

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 18th October, 2016

Clerk to Finance & Personnel Committee - Linda Cackett

Typed: 19.10.2016

Approved for circulation: 21.10.2016



FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

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| School: | Nanpean CP School |
| Quorum: | 3/4 |
| Chair: | Mrs Karen Singleton |
| Clerk: | Mrs Linda Cackett |
| Date of meeting: | Tuesday 18th October, 2016 at 4.30 pm |
| Venue: | Nanpean School – Staffroom |

Attendance:

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

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| 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. | |
| 3.0 | <u>Minutes of previous committee meeting – Thursday 21st April, 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 4.1 - Capability Policy</u> Mr Marsh was invited to join the Appeals Panel and had agreed. | |
| 3.2.2 | <u>Item 4.3 – Staff Absence Policy</u> The Headteacher reported that the teaching assistants being trained to be a HLTA would be paid when they qualify as a HLTA. She had carried out observations which allowed governors to approve them to be paid at the higher pay scale. All support staff will now have performance management. | |
| 3.2.3 | <u>Item 7.0 – 2016/2017 Budget</u> The Headteacher confirmed that the budget had been submitted to the | |



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| | Local Authority. The 1% pay rise has been submitted to the Local Authority. A governor asked whether the school had been subject to a capping policy, the Headteacher confirmed that the school had and she has completed the paperwork to have the money returned and she has provided the supporting evidence. | |
| 4.0 | <u>Policies Review and Update</u> | |
| 4.1 | <u>Asset Management Policy</u> The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption. The school has adopted the Parago Asset Management System. | |
| 4.2 | <u>Lettings and Rates</u> The policy and rates to be charged were circulated prior to the meeting. They were reviewed and APPROVED for adoption. The Headteacher was challenged whether there would be cost implications for unlocking/locking. The Headteacher replied that if it was for one hour a loss would be made but the Secretary carries out the unlocking/locking now rather than Cormac which reduces the loss. A small profit is made for lettings longer than an hour. The rates were considered and agreed comparable with other schools. | |
| 4.3 | <u>Petty Cash Policy</u> The policy was circulated prior to the meeting. The Committee Chair asked how petty cash is monitored, the Headteacher confirmed that it would be covered under SFVS and the county finance audit. It was agreed that the Committee Chair would monitor it on an annual basis also. It was reviewed and APPROVED for adoption. | Committee Chair |
| 4.4 | <u>School Support Staff Performance Management Policy</u> The policy was circulated prior to the meeting. The Committee Chair asked who the Headteacher would delegate responsibility to, the Headteacher replied that it was now more formal and the SLT have been delegated the responsibility. A governor asked how the Headteacher would moderate the SLT's performance management of support staff, the Headteacher confirmed that she would oversee all paperwork and be involved. She was then asked whether the support staff had been informed, the Headteacher confirmed that it was discussed in a TA meeting and they had received correspondence by the Local Authority also. It was agreed that you can only moderate with another school if they had the same policy, therefore it was agreed to remove the paragraph on page 8 regarding this. It was reviewed, amended as agreed and APPROVED for adoption. | |
| 4.5 | <u>Shared Parental Leave Policy</u> The policy was circulated prior to the meeting. Governors discussed the implications of this policy, there is no official legal right for the employer to | |



