



**Governing Body
Site and Financial Management Committee Meeting**

Date: 6/3/2025

Time: 5.00 p.m.

Venue: Paperwork provided to committee members and urgent agenda items deferred to FGB

Present: R. Puttnam (Chair), M. Ziane (Headteacher), L. Feeley and T. Beckett

Minute Taker: P. Thornton (Strategic Business Lead)

Also invited: C. Stock (Deputy Headteacher EYFS & KS1)

The Governing Body:

- Ensures clarity of vision, ethos and strategic direction;
- Holds leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff;
- Oversees the financial performance of the organisation and make sure its money is well spent.
- Ensures the voices of stakeholders are heard.

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Item	Agenda Item	Discussions/Actions and Next Steps
1	Welcome and Apologies	Vacancies
2	Declaration of Business Interests	All annually signed documents to be completed this term Any declaration to be made at this meeting?
3	Minutes of last meeting: - Accuracy; - Matters arising (if not covered within the minutes)	Site & Financial Management Committee Minutes (7/11/2024) Accuracy to be confirmed Matters arising: • My Solar Edge – feedback on energy generation • Water fountain (see item 6) • Car Park barrier – issues with use by unauthorised persons • CPZ / Staff parking costs – discussed at FGB • Date for Extraordinary Finance meeting - postponed • FBI Benchmarking (see item 8) • Lettings – updates on Childville, Zumba, and Tawhid Academy (see item 8) • Inventory & Asset Management update (see item 8) • Remove PACE from this agenda as no longer has financial implications - completed
4	Items for discussion requested from FGB or other committees	FGB (12/12/2024) Extraordinary Finance meeting on 6/3/2025 (to follow SFM) – this has been postponed. Draft Budget 2025/26 will be discussed as part of finance agenda item at FGB on 27/3/2025. From HT: Reducing content of agenda – are there some agenda items that can be discussed annually rather than at every meeting?
5	Covid-19 specific	This will be removed for next meeting.



6	Site (Building)	Annual H&S Report We no longer have a staff H&S representative to write this. Union reps are invited to join PT, RP and MA on site walks to ensure staff input. For discussion. Business Management Plan (as part of SIP) Update Maintenance and Servicing & Development (presented by MA) Routine Maintenance Plan • General review • Boiler panel service • EICR 5-yr Hardwire electrical testing • PAT Testing Community Payback (MA) Significant building matters (MA): • CDC2 inspection – brickwork pointing and guttering • Floors • Roof • New Library building Security Net2 access system – internal entrance door to be added system for added security due to number of high needs children Car Parking CPZ/barrier ARP update Nothing to report.
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Health and Safety Inspections and Audits

LBBB H&S Audit (3/5/2023) - attached

H&S Governor Internal Inspection (25/11/2025) - attached

H&S Governor Internal Inspection (3/3/2025) – verbal update by RP

Fire Risk Inspections/Assessments

(see attached)

Fire Safety Procedures, including fire drill

Site evacuations – none since last meeting

Next Fire Drill due week beginning 17/3/2025

Network Management Report (to be tabled)

See Policies below

Community Hub

- CPZ / Car parking
- Shared Climbing frame (repairs)
- Tree survey (shared costs)



7	Site (People)	Staffing Bi-annual review of staffing establishment: • Structure – key changes • Resignations (see confidential items) • Recruitment • Induction Staff Training Online H&S (Educare) – TES Educare subscription renewal GDPR (Judicium) Positive Handling First Aid Safeguarding and Child Protection External Audit report actions (May 2022) Self – Audit outcomes/actions Safeguarding Governor visit (including SCR inspection) - pending DSL report, including online safety linked to KCSiE 2024 Critical Incidents None Accidents/Incidents To be tabled Staff and Pupil Well Being Asthma and Allergy Friendly Award Staff well-being, as part of SIP Counselling support Absence numbers and monitoring (staff)
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8	Financial Management (School and ARP)	Budget 2024/2025 - ARP - School Changes since the last meeting: these are noted on the Budget Monitoring sheet and include: Income: - High Needs funding Expenditure: - Staff pay increases- support staff and teacher - Building repairs - ICT Hardware - KS1 playground equipment (see above) Forward Planning for 2025/26 Extraordinary Meeting date not needed. Draft budget will be discussed at FGB. Monitoring of Spending Budget Monitoring report (attached) Assignment of Balances (for SFVS) Benchmarking (local and VMFI) SEND funding (allocation and spending) SLA Review - HR & Payroll - OH - Finance - Grounds Maintenance - Catering - Cleaning model
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Training

LBBB Anti-Fraud training

- Bank statements annotated and supporting documents provided
- Invoices (with PO) to be signed off by budget holder/organiser prior to payment
- Spot checks – for discussion

Lettings and income generation (annual rent reviews and contract updates)

Childville Letting (charges) – rent review (meeting due) based on cost comparisons from other schools

Zumba club – rent review (update on usage)

Tawhid Academy – rent review (fairly new letting)

School Fund Account

None

Audit

LBBB Financial & Probity Audit on 20/11/2023 – update on report

SFVS self-assessment 2024/2025

Action from 2023/2024 self-assessment (new action - supporting documents to be embedded)

Governor Competencies – to be completed

Inventory & Asset register

Annual stocktake – update

Disposal register

List of missing assets

Shared Financial Arrangements

Community Hub

B&D Financial Regulations & Standing Orders for School

DfE risk protection arrangements - update

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		Gifts and Hospitality One to declare – SBL had perfume as a gift (approx. value £30-40) IR35 report Yes – Thrive Practitioner
8	GDPR	Audit Took place on 9/1/2025 (see attached) GDPR Training for Governors Policy review To follow (pending audit review)



9	Policies, Procedures and Risk Assessments (new and existing) Please ask for copies if you require them either before (to familiarise yourself) or after the meeting (for reference)	Site Safety and Security • Allergy & Anaphylaxis Policy • Asbestos Management Policy • Asbestos Management Plan • Asthma Policy • Asthma Friendly School • Bodily Fluids Policy • Critical Incidents Policy • Fire Safety Management Policy • Security Policy • Visitors Policy To Follow: • Critical Incident Response Policy HR Policies • TOIL Policy Network Management • None Financial Management, including SFVS • Anti-Fraud Procedure • Banking Procedure • Business Continuity Plan (awaiting update by Elementary ICT) • Best Value Policy • Charging & Remissions Policy (part of B&D Financial regulations) • Financial Management Standards & Guidance Manual • Gifts & Hospitality Policy
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14	A.O.B	
	Date and time of next meeting	SFM Committee - Thursday 12/6/2025 at 4.30 p.m.

Signed: _____
Chair of SFM Committee

Date: _____

Signed: _____
Chair of Governors

Date: _____

DRAFT