



FULBRIDGE ACADEMY
MINUTES OF PREMISES, FINANCE & RESOURCES
9:30AM ON 19TH NOVEMBER 2019
BOARDROOM MEETING ROOM

PRESENT: Keith Sharp, Janet Barnes, Helen Bath, Charles Swift, Gareth Davis, Ben Erskine, Sam Smee, Allison Duff

APOLOGIES: None

ABSENT: None

CLERK: Fiona Pais

Meeting started at 9.30am

1. Welcome & Apologies

Chair welcomed everyone to the meeting

2. Declaration of interest

None

3. Matters Arising

1 action for the clerk which has been completed and will be reported at this meeting by the Finance Manager.

4. Minutes from last meeting

It was agreed by the committee that the minutes were a true representation of the meeting that took place.

5. RO Audit report from Finance Manager

Audit report was distributed to the Governors prior to the meeting

The Finance Manager overviewed:

The main audit was done in September / October.

The auditors mainly stayed at Arthur Mellows all accounts can now be seen centrally although they did spend a couple of days here with Finance Manager.

Looked at paperwork invoices, personnel and no problems were raised.

The carry forward figure from last year was £633,000.

There are some reserves that have been put in.

£50,000 in reserve for astro turf replacement and £100,000 in reserve for any unexpected eventualities.

There is also money in the bank from residential next year. This is because the parents are pre-paying and the money will sit in our account until closer to the residential itself when we will pay the invoices.



There are some figures that show overspending such as being over budget in expenditure as everyone goes mad to order in September. It will even itself out over the year. It is also showing a deficit in ICT because as part of the MAT, we have paid out a lump sum to cover all of the ICT Licences which is obviously for a full year, and again will even out.

We are also over on Staff CDP as lots of courses are being booked and paid for in advance.

As at the end of October we are £396,88 up and we are predicted to be £846,45 up this is expected to rise.

The recent teachers pay increase has been budgeted in.

The Teachers pension employer contribution has gone up however the ESFA have given us some money to cover this.

GOV - I am always concerned about the pension figure against us.

STAFF GOV - This was brought up at recent trustees meeting and the MAT advised that this nothing to worry about - every trust has this across the country and it won't come to the point when they are asking us for this money. The government are reviewing this procedure again.

6. Year End figures from Finance Manager

These figures were distributed to the Governors prior to the meeting.
The Year End figure from last year was £633,000.

7. 3 year budget figures

These figures were distributed to the Governors prior to the meeting.

GOV - Page 2 expenditure - I am curious as the figures are the same for each year. The Finance Manager explained that the £13,000 is the money we get funded this year. We don't know what the following years will be so that number is the worst case scenario and based on this years figures.

8. Health & Safety Audit Results from SLA

Staff GOV reported that Rob Parker was meant to attend the school to complete this but it has been rescheduled twice to work commitments for this Friday. Report to follow shortly after and will pre presented at the next meeting.

ACTION - H&S Audit to be reported back at next meeting

9. Premises Report

Overviewed by Staff GOV

The Legionella report was completed in half term and they are still awaiting the report.



This report was due to be completed earlier in the year but due to building works taking place in the school we were advised to postpone until the building works had finished.

GOV - What about the Fire Risk Assessment?

STAFF GOV - This is in the folder in the main office and can be viewed at any time.

Staff Governor presented the School Condition Report to the committee. This started on the 1st May last year for every school in the country. It gives a detailed report on the condition of all areas of the school. It has been put in place by the government. We have created a job list from this report for ourselves.

GOV - It would be great if we could see this job list so that we know what has been picked up on the report

ACTION - committee to see details on the findings from the report in the form of the job list for the buildings team at the next meeting.

GOV- On the accident report it is detailed that the member of staff had painkillers. Did we provide these painkillers?

STAFF GOV - We do not provide or administer medication of any kind (Unless prescribed for child and provided by parents) to anyone at the school.

10. Planned works for this term

Report given by Staff GOVS

We now have a date for the fire panel to be replaced which is 19th December.
No major works planned for this term.

We are trying to save as much money as possible to put into the pot to save for the bigger project.

Update on new building project - We have taken the first steps and have met with Architects in relation to the proposed new building works. They have suggested that we replace the building on the same footprint as the old building or extend existing parts of the school would work out to be more cost effective.

We asked the Architects about going up to the 1st floor as suggested by the Governors but they advised that Victorian buildings do not tend to have the correct foundations to allow for adding additional floor.

They are proposing that we build on the current construction area at the back of the school near Year 6 and losing the current music room & a reception classroom. There are lots of implications to consider so nothing has been decided yet.

Potentially looking at putting a music room at FAH which would mean that the Drama team has a base at FAH and all classrooms are all together.



GOV - Would there be a new dining hall included in these plans? - Unfortunately not a new one but there is the potential to free up the current Greendale classroom as an extended dining hall.

There are lots of different options that we are looking at but nothing confirmed at this stage.

GOV - Is there a Timeline for these works? We discussed at the last meeting a target of 3-5 years and we believe believe it in an achievable target.

11. Any other business

GOV - An area of the Footpath very close to the school is dangerous and needs to be replaced. Can we please report this to the council? It is on Belham road coming from Crown Street

ACTION - Dangerous footpath to be reported to the Council

Meeting concluded at 10.05 am

Date of next meeting

3rd March 2020

Action Point	Action	Responsible person
1	H&S Audit to be conducted and report back at next meeting	JB / Clerk
2	Building team job list from School Condition report to be circulated at next meeting	JB / Clerk
3	Dangerous footpath to be reported to the council	JB