Meeting of Finance, Personnel and Premises Committee
2nd February 2026
Head Teachers Office
4.11pm – 6.02pm

Governors Present:	Simon Wattam (HT), Justine Stephens, Barry Ling, Peter Sowrey, Felix Grey, Ramzy Omran (joins via phone at 4.20pm).
Advisors to GB Present:	Jo Browning, School Business Manager. Rose Roberts, DHT
Officers Present:	Su Owen (Clerk)
Quorum:	6 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/declarations of Interest.
No apologises, all Governors present.
RO declares that he knows one of the parties who are/will be approaching the school for an external letting contract.

2. Minutes of the FPP Committee meeting on 13th October 2025.
Accuracy – Governors were happy to approve the minutes.

Matter Arising – Actions:
BL still has not received the LA survey report.
Action: The SW/BL to chase.
Item 3 – The Terms of Reference – approved.
Item 5 – The SBM reported that the LA Finance team and the school have been liaising with each other. The LA is happy with the situation and the matter has not been escalated further.
Item 6 – The beach Hut and canteen area would be available for out of hours clubs but the rest of the school needs to be kept secure. Holiday clubs will be discussed further in the meeting.
Q-What is the rationale for the holiday clubs?

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A-Income generation, although the building works does make it challenging to set them up. The SBM has been talking to other SMB's about summer clubs and estimated pricing. Pricing depends on capacity, etc.
Item 7 – Ratified at the last FGBM.

Item 9.1 – The HT has started that conversation with the Premises Manager, who has agreed to facilitate the project. The project should now happen at Easter half term.
Q-This is to involve the community/parents?
A-Yes, local contractors were quoting thousands of pounds. Governors suggested that the school approach American Express, Brewers, Southern Water or legal & General who may donate the paint. The PCTA may also be able to help. There would need to be a risk assessment done as well.
Item 9.2 – Done, on the agenda.
Item 10 – The HT was not able to attend the PCTA meeting but another staff member attended in his stead. The children's wish list was passed on at the meeting, funds were allocated and all the funds were passed to the school; £9.5k.
Q-What items were funded?
A-I.T equipment is always requested but the school had £6k last time. The re-wilding project was discussed but conversations need to be had to ensure that the investment is worthwhile and secure. Storage items for the playground were authorised and all the children got the items on their wish list except for the skate boards. There was not enough money to buy more than one (and the safety equipment to go with it) and that would have caused problems with sharing, etc.
Minutes Approved.

3. Policies for ratification.

3.1 Pay Policy – deferred from the last meeting.

Ratified at the last FGBM on the 12th January 2026.

3.2 Charging and Remissions Policy

The last time this policy was considered it was suggested that further benchmarking be done regarding the tariff steps for clubs, especially ones run by staff, so that it was fair for everyone. Other schools were approached. ***Ratified.***

3.3 Governors' Allowances Policy

This was ratified a year ago.

3.4 Health and Safety (H&S) Policy and Procedures

It was felt that after reading the policy that there needed to be more emphasis on the premises report, also the 'near missed' data (HS2's) was not sent over to the LA as they don't want to see this data anymore. The biggest reason for near missed was dysregulated children. Can the data be obtained from the LA.? The SBM replied

that it can be but she is also now logging these incidents on a new H&S files as well, starting last term, in addition to sending them to the LA. The SBM said that she could bring this data to the FPP meetings. Governors asked if it could be added to the HT's report as well. Governors commented that it would be useful for this committee to discuss them and then provide a summary at the next FGBM.

Subject to these points raised being added, and the review dates updated on the front of the documents, the committee was happy to ratify this policy.

3.5 Premises Management Policy

This review date is 2028 but it is not on the website.

3.6 Letting policy – Holiday clubs.

This policy's review date is 2027. Holiday lets were discussed earlier in the meeting (rates and capacity). Governors were happy to add these points to the policy.
Q-Was there interest in holiday clubs?
A-Yes.
Q-What are the implications for staff regarding opening and closing the school, and what are the costs?
A-Staff costs have been incorporated into the charge. It is also important to organise it effectively so that the Premises Manager also gets enough time off during the holidays.
Q-Will the charge be as high as possible, or subsidised?
A-We need to have a flexible business model. The SBM added that some school have a sliding scale for their clubs, cost per day, per week, etc. This would be the most efficient way.
Action – The SBM will share the rates at the next FGBM.
The earliest the school could start running holiday clubs would be the summer but safeguarding and risk assessments need to be in place first.
Subject to any necessary additional points being added to the policy – Ratified.

