

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 20th October, 2015

Clerk to Finance & Personnel Committee - Linda Cackett

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FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3 (Minimum – 3 Committee Members)
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 20th October, 2015 at 4.15 pm
Venue:	Nanpean School – New Staff Room

Attendance:

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

1.0	<u>Welcome and consideration of consent for absence</u> The Chair welcomed governors to the meeting. No apologies as everyone in attendance.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Minutes of previous committee meeting – Thursday 7th May, 2015</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 4.0 – Belling Trust</u> The Headteacher reported that she had not received the information about the Belling Trust from Mr Davis and will chase. The Chair asked whether any claims could be backdated, the Headteacher will investigate but felt that there will be other items which will arise e.g. iPads and iPad trollies. All teachers need iPads for the use of Classroom Monitor, the new assessment programme being introduced.	Headteacher
3.2.2	<u>Item 5.0 – Support Staff</u> The Headteacher reported that 1 teaching assistant is a qualified HLTA, 3 others wish to be and 1 of which has now been accepted onto the training	



<p>3.2.3</p> <p>Item 9.0 – Governors Expenses</p> <p>3.2.4</p> <p>Item 9.0 – School Improvement Plan</p> <p>3.2.5</p> <p>Item 5.0 - Staffing</p>	<p>with support with their application from the Headteacher. The Headteacher will support the other 2 members of staff in completing their applications. The Local Authority no longer funds this training but the school feels that it is an investment for the school. The Committee Chair commented that it was good that the staff wished to train and qualify.</p> <p>£400 has been set aside for governor training; this is being used to fund childcare whilst governors have attended training.</p> <p>The Headteacher confirmed that a whole school staff and governor School Improvement Plan review meeting took place in July.</p> <p><i>See confidential minutes attached</i></p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p>	<p><u>Policies Review and Update</u></p> <p><u>Admission Arrangements 16-17</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption. The Headteacher reported that two pupils have still not applied for secondary transfer, this is being followed up. The PAN has already been changed to 30 so no action required, the Headteacher will submit to the Local Authority.</p> <p><u>Capability Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed; it has been updated and was APPROVED for adoption. Discussion followed regarding teachers' pay scales etc. The Chair expressed her concern that she should have an in depth understanding, it was agreed that her knowledge would increase now that she is on the Finance and Personnel Committee. The Headteacher offered to send some information to bring her up to speed.</p> <p><u>Charging and Remissions Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption. Discussion followed regarding pupil premium children being subsidised by 50% for trips and residential. The Headteacher confirmed that at present only pupil premium children are subsidised when parents/carers ask in advance. The recent Year 5/6 residential had been well received by the pupils who thought it was the best ever! The Headteacher felt that this was because the activities were very well organised.</p>	<p>Headteacher</p> <p>Headteacher</p>

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	<p>The funding arrangements were explained in detail, the Headteacher has fought for top up funding for a pupil with a new EHCP and was successful.</p> <p>The Committee Chair asked how many were in Year 6 and what interventions were in place if any, the Headteacher replied that there was 11 pupils in Year 6 being taught by a very strong practitioner for English and Maths and with some interventions in the afternoons.</p> <p>A new apprentice is going to be appointed in the office, the Headteacher is arranging this direct with Cornwall College Business free of charge.</p>	
6.0	<p><u>Latest Financial Statement dated 14.10.2015</u></p> <p>The latest statement was circulated prior to the meeting: It was further noted that:</p> <ul style="list-style-type: none"> • Mrs Edward's narrative is very informative. • Governors should look at the reserves and total balance. The total balance does not include the reserve for parts of the new build which comes under Capital Build financed by revenue. This was moved in line with DfE guidance to contribute towards the build (conference room and link corridor). Originally the quote was £160,000 but was reduced to £88,000. There are extra things that will be required, e.g. pegs (£800), outside learning environment and new adventure trail (£10,000). The Headteacher applied for a £10,000 grant from the Parish Council but was only granted £2,500. • The Classroom of the Future for Year 5 Class was explained in detail; the quotes have been received and were reported. The touch screens are £2,500 with 7 years warranty. Unfortunately the new chairs costing £400 per chair will be dropped, a normal class budget is £5,000 but the quote was received at £28,500. The Headteacher is pursuing lightweight furniture which can be swapped around and stacked; a storage divide is being sourced to allow different subject areas. The large touch screen for the conference room will be used in a classroom and a smaller one purchased to fit the size of the conference room. 	
7.0	<p><u>Pupil Premium</u></p> <p>The expenditure report for the last academic year has been circulated. It is accurately costed out and outcomes recorded, predicted expenditure is evidenced also. It was agreed to look at governor responsibility for Pupil Premium at the next Full Governing Board meeting.</p>	Clerk
8.0	<p><u>Primary Sports Funding</u></p> <p>The Headteacher will breakdown an actual spending document during half term as this is now required.</p>	Headteacher
9.0	<p><u>Safeguarding</u></p> <p>All staff are having their Tier 1 Safeguarding Training on 4th January, 2016. WRAP training to prevent radicalisation is taking place this term.</p>	



10.0	<p><u>SFVS</u></p> <p>The draft document was circulated prior to the meeting. It was agreed to be a very detailed document. Governors APPROVED the document for submission subject to the Committee Chair's approval tonight.</p>	Committee Chair
11.0	<p><u>Chair's Report</u></p> <p>None.</p>	
12.0	<p><u>Dates for next Finance and Personnel Committee meetings</u></p> <ul style="list-style-type: none"> • Thursday 4th February, 2016 at 4.30 pm • Thursday 21st April, 2016 at 4.30 pm <p>The meeting closed at 5.47 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Thursday 4th February, 2016.

Signed: **Chair**
Mrs Karen Singleton

Dated: **Thursday 4th February, 2016**