

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 31st January, 2017

Clerk to Finance & Personnel Committee - Linda Cackett

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FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3/4
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 31st January, 2017 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mrs Carly Wicks – Headteacher	Yes			P
Mrs Karen Singleton – Committee Chair	Yes			P
Mrs Kizzy Udy – Co-opted – Chair of Governing Board	Yes			Ap
Mr Andy Edmonds – Co-opted	Yes			P
Mrs Linda Cackett			Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> Apologies were received, considered and accepted from Mrs Udy.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None. Mr Edmonds reported that he is one of the recipients of contracts in item 7, the committee agreed that he remains in the room.	
3.0	<u>Minutes of previous committee meeting – Tuesday 18th October, 2016</u>	
3.1	<u>Approval</u> The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
3.2	<u>Matters Arising – not already on the agenda</u>	
3.2.1	<u>Item 4.3 – Petty Cash Policy</u> The Committee Chair will meet with Miss Dash.	Committee Chair
3.2.2	<u>Item 5.2 – Non-Teaching Staff</u> The Headteacher felt that it was a little hectic at that time of year to organise an event, maybe wait until Easter.	
3.2.3	<u>Item 7.0 – Finance Audi Report and Action Plan</u> The Purchasing Policy and Debt Management Policy are on the agenda.	



	<p>The Private Account will be closed shortly but is not in use, the previous members of staff have been removed.</p> <p>The Committee Chair will arrange mini-audits to review the finance action plan.</p>	
4.0	<u>Policies Review and Update</u>	
4.1	<p><u>Debt Recovery Policy</u></p> <p>The policy was circulated prior to the meeting, a governor asked at what point will governors be informed of an ongoing or persistent debt, the Headteacher confirmed that it will be at this committee meeting. It was reviewed and APPROVED for adoption subject to the amendment of 3.4 to include 'that a copy of the letter will be sent to the Chair of the Finance Committee'.</p> <p>A governor asked for clarification of the contents of the debtors report, the Headteacher explained in detail. During the new build the school was given a budget for classroom furniture and could claim back from the Council; the Headteacher agreed to investigate whether all funds had been received and report back to the committee.</p> <p>The Committee Chair asked whether reasons were given as to why some pupils did not pay for class trips. The Headteacher confirmed that payment for curricular trips cannot be enforced. She confirmed that she has in the past cancelled a trip due to lack of voluntary payments.</p>	Headteacher
4.2	<p><u>Income Handling Policy</u></p> <p>The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption. A governor asked whether e-schools facilitates a payment system. The Headteacher confirmed that they did but at an additional cost.</p>	
4.3	<p><u>Teachers Pay Policy</u></p> <p>The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.</p>	
4.4	<p><u>Purchasing Policy</u></p> <p>The policy was circulated prior to the meeting, the Headteacher commented that the policy had tightened up a lot of procedures within the school. It was reviewed and APPROVED for adoption.</p>	
5.0	<u>Staffing</u>	
5.1	<p><u>Teaching Staff</u></p> <p>See confidential minutes attached.</p>	



<p>5.2</p>	<p>The majority of performance management observations are good and, where they are not, additional support has been put in place.</p> <p><u>Non-Teaching Staff</u></p> <p><i>See confidential minutes attached</i></p> <p>The Headteacher has systems in place now for performance management of the support staff. The senior and middle leaders will complete the teaching assistants' appraisals and the Headteacher will performance manage the two office staff. There will be a meeting to agree target setting with all staff before half term. The Committee Chair asked if staff were happy with this new system, the Headteacher confirmed that they were.</p>	
<p>6.0</p>	<p><u>Latest Financial Statement dated 25.01.2017</u></p> <p>The latest statement was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> The Committee Chair asked what teaching assistants do for overtime, the Headteacher confirmed that their overtime is for running after school clubs and attending inset days. The Balances Policy claim has been sent to the Local Authority. It is expected that we will no longer have an in-year deficit. A governor explained that the expenditure/income lines does include the balances policy figure which is slightly misleading. The Headteacher agreed to check with the LFS Management Accountant. 	<p>Headteacher</p>
<p>7.0</p>	<p><u>Finance Action Plan and Contract Update January, 2017</u></p> <p>The Finance Action Plan and Contract Update were circulated prior to the meeting.</p> <p>It was noted that:</p> <ul style="list-style-type: none"> The Finance Action Plan was devised by the school to ensure everything picked up by the audit and school is addressed. Governors were pleased with the report and its contents. The two amounts of money for Student Welfare Support (£300) and IT support (£3000) are contracts paid to Brannel School. 	
<p>8.0</p>	<p><u>Pupil Premium</u></p> <p>The Headteacher reported that Pupil Premium spending is going to plan. She has given a thorough handover to the SENDCo regarding Pupil Premium. She attends all Pupil Progress meetings each term, the Headteacher will continue to lead the meetings but the SENDCO will take a more active role reporting to governors.</p> <p>Achievement for All Scheme is part of Pupil Premium.</p>	



9.0	<u>Primary Sports Funding</u> The Headteacher has given a handover to the PE Lead regarding the Sports Grant. The majority of expenditure is for the Go Active coaches, the PE Lead will investigate other options.	
10.0	<u>Safeguarding</u> The Headteacher reported that there had been 1 ViST since the last meeting. <i>See confidential minutes attached.</i>	
11.0	<u>SFVS – School Financial Value Standard</u> The SFVS return was circulated prior to the meeting, reviewed and APPROVED for submission to the Local Authority. The committee felt it was a very 'thoroughly' completed document.	
12.0	<u>Committee Chair's Report</u> Nothing to report.	
13.0	<u>Date for next Finance and Personnel Committee meeting</u> <ul style="list-style-type: none"> Tuesday 9th May, 2017 at 4.30 pm <p>The meeting closed at 5.30 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 9th May, 2017.

Signed: **Committee Chair**
Mrs Karen Singleton

Dated: **Tuesday 9th May, 2017**