4. <u>Premises Report</u>.
At the last FPP meeting the rotting windows were discussed. Since then the school has bought a kit costing £1k which allows the Premises Manager to take out the windows himself to repair. He has been able to repair several so far; money well spent. 'Sash Windows' are coming out to repair the sash windows and will charge £3k. There is now a rolling program of repair in place.
Q-Whose responsibility is it, the school or LA?
A-The school buildings and roof are the LA's responsibility but the windows are the schools. The building is listed so that complicates repairs. There are 1900 windows and the high ones are inaccessible. The school only get a set amount of devolved

formula capital (DFC) of £9k a year and there is a little extra at the moment as some was carried over from last year.
Q-Does the premises manager complete risk assessments when he is looking at the high windows?
A-Yes, he is very thorough and competent.
It is hoped that some of the work around the tower will be completed by half term.
The leak cannot be looked at until the scaffolding is moved over.
The hot water heater installation, just over a year ago, has failed. The wet weather is getting into the flue and it needs to be re-designed. All the electrical work is now completed. The Easter work time table is not yet out.

5. Personnel Report.
There is quite a bit of movement, lots of staff moving on with their careers. The school has been able to replace everyone except one learning mentor, which the school was unable to appoint.
Q-How is the job market for finding people at the moment?
A-It is fairly good, but it can sometimes take a while to find the right candidate and more than one advertising round is needed.
Q-Do you have Governors on the interview panels?
A-Yes, for high level roles, for example, HT, SBM, etc. As for other roles, the Clerk will clarify good practice with Governor Support.
Action - The Clerk will clarify good practice with Governors support regarding Governors sitting in on interview panels

6. Health & Safety (H&S) Report – standing item on the agenda.
As mentioned earlier in the meeting, the SBM will bring near miss incidents to the meeting, moving forward.
BL and the SBM need to set up the next premises inspection after half term.
Action – Next premises inspection after half term TBA.
RR leaves the meeting at 5.07pm.
Q-Are there playground risk assessments? They are using the Opal equipment to build towers, etc.
A-Yes, and as the children build such things they are encouraged to develop skills in how to be safe.
Q-have concerns been raised?
A-No concerns have been raised to the HT or any Governors, although a few have raised it in a light hearted way to a Governor.
JS leaves the meeting at 5.11pm.

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7. Budget Monitoring Report.

The SBM provides a summary for Governors.

The licensed deficit is £449k deficit is more or less on track in spite of the teachers pay rise and the progression pay scale rises, etc. This is largely why the LA has left the school to continue its work on the budget on its own, all that we have said we'd do, we have done. The SMB added a brief clarification about the deficit for the new Governors; how the accumulated deficit came about and that what we are seeing in this meeting is a snap shot of where the school is at the moment, which explains why the school is running a small surplus

Q-When compared to last year, the deficit is more?

A-Yes, the Inclusion manager is a new role and comes under administration, the money has been moved over from the teacher budget.

Q-Supply staff used to be a high value last year but is very much lower this year.

A-Yes, that was part of the problem, using supply to back fill. Now we use the HLTA's to cover staff rather than before when the aim was to always have a teacher at the front of the class. We are lucky to have several HLTA's who used to be teachers.

Q-The teaching assistants' line is less than last year.

A-Yes, this is as a direct intended consequence of the consultation/restructuring process. Also just to point out the TA's line is also a little high. We have also streamlined the ASC staffing/hours and looked at every other part of the school.

Q-Is there anything that the school is not now providing?

A-Additional support is harder to provide now; one to one's. There are still some but now very many.

Q-Since September the projection has improved by £50k, will this continue?

A-September was where most of the money was saved (start of the year). We are still fielding occasional curve balls, for example, the free school meals are costing £20k. It's been a tough year, if we come in on track we will all be happy.

Q-Where did the deficit come from?

A-Additional teachers and teaching responsibilities (English), targeted SEN; staffing cost were just too high. Also, overall funding did not go up. There are al lot of the staff on the UPS as well.

Q-What about the senior leadership structure?

