

# Nanpean Community Primary School



## Minutes

### Finance & Personnel Committee Meeting

**Tuesday 15<sup>th</sup> May, 2018**

Clerk to Finance & Personnel Committee - Linda Cackett

Typed: 15.05.2018

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## FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>3/4</b>
<b>Chair:</b>	<b>Mrs Karen Singleton</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 15<sup>th</sup> May, 2018 at 4.30 pm</b>
<b>Venue:</b>	<b>Nanpean School – Melbur Classroom</b>

### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mr Andy Edmonds – Co-opted	<b>Yes</b>			<b>P</b>
Mr John Sibley – Local Authority	<b>Yes</b>			<b>Ap</b>
Mrs Karen Singleton – Committee Chair - Chair	<b>Yes</b>			<b>P</b>
Mrs Carly Wicks – Headteacher	<b>Yes</b>			<b>P</b>
Mrs Gaynor Edwards – LFS Team Leader				<b>P</b>
Mrs Jenny Winn – LFS Management Accountant				<b>P</b>
Mrs Linda Cackett			Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Welcome and consideration of consent for absence</u></b></p> <p>Apologies were received, considered and accepted from Mr Sibley.</p>	
<b>2.0</b>	<p><b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b></p> <p>Mr Edmonds declared an interest in Item 8.0 and the Clerk also due to providing services to the school via Brannel School and Cackett Clerking Services respectively.</p>	
<b>3.0</b>	<p><b><u>Budget Setting 2018/2019 – Gaynor Edwards</u></b></p> <p>Mrs Edwards presented the budget to the committee, it was noted that:</p> <ul style="list-style-type: none"> <li>The budget funding statement was circulated to the committee for their information and was explained in detail.</li> <li>The Headteacher asked why there were no EAL pupils, Mrs Edwards explained that it was based on the October census, the Headteacher confirmed that there was one at that time. Mrs Edwards agreed to investigate further and report back.</li> <li>Mrs Edwards stressed the importance of free school meals being applied for as the funding for IDACI factors has been reduced.</li> <li>The report was explained in detail, it was agreed by Schools Forum for the lump sum in schools to be £110,000 within three years.</li> <li>The minimum and maximum funding rates per pupil were explained.</li> <li>The contingency contribution was explained, secondary schools are no longer contributing as from April, 2018.</li> </ul> <p>4.47 - 4.49 pm - Mr Edmonds left the meeting.</p> <ul style="list-style-type: none"> <li>The revised budget booklet was circulated to the committee.</li> <li>Pupil Premium funding has increased.</li> </ul>	Mrs Edwards

- ## 2018/2019 Budget

Capital Brought Forward	£	0
Income	£	(5,800)
Expenditure	£	5,800
Total Carry Forward	£	0

The revised budget tabled at the meeting resulted in the carry forward being £91,474 as opposed to £ 95,805.

5.00 pm – Mrs Edwards and Mrs Winn left the meeting.



<b>4.0</b>	<b><u>Minutes of previous committee meeting – Tuesday 6<sup>th</sup> February, 2018</u></b>	
<b>4.1</b>	<b><u>Approval</u></b>  The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting.	
<b>4.2</b>	<b><u>Matters Arising – not already on the agenda</u></b>	
<b>4.2.1</b>	<b><u>Item 5.2 – Non-Teaching Staff</u></b>  The Headteacher reported that she had sourced a new maintenance man to carry out repairs, GM Services will be contracted when required. The Caretaker post has been re-advertised as a caretaker/cleaner position. A cleaner has recently resigned therefore there are currently two cleaner positions available. Advertising costs were reduced by putting both the caretaker and cleaner posts on one advert. Interested parties have been contacted to inform them of the application process.	
<b>4.2.2</b>	<b><u>Item 6.0 – Latest Financial Management Statement dated 22.01.2018</u></b>  The Headteacher reported that the £668 had been spent due to a purchase order been raised prior to the advert.	
<b>4.2.3</b>	<b><u>Item 7.0 – Finance Action Plan</u></b>  The Chair reported that she will carry out a mini audit with the School Secretary this term.	Chair
<b>4.2.4</b>	<b><u>Item 9.0 – Safeguarding</u></b>  The Headteacher confirmed that the booklet produced by the NSPCC had been circulated to all governors via the Clerk.	
<b>5.0</b>	<b><u>Policies Review and Update</u></b>	
<b>5.1</b>	<b><u>Capability Procedure</u></b>  The Capability Procedure was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. A governor asked if staff had been consulted, the Headteacher confirmed that she would now that the policy had been approved.	Headteacher
<b>5.2</b>	<b><u>Performance Management Policy 2018</u></b>  The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.	
<b>5.3</b>	<b><u>Whole School Attendance Policy – Staff Sickness 2018/2019</u></b>  The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. The policy gives more clarity than the previous	



