

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Thursday 21st April, 2016

Clerk to Finance & Personnel Committee - Linda Cackett

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FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

School:	Nanpean CP School
Quorum:	3/4
Chair:	Mrs Kizzy Udy
Clerk:	Mrs Linda Cackett
Date of meeting:	Thursday 21st April, 2016 at 4.30 pm
Venue:	Nanpean School – Staffroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Ms Carly Marsden – Headteacher	Yes			P
Mrs Kizzy Udy – Co-opted – Chair of Governing Board	Yes			P
Mr Andy Edmonds – Co-opted	Yes			P
Mr Brett Marsh – Parent	Yes			Ap
Mrs Linda Cackett			Clerk	P

1.0	<p><u>Welcome and consideration of consent for absence</u></p> <p>The Chair welcomed governors to the meeting. Unfortunately, the Clerk had not included Mr Marsh in the circulation as she had not realised that he had been allocated to the committee, she would e-mail and apologise and send him all the paperwork.</p>	Clerk
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Minutes of previous committee meeting – Thursday 4th February, 2015</u></p>	
3.1	<p><u>Approval</u></p> <p>The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.</p>	
3.2	<p><u>Matters Arising – not already on the agenda</u></p>	
3.2.1	<p><u>Item 3.2.1 – Belling Trust</u></p> <p>The Headteacher reported that she wanted the invoicing for the New Build completed before moving forward with the grant.</p>	
3.2.2	<p><u>Item 4.3 - Complaints Procedure</u></p> <p>Parents have been signposted to the website.</p>	

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4.5	<p><u>Safer Recruitment Policy</u></p> <p>The policy was circulated prior to the meeting. It was reviewed and APPROVED for adoption.</p>	
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>Staffing</u></p> <p><u>Teaching Staff</u></p> <p><i>See confidential minutes attached</i></p> <p>There are interviews next Thursday for a Year 3 and Year 6 teacher. The Headteacher explained that when the Year 3 vacancy was advertised, 31 applications were received. They were all informed that the school was also recruiting for a Year 6 teacher, applicants were very pleased.</p> <p><u>Non-Teaching Staff</u></p> <p><i>See confidential minutes attached</i></p>	
6.0	<p><u>Latest Financial Statement dated 11.04.2016</u></p> <p>The latest statement was circulated prior to the meeting:</p> <ul style="list-style-type: none"> • The Committee Chair asked about the Curriculum budget, the Headteacher explained that there was a surplus which was for the furniture for the new classrooms, fundraising has also been included. There were not class budgets before, this year they have been trialled. Hendra Class has overspent massively; this was due to having to buy all new stationary and resources, including a new 'home corner'. Prosper Class had taken a lot of the resources from the old Hendra Class so they have underspent. • The Headteacher commented that CPD is extremely high under employees, this is due to using HLTAs and teaching assistants for class cover and also paying them to run after school clubs. Supply is rarely being used now so this area is underspent. Staff have to complete a CPD evaluation form and there have been costly courses attended, e.g. School Business Management, SEN Accreditation, and HLTA training. • A governor asked when the last time the staff absence insurance was claimed against. The Headteacher explained that there had been one claim in 3 years but had to be taken out due to the risk of a member of staff going off for a long time and HLTAs could not be used for class cover on a long term basis. 	
7.0	<p><u>2016/2017 Budget</u></p> <p>The draft budget had been circulated prior to the meeting. The Committee Chair asked the Headteacher the purpose of the draft budget and how it is produced. The Headteacher explained how the budget is set and what things are taken into consideration, e.g. the previous year's expenditure. The proposed budget presented to governors for approval had been re-drafted many times with the finance bursar to ensure it was accurate.</p>	



