

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 9th October, 2018

Clerk to Finance & Personnel Committee - Linda Cackett

Typed: 10.10.2018

Approved for circulation: 15.10.2018



FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3/5
Chair:	Mrs Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 9th October, 2018 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Andy Edmonds – Co-opted	Yes			P
Mrs Sue Seamarks – Co-opted	Yes			P
Mr John Sibley – Local Authority	Yes			P
Mrs Karen Singleton – Committee Chair - Chair	Yes			P
Mrs Carly Wicks – Headteacher	Yes			P
Mrs Linda Cackett			Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> None, everyone was 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 – Tuesday 15th May, 2018</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 3.0 -Budget Setting 2018/2019</u> The Headteacher reported that it is now no longer relevant as the school does not have to report on stages of language acquisition for pupils with EAL.	
3.2.2	<u>Item 4.2.3 – Finance Action Plan</u> The Chair reported that she will carry out a mini audit with the School Secretary this term on a Tuesday.	Committee Chair
3.2.3	<u>Item 5.1 – Capability Procedure</u> The Headteacher confirmed she has consulted with the staff at a staff meeting, they fully understood the procedure and content.	



4.0	<u>Policies Review and Update</u>	
4.1	<u>Complaints Policy and Procedure 2018</u> The Complaints Policy and Procedure were circulated prior to the meeting, it was reviewed and APPROVED for adoption. The policy has been proved beneficial and robust when used recently.	
4.2	<u>Lettings Policy 2018</u> The policy was circulated prior to the meeting, the policy was reviewed and amendments were agreed regarding accessibility of areas and insurance cover being confirmed for regular lettings. The committee agreed that the policy will be approved via email after the meeting. A governor asked how the school felt about hiring the hall as a youth club. The Headteacher confirmed that the youth club is now up and running. The committee hoped that the youth club will benefit the local community as it is much needed.	Headteacher Clerk All governors
4.3	<u>Shared Parental Leave Policy</u> The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.	
4.4	<u>Trip Report – Summer 2018</u> The report was circulated prior to the meeting, it was reviewed by the committee. A governor asked how many pupils left for London today, the Headteacher confirmed that 28 pupils had participated. The committee were pleased on the uptake of the residential.	
5.0	<u>Staffing</u>	
5.1	<u>Teaching Staff</u> The Headteacher reported that: <ul style="list-style-type: none"> Miss Morton has undertaken the Headteacher handover last week as she is in London this week, her job share will be taking her class full time. Mr Nicholls has been appointed from 1st January, 2019 and is in regular contact with the Headteacher. He has already shadowed the Headteacher one day and will do a further day next week. The Headteacher asked the Committee to agree how many days should be paid for handover/shadowing to be paid to Bugle School. The committee felt that it was reasonable for Bugle to allow Mr Nicholls to be released for 3 days and anything over the 3 days can be charged at normal teacher supply rates for a maximum of up to a further 3 days. The Headteacher reported that she had enquired whether the Local Authority had funds to pay for the handover days, sadly their response was no. 	



5.2	<p><u>Non-Teaching Staff</u></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> • A teaching assistant has had to go on sick leave before her maternity leave commences. • The maternity cover has been able to shadow in the class she will be working in when she starts after October half term. • The cook was appointed on a temporary contract since last October, the Governors enquired about performance management, the Headteacher proposed another six-month temporary contract be given and then reviewed by the new Headteacher, the committee APPROVED this proposal, to include performance management. • The caretaker was appointed on a 3-month temporary contract, the Headteacher asked whether a permanent contract with a further 3 month probationary period be issued. This was APPROVED by the Committee; the committee wished the Headteacher to thank the caretaker for his work, the school grounds were already improving in their appearance. • The catering and site team do not currently have performance management at present, it was agreed for this to be introduced and managed effectively. An 'uptake' target could be included in the performance management of the catering staff, and 'Behaviour Targets' can be used for site and catering teams. The Headteacher will liaise with Miss Morton regarding the targets so that they can be set next half term. 	<p>Headteacher</p> <p>Headteacher</p>
6.0	<p><u>Latest Financial Statement dated 17.09.2018</u></p> <p>The report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> • A purchase order has been raised for the pupil laptops. • A governor asked if an invoice has been received for the link corridor yet, the Headteacher confirmed that unfortunately it has not been received, she has done her utmost to try to ensure that the invoice is produced. The committee was amazed that the invoice had not been received and the effect on the management accounts. The Headteacher had presumed it was because the snagging list has not been completed, however she has been told that this is not why the invoice has not been raised. 	
7.0	<p><u>Safeguarding</u></p> <p>The Headteacher reported there have been 8 ViSTs received since the last meeting (three families). The children are being supported by school staff and other agencies.</p> <p>The \$175 feedback has been received and emailed to all governors. The Keeping Children Safe in Education revised document has been circulated to the Governing Board.</p> <p>The Headteacher confirmed that she has still not received any Operation Encompass reports and has reported it to the CAPH Child Protection Steering</p>	



	Group. The Headteacher reminded governors of how Operation Encompass had been very good when introduced.	
8.0	<u>Committee Chair's Report</u> Nothing to report.	
9.0	<u>Date for next Finance and Personnel Committee meetings</u> <ul style="list-style-type: none"> • Tuesday 12th February, 2019 at 4.30 pm • Tuesday 14th May, 2019 at 4.30 pm <p>The meeting closed at 5.21 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 12th February, 2019.

Signed: **Committee Chair**
Mrs Karen Singleton

Dated: **Tuesday 12th February, 2019**