<p>5.4</p>	<p>policy. A governor asked whether consideration had been given to introducing the Bradford Factor. You take the total number of absences and square it and multiply by total number of days absent, it is designed to tackle the staff that take frequent single days off. The Headteacher felt that this was a useful way to approach sickness, it was agreed that this could be an addition for the future.</p> <p><b><u>Whole School Leave of Absence Policy</u></b></p> <p>The policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption.</p>	
<p>6.0</p> <p>6.1</p> <p>6.2</p>	<p><b><u>Staffing</u></b></p> <p><b><u>Teaching Staff</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>• The new teacher started on 4<sup>th</sup> April; her first performance management observation is next week; however other monitoring has been positive.</li> <li>• Since the last meeting a new Headteacher has been appointed, she starts on 1<sup>st</sup> September 2018.</li> <li>• The Pay Panel will be meeting at the end of the summer term re: pay progressions.</li> </ul> <p><b><u>Non-Teaching Staff</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>• A third TA is being assessed for her HLTA status in June 2018.</li> <li>• The advert has gone live for the Caretaker/Cleaner posts.</li> <li>• Catering Assistant has also resigned, other staff have increased their hours on a temporary basis. A governor asked if there was a need to recruit if the increasing of hours has worked, the Headteacher did not feel they were keen to continue with the increased hours. At the busiest times it does work more effectively with three members of staff.</li> <li>• One teaching assistant is going on maternity leave in November, this temporary cover post will need to be advertised at the start of the autumn term.</li> </ul>	
<p>7.0</p>	<p><b><u>Latest Financial Statement dated 13.03.2018</u></b></p> <p>The report was circulated prior to the meeting. Nothing further to report – See agenda item 3.0.</p>	
<p>8.0</p>	<p><b><u>Contracts Review</u></b></p> <p>The updated contracts list was circulated prior to the meeting. It was noted that:</p> <ul style="list-style-type: none"> <li>• Student Welfare Support is invaluable from Brannel School, the response is superb, monthly short meetings are very effective.</li> <li>• IT support has not been as smooth as previous years, the Headteacher has emailed Brannel regarding next year.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Parago Asset Management to capture all assets in the school needs to be kept updated.</li> <li>• School Improvement, the Headteacher strongly recommended to continue with Alison Cogher.</li> <li>• Recycling contract was changed last year.</li> <li>• Grounds maintenance contractors were new last year and offered an improved service.</li> </ul>	
<b>9.0</b>	<p><b><u>Benchmarking</u></b></p> <p>Benchmarking information was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• A governor asked whether the school look at its Efficiency Decile, it can be found at the DfE website. The most efficient school is 1 and the least 10, Nanpean is graded 3. It is based on 2015/16 factors but the 2016/17 statistics should become available within the next few days.</li> </ul>	
<b>10.0</b>	<p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported there have been 7 ViSTs received since the last meeting (two families), the children are being supported by school staff and other agencies.</p> <p>The Section 175 Return needs to be submitted by 30<sup>th</sup> June 2018; it has been slimmed down slightly. The Headteacher has already met with the Safeguarding Governor to discuss the content and will be meeting with her again prior to final submission.</p>	
<b>11.0</b>	<p><b><u>Committee Chair's Report</u></b></p> <p>The Chair reported that she had been emailed by the new Headteacher regarding a drama teacher being introduced at the school. The drama teacher would attend one day a week for a fixed term contract of one year. A governor was aghast at the one-day charge of £275 for 35 weeks – equating to a post in school! The school spends its pupil premium effectively and fully spends it on CPD, intervention etc.</p> <p>A governor suggested that the new Headteacher be invited to attend a governors meeting with SLT present. After discussion it was agreed that planning for change is important, and at that meeting key priorities for the Autumn term would be identified – Thursday 12<sup>th</sup> July at 3.30 pm, the meeting will be an Extraordinary Governors Meeting. The Chair was pleased to inform that she is now being allowed up to 24 days paid leave a year to fulfil her governor duties.</p>	
<b>12.0</b>	<p><b><u>Date for next Finance and Personnel Committee meetings</u></b></p> <ul style="list-style-type: none"> <li>• Tuesday 9<sup>th</sup> October, 2018 at 4.30 pm</li> <li>• Tuesday 12<sup>th</sup> February, 2019 at 4.30 pm</li> <li>• Tuesday 14<sup>th</sup> May, 2019 at 4.30 pm</li> </ul> <p>The meeting closed at 6.07 pm.</p>	



These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 9<sup>th</sup> October, 2018.

Signed: ..... **Committee Chair**  
**Mrs Karen Singleton**

Dated: **Tuesday 9<sup>th</sup> October, 2018**