



## MINUTES OF THE MEETING OF THE FINANCE & ESTATES COMMITTEE

Tuesday 13 March 2018 at 7.15 pm

Venue: Conference Room, Plume School

### Present:

Mrs J Binder	(JB)	Trustee, Chair of Trustees
Mr M Howell	(MH)	Trustee, Health and Safety Link
Mrs J McKinnell	(JM)	Trustee, Vice-Chair of Trustees, Chair of Personnel Committee
Mrs R Morcombe	(RM)	Trustee
Mr P Nagle	(PN)	Chair of Finance & Estates Committee, Co-Chair of Trustees
Mr C Pond	(CP)	Vice-Chair, Finance & Estates Committee
Mr A Stead	(AS)	Trustee
Mr C Wakefield	(CW)	Principal

### In attendance:

Mrs K Redmond	(KR)	Clerk to Trustees
Mr R Scott	(RS)	Director of Finance and Estates

### Apologies:

Mr J Almond	(JA)	Trustee
Mrs D Thomas	(DT)	Trustee

*This group was quorate for the purpose of resolutions*

Item	Topic	Minute
1.	Welcome and apologies for absence	Noted.
2.	Minutes of the meeting held on 2 October 2017	The Minutes of the meeting held on 2 October 2017 were APPROVED.
3.	Matters Arising	There were no matters arising not covered by the agenda.
4.	Declaration of Business Interests	<p>There were no new declarations of business interests and no Trustee recorded any conflict of interest with the items on the agenda or the receipt or giving of any gifts or hospitality since the last meeting.</p> <p>JB advised that her term of office at FASNA (Freedom and Autonomy for Schools - National Association) is about to come to an end and will express her wish not to be reappointed. JB will therefore amend her declaration at that time.</p>
5.	Summary of actions taken since the autumn term	Completed.

7.	General Data Protection Regulation (GDPR): implementation and review of draft policies	<p>RSC referred to the draft policies which are based on advice from Stone King and advised that training will take place for staff to ensure they are aware of the statutory requirements. Moving forward we need to ensure that we are compliant when gathering data.</p> <p>a) Data Protection &amp; Freedom of Information – RSC advised that this is the overarching policy. PN proposed that training records should be included. RSC advised that this will be a developing document as case law is developed.</p> <p>Recognising this will be a working document, and that the policy should be quality assured before publication to ensure the correct dates are inserted and terms used e.g. trustee, student, punctuation, PN proposed the policy, seconded by JM and AGREED unanimously.</p> <p>a) Photography Policy</p> <p>Subject to the quality assurance process, the policy was proposed by CP, seconded by MH and AGREED unanimously.</p> <p>b) Privacy Notice for Pupils</p> <p>Subject to the quality assurance process, the policy was proposed by AS, seconded by JE and AGREED unanimously.</p> <p>c) Privacy Notice for Staff</p> <p>Subject to the quality assurance process, the policy was proposed by PN, seconded by JM and AGREED unanimously.</p>
9	Estates and Facilities Management Strategy	RSC to circulate information following this meeting.
10	Health & Safety (H&S) Update	<p>The minutes of the meeting on 7 February 2018 were NOTED. In addition, MH noted that there was an accident at the Mill Road Campus for which we received a letter of thanks for our assistance.</p> <p>RSC advised that there are no RIDDOR reportable incidents.</p>
11	Responsible Officer (RO) Programme	<p>The following reports were NOTED:</p> <p>a) Rolling programme</p> <p>b) February 2018: visit report</p>

		c) Scope of planned summer visit
12	Policy Review	<p>a) Emergency Plan</p> <p>RSC advised that the Fire policy has been incorporated into this plan and will not be a separate document.</p> <p>The draft Emergency Plan is based on an excellent document by Nottingham County Council which they have shared free of charge.</p> <p>There is much more work to do but this plan pulls all relevant policies and practical guidance into one plan.</p> <p>JM suggested incorporating trustees/strategic team as well as incorporating a next of kin list, snow policy and how to notify the local authority.</p> <p>CWA advised that it is intended to have this document almost complete by the Easter break to engage with stakeholders after Easter. CWA is discussing sharing best practice regarding lock down processes with other schools. Trustees to provide feedback to RSC by Easter.</p> <p>b) Premises Management Policy</p> <p>RSC advised that there are no changes to this policy and it is fit for purpose noting that the policy should be updated to refer to the Estates Manager rather than the Site Manager.</p> <p>The policy was therefore proposed by AS, seconded by JB and AGREED unanimously.</p>
13	Any Other Business	There were no matters of any other business.
14	Confirmation of confidential items for the Minutes.	Minutes numbered 6 and 8.
15	Date of next meetings	19 June 2018 at 7.00 pm

*Meeting closed at 9.05 pm*

## **Actions**

<b>Date of Meeting/ Item number</b>	<b>Topic</b>	<b>Minute</b>	<b>Completed</b>
13.03.18 – agenda item 9	Estates and Facilities Management Strategy	RSC to circulate information	
13.03.18 – agenda item 9	Emergency Plan	Trustees to provide feedback to RSC by Easter.	