blank yellow boxes were items which hadn't happened or weren't relevant.</p>	
<b>10</b>	<b>Review Asset Register (including resources)</b>		
	<b>10.1</b>	<p>The HT confirmed this was currently being compiled.</p>	
<b>11</b>	<b>Review Risk Register - Financial</b>		
	<b>11.1</b>	<p>The Risk Register was tabled at the meeting and is filed with these minutes. There were no questions from Governors about the Risk Register.</p>	
<b>12</b>	<b>Confidentiality</b>		
	<b>12.1</b>	<p>There was one confidential item under Agenda Item 5.2.</p>	
<b>13</b>	<b>AOB</b>		
	<p>There being no further business the meeting closed at 18.07.</p>		
	<p><b>Date of next meeting: Thursday 13<sup>th</sup> June 2019</b></p>		

**Actions**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



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<b>Item</b>	<b>Action</b>	<b>By/who</b>
4.1	TBM to set up account with Barclays Bank	TBM
4.2	MH (PP Governor) and HT to meet after half term.	MH/HT
6.1	Clerk to add SDP to agenda for next meeting	Clerk
7.1	Impact of Sports Premium spending to be added to report for next meeting	HT/Clerk
8.1	Impact of PP spending to be added to report for next meeting	HT/Clerk