

# Nanpean Community Primary School



## Minutes

### Finance & Personnel Committee Meeting

**Tuesday 14<sup>th</sup> May, 2019**

Clerk to Finance & Personnel Committee - Linda Cackett

Typed: 14.05.2019

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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>Committee Chair:</b>	<b>Mrs Karen Singleton</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 14<sup>th</sup> May, 2019 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>
Mrs Sue Seamarks – Co-opted	<b>Yes</b>			<b>P</b>
Mr John Sibley – Local Authority	<b>Yes</b>			<b>P</b>
Mrs Karen Singleton – Committee Chair – Vice Chair	<b>Yes</b>			<b>P</b>
Mr Matt Nicholls – Headteacher	<b>Yes</b>			<b>P</b>
Mrs Linda Cackett			Clerk	<b>P</b>

<b>1.0</b>	<b><u>Welcome and consideration of consent for absence</u></b>  None, everyone was in attendance.	
<b>2.0</b>	<b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b>  None.	
<b>3.0</b>	<b><u>Minutes of previous committee meetings – Tuesday 12<sup>th</sup> February, 2019 and Tuesday 12<sup>th</sup> March, 2019</u></b>	
<b>3.1.1</b>	<b><u>Approval – Tuesday 12<sup>th</sup> February, 2019</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>3.1.2</b>	<b><u>Approval – Tuesday 12<sup>th</sup> March, 2019</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>3.2</b>	<b><u>Matters Arising – not already on the agenda – Tuesday 12<sup>th</sup> February, 2019</u></b>	
<b>3.2.1</b>	<b><u>Item 3.2.1 – Finance Action Plan</u></b>  The Committee Chair reported that the audit had taken place on the 28 <sup>th</sup> March, a report will be presented at the Full Governors Meeting.	Committee Chair
<b>3.2.2</b>	<b><u>Item 4.3 – School Support Staff Performance and Development Policy</u></b>  The Headteacher reported that Safer Recruitment training will be purchased shortly this term.	



3.2.3	<b><u>Item 6.0 – Latest Financial Statement dated 22.01.2019</u></b>	
	Mrs Watts was unfortunately unable to attend the meeting on the 25 <sup>th</sup> February with the Management Accountant but had met with her on the 12 <sup>th</sup> March.	
3.2.4	<b><u>Item 8.0 – SFVS – Schools Financial Value Standard</u></b>	
	The Clerk confirmed that she had circulated information how to compare finances between other schools. The SFVS had been completed by the required deadline and submitted to the Local Authority, a copy had been circulated to the committee prior to the meeting. Benchmarking is an agenda item at this meeting.	
3.2.5	<b><u>Item 9.0 – School Meals and Trip Report for Governors</u></b>	
	The Headteacher confirmed that outstanding dinner money is being chased and some has already been paid. Outstanding debts will continue to be chased by the school.	
3.3	<b><u>Matters Arising – not already on the agenda – Tuesday 12<sup>th</sup> February, 2019</u></b>	
3.3.1	<b><u>Item 4.0 – Budget 2019/2020</u></b>	
	The £545 line was addressed when setting the budget.	
3.3.2	<b><u>Item 5.0 – Committee Chair's Report</u></b>	
	The Management Report and committee minutes were circulated to all governors for the Full Governing Board meeting.	
4.0	<b><u>Policies Review and Update</u></b>	
4.1	<b><u>Petty Cash Policy</u></b>	
	The Petty Cash Policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. The committee agreed that it was a clear and concise policy.	
4.2	<b><u>Asset Management Policy</u></b>	
	The Asset Management Policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. Miss Dash has completed an annual audit last week and Parago has been purchased again for a further year.	
5.0	<b><u>Staffing</u></b>	
5.1	<b><u>Teaching Staff</u></b>	
	The Headteacher reported that: <ul style="list-style-type: none"> <li>• Staff have been informed of their year groups for 19/20, all the difficult conversations went well.</li> </ul>	



