

Milton C of E Primary School

Finance and Premises Committee Meeting – Friday 16th October 2009, 8am

Present

Gary O'Shea (Chair)

Andrew Latchem

Mike Staplehurst

Sue Dorrington

James Fraser

Judith Manwaring (clerk)

1. Welcome and Apologies

Gary welcomed everyone to the meeting. Cath Conlon, Ely Diocese Property Management was invited as a guest to the meeting. Apologies were accepted from David Lee.

2. Ely Property Management Services

Details of the presentation had been circulated in advance of the meeting. Cath gave an overview of the background to the company and their association with the Diocese. Cath provided an overview of the service that the company would be able to provide and details of the processes for checking suppliers etc.

A brief discussion followed after Cath left the meeting. It was agreed to meet again to discuss in further detail.

Judith said that Atkins, the current property management company, have been in contact with a view to discussion next year's service level agreement.

Action Atkins SLA to be circulated before next meeting to provide comparison of service detail

(Andrew and James left meeting)

3. Minutes of meeting held 25th September 2009

The minutes were signed as a true copy of the last

Matters Arising

(6) Governors Improvement Plan

Action Judith to check on policies that require review in line with FMSiS (Financial Monitoring Standards in Schools)

The lettings policy was circulated. It was agreed that no amendments were required and that the current rates would remain the same.

Action Policy to be dated to be shown as reviewed

The Health and Safety Policy was circulated. Sue said that she had updated the policy to reflect the change in Deputy Headteacher from John Cattermole to James Fraser where appropriate.

Action Policy to be dated to be shown as reviewed

Action Health and Safety to be added as a standing item on the agenda

(9) Any other business – Hearing Loop

Action Judith to order

4. Declaration of any other business and declaration of interest

Meeting dates

Gary

D of I

None

5. Chair's/ Clerk's correspondence

None

6. BCR (Budgetary Control Review)

Judith and Sue reported on the meeting on Wednesday 14th October with Janet Jallow the school's financial adviser. Using figures from the September BCR, Janet and Judith had calculated a provisional forecast of a carry forward of £51,000. This forecast figure would be dependant upon restricting expenditure in training and general capitation. The reduction in SEN (special educational needs) funding and income from bank interest combined with rising staffing costs and decreasing pupil numbers are causing pressure on the budget and making it increasingly more difficult to identify ways in which to make the budget sustainable. The forecast would indicate a potential deficit in 2010/11. It was agreed that steps need to be taken to identify what action is required.

Action To be discussed with P & C Committee

Date of next meeting:

Friday 13th November, 8am – to discuss the property management contract

Monday 14th December, 8am

The meeting closed at 9.20am – the remaining items were deferred for discussion on 14th December 2009.

Signed:

Chair

Date: