

# Hartington CE Primary School – Finance and Premises Committee

**Minutes of a meeting held on  
Monday 14 December 2015 at 5.00 pm in School**

Governors Present:

Mr R Gregory (Chair), Mrs B Davis and Mrs T Blackwell

Associate Members Present:

Mrs C Parsons

Mr P Smith (Clerk to Governors)

Minute No	Details	Action
<b>Procedural Matters</b>		
1/12.15	<b>Apologies for Absence</b> No apologies were received.	
2/12.15	<b>Declarations of interest in <u>any items on this agenda</u></b> None were received.	
3/12.15	<p><b>Review and adoption of policies</b> Mr Gregory confirmed that he and Mrs Parsons had spent some time reviewing the policies listed on the agenda and copies had been made available to Governors prior to the meeting. No fundamental changes had been made to them although some corrections have been made. Mr Gregory clarified that the Full Governing Body will need to formally adopt policies following recommendations made by the committee.</p> <p><b>(i) Charging and Remissions Policy</b> Governors were happy to recommend that this policy is adopted. Proposed by Mrs Blackwell. Seconded by Mrs Davis. All Governors who were eligible to vote (three) were in favour.</p> <p><b>(ii) Computer Disaster Recovery Plan</b> Mr Gregory stated that policies need to be clear and suggested that the use of 'etc' should be clarified, or removed.</p> <p>Mrs Davis asked for confirmation that the school keeps an inventory of equipment. Mrs Parsons confirmed that the school does and that it is on SAP. Although some broken items have had to be disposed of on health and safety grounds, it does still need to be formally approved by Governors.</p> <p>Minor amendments were recommended to the policy and subject to</p>	

	<p>these changes, Governors were happy to recommend that the policy is adopted. Proposed by Mrs Davis. Seconded by Mrs Blackwell. All Governors who were eligible to vote (three) were in favour.</p> <p><b>(iii) Data Protection Policy</b></p> <p>Mr Gregory confirmed that there are few grammatical issues that need to be updated.</p> <p>Mrs Davis asked if staff received data protection training. Mrs Blackwell confirmed that training has been undertaken previously but recognised that there may now be a training need. Governors agreed that compliance with data protection legislation should be included in the induction information provided to all staff.</p> <p>Mrs Parsons confirmed that school pays the annual fee to register with the Data Protection agency.</p> <p>Mrs Davis requested that school has a log book to record any requests for data (although Mrs Parsons confirmed that a request has never been made).</p> <p>Minor amendments were requested to the policy and subject to these changes, Governors were happy to recommend that it is adopted. Proposed by Mrs Blackwell. Seconded by Mrs Davis. All Governors who were eligible to vote (three) were in favour.</p> <p><b>(iv) Dinner Money Debt Policy</b></p> <p>It was agreed that Mrs Blackwell only needs to report specific concerns in her report to Governors.</p> <p>Governors were happy to recommend that the policy is adopted. Proposed by Mrs Davis. Seconded by Mr Gregory. All Governors who were eligible to vote (three) were in favour.</p> <p><b>(v) (vi) &amp; (vii) Financial Procedures, Financial Regulations and Financial Roles &amp; Responsibilities</b></p> <p>Mr Gregory reported that there appears to be some duplication between the financial policies. Mr Gregory proposed that Governors adopt the policies and he will look to pull them all together by Easter 2016. Mr Gregory confirmed that following his finance training session, it was confirmed that schools can adapt policies as they see fit but they must meet regulatory requirements.</p> <p>Mrs Davis stated that she had concerns about the workload for Mrs Blackwell in her role as head teacher particularly as she has teaching responsibilities. Mrs Blackwell made clear her concerns about the roles and responsibilities outlined in the policies.</p> <p>Governors discussed this at length and agreed that the school should recommend the adoption of the policies although there were some</p>	<p>TB</p> <p>CP</p>
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	<p>reservations about them. This will be included on the agenda, as an urgent item, for the Full Governors' Meeting in January 2016. Mr Gregory will, in the meantime, work on pulling the policies together. Proposed by Mr Gregory, seconded by Mrs Davis.</p> <p><b>Governor Allowances</b> Mrs Davis stated that she sees the role as voluntary and felt that allowances should not be paid. Mrs Parsons confirmed that no Governors have ever claimed an allowance for any activities.</p> <p>Governors noted Mrs Davis' view and recommend that the policy is adopted. Proposed by Mrs Davis. Seconded by Mrs Blackwell. All Governors who were eligible to vote (three) were in favour.</p> <p><b>Lettings Policy</b> Governors were happy to recommend that this policy is adopted. Proposed by Mrs Davis. Seconded by Mrs Blackwell. All Governors who were eligible to vote (three) were in favour.</p>	
4/12.15	<p><b>Any Other Business</b> There was no business to discuss.</p> <p>The meeting closed at 5.45pm</p>	

Signed ..... Dated .....