	<p>The Headteacher reported that there had been changes made since the discussion at the last Full Governing Board meeting. Pupil numbers and staff retiring had now been added, the school is losing 11 pupils but the budget is factoring in 30. The budget is now looking very healthy and does not factor in the large reserves.</p> <p>2016/2017 Budget</p> <table><tr><td>Total Reserves b/forward from 2015/2016</td><td>£ 190,773</td></tr><tr><td>Total Funding/Income 2016/2017</td><td>£ 681,748</td></tr><tr><td>Total Expenditure 2016/2017</td><td>£ 798,702</td></tr><tr><td>Projected Remaining Reserve Balance</td><td>£ 239,819</td></tr><tr><td>Total Revenue Reserves 2016/2017</td><td>£ 73,819</td></tr><tr><td>Total Capital Reserves Carry Forward 2016/17</td><td>£ 0</td></tr><tr><td>Total carry forward 2016/2017</td><td>£ 73,819</td></tr></table> <p>A governor raised his concern about the apparent in-year deficits. The Headteacher explained that due to going single form entry and having some class sizes of only 15/17 pupils, there was bound to be an in-year deficit. However, the school will not have an overall deficit due to its reserves. The school is also expecting a significant rise in pupil numbers, which have not been factored in fully. She is hoping that there will be less of an in-year deficit each year due to this rise in pupil numbers.</p> <p>A governor asked why the possibility of a 1% pay increase for teachers was not incorporated, the Headteacher explained that there are several teaching staff on M6 already who are unlikely to progress to UPS. The 1% was discussed as it would wipe out the reserves in year 2. A governor commented that it is clear that the school is run as a very tight ship. The Headteacher replied that she is confident about the budget set, all the lines had been allocated generously with a 2% increase for many services. She felt that everything will balance out and the proposed budget will not be an issue. Mr Edmonds proposed the budget, it was seconded and was APPROVED for submission to the Local Authority.</p>	Total Reserves b/forward from 2015/2016	£ 190,773	Total Funding/Income 2016/2017	£ 681,748	Total Expenditure 2016/2017	£ 798,702	Projected Remaining Reserve Balance	£ 239,819	Total Revenue Reserves 2016/2017	£ 73,819	Total Capital Reserves Carry Forward 2016/17	£ 0	Total carry forward 2016/2017	£ 73,819	Headteacher
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8.0	<p><u>Internal Finance Audit</u></p> <p>The internal audit report was circulated prior to the meeting. Miss Dash had completed the audit as part of the School Business Management Certificate that she is currently undertaking. The Committee Chair asked how quotations could be evidenced, the Headteacher explained that she often gets quotes below the level set. A governor asked how cheque signatories are evidenced, the Headteacher replied that there is a cover sheet for signatories on all cheques.</p>															
9.0	<p><u>Safeguarding</u></p> <p>See confidential minutes attached</p> <p>The Headteacher is working through the S175 at present, the Safeguarding Governor is meeting with the Headteacher next week to go through the</p>															



	document. It is a very thorough document and the schools return last year received positive feedback from the independent reviewer.	
10.0	<u>SFVS – School Financial Value Standard</u> The SFVS has been submitted by the required deadline.	
11.0	<u>Chair's Report</u>	
11.1	<u>Spending of financial reserves</u> The Headteacher wants to spend some of the reserves for the children currently in the school to benefit from; she had a very positive meeting with SchoolScapes last term about putting in a bid which could take 9 months. She would like to spend £12,000 on a Climbing Ship but a grant could be submitted for £10,000. It will be surrounded by resin bound bark. The committee approved the expenditure. A trim trail has also been quoted for a cost of £11,624, and for an extra £1,600 (£13,200) the resin bound bark could be placed all around the trim trail. The trim trail is not included in the budget and was approved by the committee to be purchased. The trim trail would go this end of the field overlooking the playground and the climbing ship would go in the left corner. It was agreed that both items could be used during the winter and would only need one teaching assistant to supervise which would alleviate a lot of the pressure on the playground with the increase in pupil numbers. A governor asked if there was insurance and the Committee Chair asked about the warranties, the Headteacher confirmed the insurance requirements and warranties as detailed on the quotations. The Headteacher agreed to action the bid for the climbing ship and installation of the trim trail. The Headteacher wished to continue with the internal refurbishment programme, brightening up the corridor areas of the school; the committee agreed. The dictionaries and thesauri had been purchased as agreed at the latest Full Governing Board meeting.	Headteacher Headteacher
12.0	<u>Date for next Finance and Personnel Committee meeting</u> <ul style="list-style-type: none"> • Tuesday 11th October, 2016 at 4.30 pm • Tuesday 31st January, 2017 at 4.30 pm • Tuesday 9th May, 2017 at 4.30 pm <p>The meeting closed at 5.57 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 11th October, 2016.

Signed: **Chair & Committee Chair**
Mrs Kizzy Udy

Dated: **Tuesday 11th October, 2016**