



FULBRIDGE ACADEMY
MINUTES OF PREMISES, FINANCE & RESOURCES
9:30AM ON 8TH JUNE 2021
VIRTUAL MEETING

Present: Ben Erskine, Helen Bath, David Chandler, Charles Swift, Rose McCloskey, Libby Porter and Ally Duff

Apologies: None

Absent: None

1. Welcome & Apologies

Chair welcomed everyone to the meeting.

2. Declaration of interest

None declared

3. Matters Arising

Action from the previous meeting was to issue any updated drawings in regards to the building work on site.

Clerk explained that there had been no updates on this but will share Topographical Survey drawings with committee members.

4. Minutes of the last meeting

Minutes from the last meeting were agreed as a true record.

5. RO Audit Report

The report was issues to Governors prior to the meeting and the Finance manager lead the the following 3 agenda items:

Guidelines state that we are not allowed to do our termly visits. Instead, we had an external company, Duncan & Toplis, do a mini audit. This couldn't take place in person so everything was uploaded onto a secure website for the company to view. We haven't had the final report back yet, but as far as I'm aware, everything was fine.

School Priorities 2020/21

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- ★ Development and implementation of a reading curriculum that includes instruction for fluency and understanding of comprehension.
- ★ Utilising comparative judgement and adaptive testing to increase the validity and consistency of teacher assessment.
- ★ Implementing a rigorous and autonomous approach to CPD.



6. Year End Financial Position

May's management accounts haven't been completed yet after just returning from half term. Once they have been completed, we will share a copy with you all.

April's accounts were issued to Governors prior to the meeting

Outturn was about £35,000 to carry forward.

£15,000 was taken from the astroturf pot to pay for the new pitch as FAH.

Overall, the Capital Project budget has spent nearly £85,000. This was used to make several great improvements around the school. Anything that is left in this pot will be carried forward to next year. The May accounts will give us a better idea of this number.

Ordering closes on Friday. Staff have been aware of this date for a while and a reminder was sent to staff this morning.

GOV - What is the private sector income funding?

Finance Manager - This section is for donations and voluntary funds. Any extra funding we have received that isn't Government funded. We have had £3,500 in total.

This also includes any charity money that has to be inputted somewhere before we can send it back out, Red Nose Day, Children In Need, Fare Share and Poppy Appeal.

GOV - I would like to come in and spend a morning with you to go through all of the accounts if possible?

Finance Manager - Of course. We can arrange this for the end of June to July, this would be a great time as you'll be able to see the year overview and I can explain the different headings.

Clerk to arrange with DC & AD

7. Agree budget for next year

The Finance Manager explained that the budgets for next year are still being worked on but a preliminary report was issued to Governors to review before the meeting.

AD left the meeting.

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8. Premises and Accident Report

The report was issued to Governors prior to the meeting and the Principal outlined the following:

We use a traffic light system to mark any issues.

PE shed is marked as amber, this is the same as last time and the area is still fenced off. There is no health and safety risk to children or parents because the area is fenced off, however, we have marked it as amber due to the loose tiles.

Fire Risk Assessment - There are parts of this that are being updated at the moment. Although there are no major concerns.

GOV - Is there a time frame for this to be completed?

Principal - By the end of the summer term.

Legionella Risk Assessment - This has been completed and we are waiting for the results to come back. The site team regularly flush the taps through and are aware of a few hot spots around the schools that need to be checked.

GOV - Have we always done these checks?

Principal - We have always completed this risk assessment but previously it was done by the Local Authority as part of their checks. Since becoming an Academy, we have made it part of the site team's responsibility and it's very simple to be done internally. We record our results on the health and safety check and then these records are checked.

GOV - Good report and great that there are no red issues.

9. Any other business

GOV - Where are we with proposals for summer holiday and building work?

Principal - If there are any changes in the meetings we are having with the children's centre, then this work will be completed in the summer. We are waiting for an update on

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this before we set our site team on this task. Other than this, it will be the usual jobs like decorating etc. Not the larger things we were initially hoping for.

GOV - Is the music room in full use now?

Principal - Yes, it's fully in use. We have found it's much easier having the music provision at FAH along with dance and drama.

GOV - Will the room be decorated?

Principal - We haven't decided yet how it will be decorated, but I'm sure it will be in the future!

GOV - It would be nice to come into school for a tour. Is this possible?

Principal - It is possible, but only in small groups of 1 or 2 people, as we are unable to meet as a bigger group at the moment.

Meeting finished at 9:50am

<u>Action Point</u>	<u>Action</u>	<u>Responsible person</u>
1	Distribute May's Management Account Report once completed	Clerk/AD
2	Arrange finance meeting with AD & DC	Clerk/AD

Date of next meeting

November 2021 TBC

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