



**FULBRIDGE ACADEMY**  
**MINUTES OF PREMISES, FINANCE & RESOURCES**  
**9:30AM ON 29TH SEPTEMBER 2020**  
**VIRTUAL MEETING**

Present: Keith Sharp, Libby Porter, Helen Bath, Gareth Davis, David Chandler, Alison Duff  
Apologies: Rose McCloskey, Charles Swift  
Absent: None

**1. Welcome & Apologies**

Chair Welcomed everyone to the meeting and noted apologies

**2. Declaration of interest**

None declared

**3. Matters Arising & minutes of last meeting**

3 actions points from last meeting for SS. Principal unsure of progress so Clerk to contact SS to check on progress and report back at the next meeting. Actions carried forward

GOV - Are we prepared for the upcoming winter weather with the trees?  
Principal advised that the trees are inspected regularly to ensure that they are safe and any issues are rectified in a timely manner.

**4. Election of chair of committee**

HB proposed KS to remain as Chair of this Committee. This was seconded by DC and GD  
KS agreed he is happy remain as Chair for this academic year

**5. Review of Terms of Reference**

Accepted as fit for purpose and will remain for this year.

**6. Report from Finance Manager**

Financial report was sent to all Governors prior to the meeting.

AD advised that because of COVID we didn't have the expenditure expected last year.

We have a carried forward figure of £210,000 which is to be confirmed by the Auditors who conducted an audit 2 weeks ago. After their audit they have advised that they had no queries or questions so all seemed to be fine.

As long as everything is agreed, the total amount in the Capital Projects fund will be £843,679 which is going towards the new building work at the school.



The Finance Manager advised that she has placed an order for the new music room building which is costing £38,000 and this will be deducted from the above total leaving £805,679.

The Finance Manager advised that we had to pay out cancellation last year for a trip that couldn't go ahead due to COVID. The company refused to refund the cancellation so we managed to claim £1140 from our insurance company so this shows as a credit. We also received £1470 from the Government for extra cleaning supplies which was really helpful.

A new budgeting toolkit was implemented during lockdown which will be helpful going forward.

Pay rises and grade increases will be paid in November and will be backdated to September.

## **7. Premises Report to include building works updates**

Principal showed the Governors a site plan showing the progress of the building works:

- 4 reception classes will now be together with their own set of toilets
- Dining room being extended
- Staff toilets behind Pixie Hollow are being converted into a site office with a staff entrance point at the back of school.
- 2 new Year 6 classrooms are going where the Music room currently is which will include a Year 6 Common Room which will be used for Breakfast and afterschool club.
- Music Room being added at FAH which will bring the Performing Arts together in one place.
- Having a separate nursery came out very expensive so Nursery is staying where it is.
- The current Year 3 building will be replaced by a larger classroom for breakout sessions and meetings.
- Epcot will become a classroom again. We may introduce a separate CPD area but this is not included in the plans at the moment.
- This will create a much bigger outdoor space for children

**GOV - How does Breakfast club work now?**

**Principal - There is a small provision in each room - (Unit with resources in) which is locked away and taken out when needed**

Principal highlighted from the Premises Report that the roof on the PE Store needs replacing. Because of the age of the building, the cost for this is very high. The cost of adding the PE store internally during the building work is cheaper so it will be removed and the PE store will go next to the sports hall. The PE shed is fenced off at the moment as a precaution.



Once everything is finalised by the Architect the final details will be brought to this meeting to be approved and it will then be approved by Trustees before work starts.

GOV - Can you just clarify on the plan where each year group will be?

Principal overview year groups areas

GOV - In the new site area, are you opening up the whole area as it does seem quite a large space?

Principal - Yes it is a large area but it is very much needed. The current toilets will be knocked down and there will be storage within the site area as this department needs a lot of storage space.

GOV - Do we have outdoor accessible toilets for the children included in the plans?

Principal - Yes we will have 2 sets of outdoor toilets on completion.

GOV - Does the Architect think it would be cheaper to add the small areas rather than just one new block?

Principal - Yes, it is cheaper and the logistical aspects would be difficult. By adding on a new building block, we would need the building to be 2 storey to accommodate our requirements and this brings a host of different issues to contend with.

We will send out costing once received for approval of the committee

Principal advised that the Amber area of the Premises Report shows Fire Risk Assessment needs to be updated. This is being updated at the movement so should be green by the next meeting.

GOV - I have noticed that the wall at the front of the school needs replacing as bricks are on the ground. I see it has been fenced off.

GOV - That wall is going to be replaced by railings, there have been a number of cars who have driven into the wall which has resulted in it being taken down in sections over time and it will now be replaced.

## 8. Any other business

None

<u>Action Point</u>	<u>Action</u>	<u>Responsible person</u>
1	Timescale to be put into place for the completion of any outstanding items on the audits and reports - SS to ensure this is put into work schedules going forward	SS- CLERK



2	Letter to be sent to local residents advising of steps taken with trees that have caused concern in the past	SS - CLERK
3	Compliance check to be arranged	SS, KS & JB- CLERK

**Date of next meeting**

17th November 2020