Meeting of Finance, Personnel and Premises Committee
13th October 2025
Head Teachers Office
4.08 pm – 5.05pm

Governors Present:	Simon Wattam (HT), Justine Stephens, Kirsty Wilson, Barry Ling.
Advisors to GB Present:	Jo Browning, School Business Manager. Rose Roberts, DHT
Officers Present:	Su Owen (Clerk)
Quorum:	4 out of 6 governors present so the meeting was quorate. (Quorate criteria: Three governors, including the Headteacher, and at least 2 non-staff governors.)

Introduction.

1. Welcome and Apologies.
No apologises received from RO.

2. Election of Chair and Declaration of Interests.
BL volunteered to be the Chair (for this meeting only in the unexpected absence of RO). All Governors agree with this proposal.
No Interests declared or changed.

3. Terms of Reference – Finance, Personnel and Premises Committee.
The committee were happy to accept these Terms of Reference.
ACTION: Approved.

4. Minutes of the FPP Committee meeting on 19th May 2025.
Accuracy – Governors were happy to approve the minutes.

Matter Arising – Actions:
Item 3 – The Clerk has corrected the typing error.
Item 4.1 – This has been done in the summer term. BL requested a copy of the LA survey report before booking a date for the walk. Governor support today sent out an email notification about a Health and Safety – H&S- on line course that is running later this week. BL unfortunately cannot make this date so has emailed Governor Support to find out if the training session will be recorded.

Signature……Date…9/12/26…

Item 4.2 – The SPA has just visited the school. Governors will be provided with the SPA Report when it is available.
Item 5.1 - Ongoing.
Item 5.2 – The SBM did ask for an extension to the budget submission date to enable the consultation period to end at the agreed date. The LA was happy to accept the later submission date.
Item 8.1, 8.2 and 8.3 – The HT will look at these policies and they can then be added to the next agenda.

5. Budget monitoring, including budget monitoring report.
The school currently has a licensed deficit in place. This year the school will go over this deficit. There are 2 main reasons why this will happen. Firstly, the teachers pay award of 4% is being funded by a school grant; however, there is a short fall of £15k. Secondly, the HT has recently discovered that the DfE has decided that all teachers should go up one increment on the pay scale producing an additional cost of £29k. As a result of these 2 unexpected costs the deficit is currently over by £44k. If these 2 costs had not come in then the school would have stayed within the bounds of the deficit. Other schools are in the same position.
Q-Will this be a yearly or a one off cost?
A-It will be yearly. The HT confirms that this pay increase for all teachers was not communicated in advance. The schools 5 year plan will now be a 6 year plan to counter this increase in costs. This is not the school responsibility, the budget was running slightly under the deficit figure before this all happened.
Q-Was this pay increase authorised by the DfE?
A-Yes. There has been some serious lack of thinking regarding the implications, especially for the budget. The HT had a meeting at the end of last term with the LA and they were happy that all was in order. The school is now waiting for the LA to make the next move. Apart from this, the SBM has been working hard to save money.
ACTION: The HT will speak to RB at the LA regarding the next steps.
The SBM will be attending a finance meeting soon where the budget/deficits will be discussed.

6. Lettings.
The clubs now have a consistent approach and are running smoothly, with differentials for the staff run clubs. The issue at the moment is that there is not much space for additional clubs, unless they run at the weekends which has its own cost implications (someone to open and close the school and an on call safeguarding staff member). The ASC and BC are running well and are full, except Fridays for the ASC.
Holiday clubs – Now that the major external building works are complete holiday clubs can be looked at.
ACTION: The HT will start conversations with the Premises Manager about what sections of school could be closed off.

Signature.....Date 21/2/26

7. Pay Policy.
This has only just been issued by the LA.
ACTION: Defer Pay Policy to next meeting.

8. Personnel Report.
Q-The report suggests a higher turnover of staff at the ASC and wondered what impact it was having on the school.
A-The ASC is running smoothly. The SBM has acquired a grant from the LA so that the Beech Hut can now open up on Friday afternoons. Governors commented that this small success story should go in the school newsletter. The ASC staff are also now doing more training, for example, SEN training, and food allergy training.
The SenCo advertisement expires today and a learning mentor is leaving. This vacancy will be advertised.
Last week a letter went out to parents about the 2 parent Governor vacancies that will be coming up before Christmas.
Following the restructure there are fewer staff on hand, at times things have been rather stretched. Previously some children would not be in class but now more children are staying in class, which is good for them.

9. Premises Report.
The report sent to Governors for review at this meeting was the product of a meeting in school with the HT, the Premises Manager and the SBM. The school is a very old, large listed building and needs approximately £11k a year for its upkeep. Many aspects of the building are the schools responsibility, however, the Premises Manager does claim as much funding from the LA as possible. The windows are becoming a safety issue.
Governors commented that any safety issue in a council owned building is the LA's responsibility. There is a difference between maintenance and safety issues.
Governors suggested that the HT document everything and keep all emails. There are some window frames at the top of the school and they are badly rotting, repairs are ongoing. The HT added that he was aware of these issues but believes that the windows are the schools responsibility. It might be worth using the schools small capital fund to replace one or two but then approach the LA to say they now need to step in to replace the others. The school has been through the process of adding window restrictors but now the repair issues have moved on and grown larger.
Governors suggested that they contact parents to see if there are any professional painters to help with the corridor painting, or just have a community painting event.
ACTION: The HT will draft a letter to appeal to local painters and or suggest a community event.
BL reminded everyone that H&S needs to be a standing item on the agenda.
ACTION: The Clerk will add H&S to the next agenda.

10. Any other business.
It would be helpful to have someone from the school to attend the next PTCA as there is £13.6k to be paid over to the school and some clarity regarding its use would

be appreciated. There has been talk about a pond project and funding for some laptops.
The forest school will now cost £3.5k, after parent donations. It may now be less as the school is no longer paying for 2 staff, just the one.
ACTION: SBM or HT to attend next PTCA meeting to discuss use of funds raised.

Meeting ends at 5.05pm.

Actions from the Meeting: FPP 13th October 2025.		
Item no.	Details of Action.	Lead Officer
3	Terms of Reference for this year – 2025-26 - approved.	All
5	The HT will speak to RB at the LA regarding the exceeding of the deficit amount.	SW
6	The HT will start conversations with the Premises Manager about what sections of school could be closed off to accommodate weekend clubs.	SW
7	Defer Pay Policy to next meeting (only just been released by the LA).	SJO
9.1 9.2	The HT will draft a letter to appeal to local painters and/or suggest a community painting event. H&S to be a standing item on the agenda.	SW SJO/Clerk
10	SBM or HT to attend next PTCA meeting to discuss use of funds raised.	SW/JoB

Signature.....Date.....20/10/25