Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 20th October, 2015

Clerk to Finance & Personnel Committee - Linda Cackett Typed: 20.10.2015 Approved for circulation: 22.10.2015



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 20 th 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			Р
Ms Carly Marsden – Headteacher	Yes			P
Mrs Kizzy Udy – Co-opted – Chair of Governing Board	Yes			Р
Mrs Linda Cackett			Clerk	P

1.0	Welcome and consideration of consent for absence	
	The Chair welcomed governors to the meeting.	
	No apologies as everyone in attendance.	
2.0	An opportunity to declare any additional business or pecuniary interest/s	
	None.	
3.0	<u>Minutes of previous committee meeting – Thursday 7th May, 2015</u>	
3.1	Approval	
	The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
3.2	Matters Arising – not already on the agenda	
3.2.1	<u>Item4.0 – 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	
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	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.	
3.2.3	Item 9.0 – Governors Expenses	
	\pounds 400 has been set aside for governor training; this is being used to fund childcare whilst governors have attended training.	
3.2.4	Item 9.0 – School Improvement Plan	
	The Headteacher confirmed that a whole school staff and governor School Improvement Plan review meeting took place in July.	
3.2.5	Item 5.0 - Staffing	
	See confidential minutes attached	
4.0	Policies Review and Update	
4.1	Admission Arrangements 16-17	
	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.	Headteacher
4.2	Capability Policy	
	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.	Headteacher
4.3	Charging and Remissions Policy	
	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 residentials. 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.	
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4.4 Code of Conduct for Governors Policy

The policy was circulated prior to the meeting. It was **APPROVED** for the NGA Code of Conduct to be used instead which was ratified at the Full Governing Board meeting in July 2015.

4.5 Whole School Pay Policy 2015-2016

The policy was circulated prior to the meeting. It was reviewed and **APPROVED** for adoption. The Headteacher explained the 'headlines and changes', schools are being given more autonomy now, minimum and maximum scales are now in place. The whole idea is to allow more flexibility, there has been a 1% pay increase and the leadership scale a 1% pay rise on the minimum scale only.

4.6 Performance Related Pay Policy

The policy was circulated at the meeting; the Headteacher explained that you have to apply for Upper Pay Scale now and how targets have to have been met for the last 2 years. The Committee Chair commented that the process was good as it ensures a UPS teacher has to prove their skills are utilised effectively.

See Confidential minutes attached

The policy was reviewed and governors were invited to read it and contact the Headteacher within 7 days with any queries, if none are received it was **APPROVED** for adoption.

5.0 <u>Staffing</u>

5.1 <u>Teaching Staff</u>

The Headteacher reported that there are now 5 classes not 4, in terms of needing new staff, none is required. The larger Year 5/6 Class (34 pupils) is split in the mornings so that the Assistant Headteacher teaches them for English and Maths. The year 3/4 class now has a waiting list; the Headteacher does not wish to go over the class size of 32 as two pupils have 1-2-1 support. The Year 2 Class (17 pupils) might seem poor value for money but cannot be mixed with Year 1 or Year 3. The teaching budget is quite tight; the Headteacher explained the job share arrangements of 3 days per week.

5.2 Non-Teaching Staff

The teaching assistants are facilitating interventions, these were explained. When Mr Davis carried out a monitoring visit he commented on there being too many teaching assistants. The Headteacher explained that there had been increases in the teaching assistants' hours; these were required due to an extra class and class sizes. The Chair asked whether this would have an impact on the budget, the Headteacher confirmed that the LFS Technician is investigating further but was confident that TAs are being used effectively.

Initialled as a true and accurate record: _____ Committee Chair



	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.	
	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.	
	A new apprentice is going to be appointed in the office, the Headteacher is arranging this direct with Cornwall College Business free of charge.	
6.0	Latest Financial Statement dated 14.10.2015	
	 The latest statement was circulated prior to the meeting: It was further noted that: 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	Pupil Premium	
	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.	Clerk
8.0	Primary Sports Funding	
	The Headteacher will breakdown an actual spending document during half term as this is now required.	Headteacher
9.0	Safeguarding	
	All staff are having their Tier 1 Safeguarding Training on 4 th January, 2016. WRAP training to prevent radicalisation is taking place this term.	
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10.0	<u>SFVS</u>	
	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.	Committee Chair
11.0	Chair's Report	
	None.	
12.0	Dates for next Finance and Personnel Committee meetings	
	 Thursday 4th February, 2016 at 4.30 pm 	
	 Thursday 21st April, 2016 at 4.30 pm 	
	The meeting closed at 5.47 pm.	
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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