

**Delius Special School  
Finance and General Purposes Committee**

**Minutes of the meeting held on Monday 20<sup>th</sup> March 2017**

**Present:** Sally Birkbeck (SB) (Chair), Sally Joy (SJ) (Head), Jean Kellett (JK), Peter Sumpter (PS),

**Attendance:** Rob Cameron (RC) (Associate Member), Katie Clayton (Clerk), Anne-Marie Cullen (A-MC) (School Business Manager).

The meeting opened at 5.05pm

	Actions
<b>F 45/16 Apologies for absence &amp; their acceptance</b> Apologies were received and accepted for Jodie Crabtree.	
<b>F 46/16 Any Other Business and requests for agenda order variations</b> There was none.	
<b>F 47/16 Declarations of interest for items on this agenda</b> Any declarations would be declared as they arose in the meeting; there were none.	
<b>F 48/16 Minutes of the last meeting, 23<sup>rd</sup> January 2017</b> SB proposed, and PS seconded that the minutes were a true and correct record.  <b><u>DECISION:</u> Approved.</b>	
<b>F 49/16 Matters arising from these minutes not covered by the agenda</b> F 28/16 <u>Amendments to minutes.</u> Completed. F 29/16 [F 08/16.4] <u>ASEA washing machine investigation.</u> Ongoing; PS would send details to A-MC who would now investigate. F 29/16 [F 22/16d] <u>Staff Leave of Absence Policy.</u> Completed F 32/16 <u>SFVS: Dixons Marchbank as emergency destination.</u> Completed; A-MC confirmed that Dixons were happy to continue with the arrangement. F 34/16 <u>Response letter to a staff unpaid leave request.</u> Completed. F 35/16.2 <u>SNTA Recruitment.</u> Completed; SB had approved recruitment to the role. F 35/16.3 <u>Additional swim teacher role.</u> Completed; it was confirmed that there was not enough funds to recruit to the role. F 39/16 <u>Pupil Premium.</u> Ongoing; PP would be discussed at the next committee meeting. F 43/16 <u>Life Limiting Agreement Medical Care Plan.</u> Completed; SJ had reviewed and signed the plan.	<b>A-MC</b>
<b>Finance Matters</b>	
<b>F 50/16 Finance report</b> 1. A-MC informed governors that the report required governors to make lots of decision based on the proposed budget. Governors moved onto item 51/16. 2. SB had agreed that the Friends of Delius Committee would donate £100(one hundred pounds) to Martin House in memory of a former pupil.	
<b>F 51/16 Budget</b> See confidential minutes	
<b>Staffing Matters</b>	

Signed: *SB* *SBIRKBECK*

Dated: 8.5.17

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<b>F 52/16 Staff correspondence</b> There were none.	
<b>F 53/16 Staffing structure</b> The staffing structure would be discussed further at the Full Governing Body meeting.	
<b>F 54/16 Staff attendance</b> The school was in the process of tackling leave of absence requests and long term absences; staff attendance would be discussed further in the Full Governing Body meeting.	
<b>Premises and Health &amp; Safety matters</b>	
<b>F 55/16 Buildings and H&amp;S report</b> Governors noted that there had been no issues to report.	
<b>Other matters</b>	
<b>F 56/16 Policy/Document Review</b> <ol style="list-style-type: none"> <li>1. <u>Staff Leave of Absence Policy</u>  <i>Deferred until the next meeting.</i></li>   <li>2. <u>Governors Allowances Policy</u>            One minor amendment; it should read '<i>all governors are entitled</i>' and not '<i>all governors will be entitled</i>'. Subject to one change SB proposed, and JK seconded, that the policy was approved.   <b><u>DECISION: Approved.</u></b></li>   <li>3. <u>Accessibility and Environment Plan</u>            The policy needed updating due to the changes in the Indoor-Outdoor garden which is now a Maths and Science resource. Subject to the updates, SB proposed and JK seconded that the policy was approved.   <b><u>DECISION: Approved.</u></b></li>   <li>4. <u>Flexible Working Policy</u>            It was noted that this was a PACT HR Policy. SB proposed, and JK seconded, that the policy was approved.   <b><u>DECISION: Approved.</u></b></li>   <li>5. <u>Complaints and Grievance Procedure for Staff</u>            It was noted that this was a PACT HR Policy. SB proposed, and SJ seconded, that the policy was approved.   <b><u>DECISION: Approved.</u></b></li> </ol>	<b>1 Agenda</b>
<b>F 57/16 Pupil Premium update</b> It was noted there were no issues to discuss.	
<b>F 58/16 PE and Sports Grant Update</b> It was noted there were no issues to discuss.	
<b>F 59/16 Any Other Business from item F46/16</b> There were none.	

<b>F 60/16 Date of next meeting:</b> Finance and General Purposes, <b>Monday 8<sup>th</sup> May 2017 at 5.00pm</b>	
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There being no further business the meeting ended at 6.20pm

