

Extraordinary LGC Meeting – Stogursey CoE Primary School

| | |
|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Date/time: | Tuesday 10 th December 2019 3:45 pm |
| Location: | Stogursey CoE Primary School |
| Chairperson: | Jackie Stone – Finance Working Party Chair |
| Minute taker: | Jackie Stone (JK) |
| Present: | Teresa Miller (TM) - Co-Chair/MAT-appointed Governor Anthony Chetland (AC) – Vice-Chair/Foundation Governor Gary Tucker (GT) - Headteacher Peter Farmery (PF) - Foundation Governor Jackie Stone (JS) - Foundation Governor Caroline Hawkes (CH) Foundation Governor |
| Apologies: | Anna Hammond (AH) Co-Chair/Elected Parent Governor Louise Day (LD) Elected Staff Governor Pauline Kaye (PK). Clerk |
| Absent: | Tony Smith (TS) Foundation Governor |
| Attachments: | |

Record of actions:

| Item | Topic and Description | Person(s) responsible | By when? |
|------|---------------------------------------------------------------------------------------|-----------------------|----------|
| 1 | Invite Tracy Lee and Donna to next LGC to discuss Finance matters | PK | |
| 2 | Send agreement from LGC for the Capital bid and contribution monies | JS | 11/12/19 |
| 3 | Get quotes for desktop and laptops for purchase asap | JS | 19/12/19 |
| 4 | Prepare updated Terms of reference for the Finance Committee for approval at next LGC | JS | 20/1/19 |

Record of meeting:

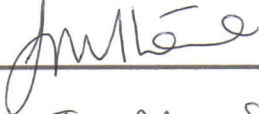
Meeting started at 3:45 pm with apologies from JS for the short notice for the meeting and thanks to all that could attend.

| Item | Topic and Description |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <p><u>Apologies</u> Apologies were received from Anna Hammond, Louise Day and Pauline Kaye -Clerk to the Governors</p> |
| 2 | <p><u>Declarations of Interest</u> No new declarations were made</p> |
| 3 | <p><u>Update from the meeting 6th December of the Finance Working Party</u></p> <p>It was noted that the Finance working party is not the same as the previous committee arrangements and that its decisions currently need to be ratified by full LGC meeting, hence the need to call this extraordinary meeting.</p> <p>JS reviewed the position with regards to last year's carry forward and (in summary) this year budget. It was noted that this year's budget is being subsidised by the carry forward from previous years, due to drop in pupil numbers and decisions taken previously to maintain our position during this period.</p> <ul style="list-style-type: none"> • It was noted that at end of year the revenue carry forward was £88k. • Our Capital Allocation (DFCG devolved formula capital grant) for this year is £36k • So far this year we have spent £1.4k on capital electrical works. • It was noted that there is substantial work required to improve the school fire systems and the emergency fire doors. Thanks were given to Haygrove for their support for preparing a bid for capital grant monies. • Laptops, desktop computers and the server at the school need replacement and quotations have been sought • Additional resources are required to ensure cover can be provided for preschool during lunch times • A long-term school asset improvement plan is required. • It was noted that the financial report for the school will need in depth discussion at meetings and it was felt this was best served at a new committee. <p>Decision were required at this meeting on a number of issues regarding the spend to be made this year (see item 4)</p> |
| 4. | <p><u>Matters Arising from the Finance meeting Requiring approval at this LGC</u></p> <ol style="list-style-type: none"> a) Creating a Finance Committee -Terms of Reference (TOR) based on previous to be updated as academy for next meeting. -Proposed by TM, seconded PF, unanimously agreed b) Capital Bid – for Emergency Fire doors and Fire systems update, at an estimate of £120k, agreed to proceed on the basis of a £12k contribution from our £36k capital funds for the year was proposed by AC and seconded by CH- unanimously agreed. c) Laptop and desktop Replacement - £5k capital expenditure to be set aside for urgent replacement asap. Proposed GT, seconded TM – unanimously agreed d) Pre-school Finances – to be reviewed as the younger children pricing had been set at the same rate as the government subsidised figures- which cannot be maintained. Proposals for Preschool Cover to be bought to next LGC meeting, Caroline could help support in the |

| Item | Topic and Description |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | short term but arrangements need to be made. An additional £2k to be set aside for continued support from Bridgwater College from ring-fenced preschool revenue funds- Proposed CH, Seconded PF – unanimously agreed. |
| 5 | <u>School Development Plan</u> Will impact the asset plan and capital expenditure. Vision needs to come from Governors – who will then support the plan with capital funding. It was agreed to be discussed at the next LGC Meeting so that it can then alternate with the H/T Report. |
| 15 | <u>AOB</u> Photocopier – to be serviced and suitability of contract reviewed |
| 18 | <u>Date of Next Meeting and Feedback on This Meeting</u> Next LGC Thursday 23 rd January 2020. All agreed the meeting achieved its required outcome. JS thanked everyone for their input. |

Meeting closed at 5 pm

Agreed and signed as a true record

Signed: 

Print: J.M. STONE

Date: 23/01/20