A-The SenCo role has been adjusted and the pay scale for 2 of the SLT has also been reviewed.

Q-As Governors, are we supporting you enough?

A-As long as we are on track, and the LA are happy to let us continue on our agreed program, input/support can be light. The previous interim Chair did accompany the HT and SBM to the meeting for the deficit sign off meeting. Thanks to the SBM we are keeping the spending tight. Draft 5 of the budget is not on the agenda but has been emailed to the Governors.

Q-What is it based on, are there any built in formulas?

A-2.8% for staff is already built in.

Q-We are spending less on staff in year 5?

A-Yes, we have potentially got some staff approaching retirement age. The year's budget (year1) has already changed 20 plus times. The SBM has got into the habit of

airing on the side of caution. The % of available staff is 96, potentially going down to below 90, which is quite a drop.
Q-The Services to schools - £120k, which is a large chunk of the budget. Is that scrutinised?
A-This has been brought up recently and looked at. The school has cut £500k on site provision and there has been talk about moving away from HR provision, which is £7k. Finance is £10k and payroll is £10k, both of which are well worth the money. The biggest is free school meals contract, £20k. This is a city wide contract.
Q-Any issues with it?
A-occasional issues with quality.
Q-Can we leave change to another provider?
A-When the tender comes up for renewal, we can opt out.
Q-How is the trajectory over the 5 years decided?
A-We had a meeting last year to explain/go through the budget. A term of 5 years is the maximum, but it is achievable. The school has pared everything back as much as possible. It is important to also generate new income streams.
Q-A while ago there was discussion of engaging a consultant regarding income streams, did anything come of this?
A-Not really, also when grants come in they usually have to be spent is certain ways, which can be restricting. The LA buy energy in bulk, we also get money when an EHCP is granted. The maximum is £9k but is more usually around £7k, however, staff costs always leave a gap which the school budget has to fill.
Q-Does the school have the choice not to take children with EHCP's?
A-No.
Lettings income is £8-10k, ASC income is £200k but staff costs and food are high. The HT added that the school has looked carefully at how the teaching and learning is structures across the school.
Q-Would we consider running the ASC to a profit?
A-We are already at the higher end for charges. Next year the costs for staff and food will inevitably go up and we need to bear in mind the catchment area for the school/children, some parents simply might not be able to afford the provision. It's a delicate balance. As discussed earlier in the meeting, there are no external lettings running at the moment.
This draft budget has to be submitted by the end of February 2026. The final budget goes to the FGBM in May 2026 for ratification.
Approved – All Governors were happy for this draft of the budget to be sent off and acknowledge that it may change between now and then.

8. School Financial Value Statement (SFVS) – to be signed off at this meeting.
The SMB provides a summary of the statement.
A lot of the questions are the same as last year. It needs to be sent off to the LA by Friday 13th February 2026. The yellow highlighted parts still have queries, etc.

Asset Register – this has now been found and is up to date now.
Business continuity plan (disaster recovery) – The SBM is looking for this in the previous SBM's files. If it cannot be found, a new version will be constructed.
SLT structure – The SBM looked at other schools for comparison.
Point 19 – The leadership team, benchmarking results, this will need to be looked at.
Point 30 – Audit of voluntary funds. This used to happen but the person who did this has now retired.
Q-The school has separate voluntary funds in a n account separate to the budget?
A-yes, for small things like school photos, only about £6k in it.
Action – Other SBM's may be able to recommend another auditor to complete the end of year check.
The Whistle blowing policy needs to be checked.
Action - The sign off date is 10 days after the next FGBM so the SBM will ask for an extension.

9. Any other business.
None.

Meeting ends at 6.02pm.

Actions from the Meeting: FPP 2nd February 2026.		
Item no.	Details of Action.	Lead Officer
2	LA survey report still has not been received.	BL/JoB
3	The SBM will share the ASC rates at the next FGBM.	JoB
5	The Clerk will clarify good practice with Governors support regarding Governors sitting in on interview panels.	SJO
6	Next premises inspection after half term TBA.	BL/JoB
8.1 8.2	Other SBM's may be able to recommend another auditor to complete the end of year check. The sign off date is 10 days after the next FGBM so the SBM will ask for an extension.	JoB

Signature.....Date 18/5/26

St. Luke's
PRIMARY SCHOOL

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