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| | check with the other person's employer if they are off. A member of staff can change the period three times, it also could mean working during school holidays and not working during term time. It was reviewed and APPROVED for adoption. | |
| 5.0 | <u>Staffing</u> | |
| 5.1 | <u>Teaching Staff</u> There will be an in-year deficit due to the new class structure. There is only one full class of 30 pupils, however all classes have a full time teacher and teaching assistant. There are only 2 children with a Statement/EHCP who have one to one support. The school has advertised for a temporary teacher for maternity cover and a temporary teaching assistant because one is on long term sick leave. The Committee Chair asked whether sick and maternity leave has been budgeted for. The Headteacher confirmed that at present the Local Authority pays maternity pay and insurance cover pays for sick leave. Interviews for both posts are taking place tomorrow. | |
| 5.2 | <u>Non-Teaching Staff</u> The Committee Chair felt that there was a lot of new members of staff and that it would be good to have a joint governor/staff event. The Headteacher confirmed that there is joint data training on 25th January, 2017 at 3.30-5.00 pm. Discussion followed regarding how a social event of sorts could be organised to help the relationship between staff and governors. It was agreed that an event around Christmas could be beneficial and would give the Chair the opportunity to thank staff. The Headteacher agreed to contact the Chair to ask her thoughts. | Committee Chair |
| 6.0 | <u>Latest Financial Statement dated 26.09.2016 & 07.10.2016</u> The latest statements were circulated prior to the meeting: It was further noted that: <ul style="list-style-type: none"> Any queries in the September report had been ironed out in the October report. A governor asked what the payroll error was, the Headteacher explained that a teacher was massively overpaid, an error made by payroll. A massive expenditure on the English budget was due to a much needed expenditure of £5,000 on books for EYFS/KS1. Governor expenses was overspent but this was due to an error; the cost of governor training should have been taken from the CPD budget not governor expenses. | |
| 7.0 | <u>Finance Audit Report and Action Plan</u> The Audit Report and Action Plan were circulated prior to the meeting. The audit took place on 23 rd June 2016. It was noted that: <ul style="list-style-type: none"> The audit was extremely positive but the report can be read | |



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| | <p>negatively due to the unusual terminology used. The Headteacher has incorporated additional points in her own Action Plan.</p> <ul style="list-style-type: none"> • The Committee Chair asked whether the Purchasing Policy and Debt Management Policy have been implemented. The Headteacher confirmed that there is now a cash flow report which is reviewed regularly prior to an event going ahead. The Purchasing Policy and Debt Management Policy will be tabled at the next committee meeting. • It was asked whether the Private School Account had been closed, the Headteacher confirmed that as yet it had not been due to an increased workload over the summer holiday. The Headteacher agreed to action the account closure. • The Committee Chair agreed to carry out mini-audits to review the finance action plan, this could include monitoring the use of Petty Cash. She will arrange a meeting with Miss Dash to arrange. | <p>Clerk/ Headteacher</p> <p>Headteacher</p> <p>Committee Chair</p> |
| 8.0 | <p><u>Pupil Premium</u></p> <p>The Headteacher reported that following the ransomware attack she has now recreated the 'actual expenditure' report which she circulated at the meeting. The Committee felt it was a very detailed document. The Pupil Premium children did better than non-pupil premium children in reading and writing in KS1. It is now referred to as 'diminishing the difference' and no longer 'narrowing the gap'. The Headteacher explained the 'background' issues behind the KS2 results. She felt that it was amazing that the Pupil Premium achieved higher results in writing in KS2.</p> <p>The anticipated Pupil Premium funding for 2016/17 is £52,320 and additional expenditure will be Speech and Language Therapy Courses and Educational Psychologist input.</p> | |
| 9.0 | <p><u>Primary Sports Funding</u></p> <p>The Primary Sports Funding (Actual) Report was also circulated at the meeting. The Total SPG received was £8,460 and Total SPG Expenditure was £9,476. After discussion it was agreed that the charges for the holiday club should remain the same as it gives pupils great opportunities.</p> | |
| 10.0 | <p><u>Safeguarding</u></p> <p>The Headteacher reported that there had been 1 ViST during the summer holiday.</p> <p>The Section 175 return was looked at by the Health & Safety Committee and the report was overwhelmingly positive.</p> <p>The Headteacher is spending a great deal of time supporting vulnerable pupils this term.</p> | |



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| 11.0 | <u>SFVS – School Financial Value Standard</u> The SFVS is in draft form to be ratified at the January meeting. | |
| 12.0 | <u>Committee Chair's Report</u> | |
| 12.1 | <u>Breakfast Club</u> The Headteacher reported that currently the pre-school offers breakfast club and after school club provision. A parent had approached the Headteacher expressing concern at their charges. The Headteacher confirmed that the pre-school have now reviewed their charges and procedures and have made sessions more affordable to parents. The committee were pleased that the changes had been reviewed. | |
| 13.0 | <u>Date for next Finance and Personnel Committee meeting</u> <ul style="list-style-type: none"> • Tuesday 31st January, 2017 at 4.30 pm • Tuesday 9th May, 2017 at 4.30 pm <p>The meeting closed at 5.51 pm.</p> | |

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 31st January, 2017.

Signed: **Committee Chair**
Mrs Karen Singleton

Dated: **Tuesday 31st January, 2017**