	<ul style="list-style-type: none"> <li>• Roles and responsibilities are being addressed this term, the huge disparity between staff responsibilities are being addressed.</li> <li>• The school still expects to lose two HLTA's, in terms of the budget losing the two members of staff the budget is £9,000 more regarding staffing due to incremental and living wage based pay increases.</li> <li>• Staff are happy with their new year groups/classes, conversations went very well. Hopefully it will not happen again next year, however it is good to change things every few years moving forward.</li> </ul>	
<b>5.2</b>	<p><b><u>Non-Teaching Staff</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>• A big change around of the teaching assistants has taken place for September.</li> <li>• Appointment of TA for 0.4 contract needs to take place however if either of the HLTA's that are due to leave change their mind the advert is not being placed until resignations are received.</li> </ul>	
<b>5.3</b>	<p><b><u>TA Pay Ranges</u></b></p> <p>The teaching assistant's salary scales were circulated prior to the meeting, the school is advised to adopt the new pay ranges, this was <b>APPROVED</b> by the committee.</p>	
<b>5.4</b>	<p><b><u>Catering Staff</u></b></p> <p>The Headteacher previously reported a loss in the catering line, however this term catering is running at a profit. However, one member of staff has said that she wishes to go back to Chartwells. The Headteacher then had another conversation with another member of staff who wishes to find a job with more working hours. The school therefore feels now that the best solution would be to go back to Chartwells or an alternative catering supplier, <b>the Committee Chair asked what would happen to the staff, the Headteacher confirmed that they would be TUPE'd across.</b> Miss Dash has contacted companies to meet with the school to ensure 'Best Value'. This would mean that the meals would still be cooked on site but the school would appoint the staff. <b>The Committee Chair asked whether it would have an impact on the school budget, the Headteacher confirmed that it would not, the school has to have a minimum of 16 paid dinners per day, after you take away the UIFSM's and FSM's the school would struggle to make a profit.</b> After a lengthy discussion it was <b>APPROVED</b> for the Headteacher to find a suitable company to provide catering for the school.</p>	Headteacher
<b>5.5</b>	<p><b><u>Cleaning Staff</u></b></p> <p>The Headteacher reported that no applications have been received, the reason perhaps is due to the working start time of 5.00 am. The vacancy will be re-advertised however if no applications are received again then it will be re-advertised to a larger audience. Further consideration might have to be given regarding timings if no interest is shown.</p>	Headteacher



6.0	<p><b><u>Latest Financial Statements dated 12.03.2019 and 08.05.2019</u></b></p> <p>The reports were circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> <li>• The reports are up to date, after the latest payroll.</li> <li>• The end figure of £80,000 was as predicted.</li> </ul>	
7.0	<p><b><u>Benchmarking</u></b></p> <p>Benchmarking data was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>• The school was higher than others in some areas and lower in others, however it is important to be aware that schools often code things to different budget lines which makes comparison difficult.</li> <li>• It evidences that a huge amount of the budget is spent on staffing.</li> <li>• <b>The Committee Chair reminded the Committee that in the past she had dealt with a request to move to UPS which required evidence to be produced and asked whether this still happens. The Headteacher confirmed that a teacher requires to evidence in detail to go onto UPS 1 and one impact is required to be evidence. To move from UPS 1 to UPS 2, two impacts are required, UPS 2 to UPS 3, three impacts required. The committee <b>APPROVED</b> that this should play a part in performance management targets. The Committee Chair asked how staff can be motivated, the Headteacher explained that it is through performance management and if difficult conversations are required then they will take place.</b></li> </ul>	
8.0	<p><b><u>Approval of 2019/2020 Budget</u></b></p> <p>The 2019/2020 Budget was circulated prior to the meeting, a few additional amendments had been made since the last meeting. All schools are having the same issues when setting their budgets this year. Cornwall is funded at the 109<sup>th</sup> level of 119 authorities. 25 pupils will be in Reception in September, the school will set up a sports academy once a half term, the aim will be for Nanpean to be showcased. The Headteacher has received two enquiries this week for pupils to join the school. The committee felt that raising the profile of the school should promote the school in the community. A 'Speech Festival' is also going to take place and once again this will raise the profile of the school. The Headteacher was pleased to report that indicative numbers are on the rise.</p> <p><b>The Committee Chair suggested other preschools to be invited to summer fayres, this was agreed a positive idea.</b> The Committee Chair did not wish to add to the Headteacher's workload e.g. facilitating a car boot, however it would be sensible to promote more the events already taken place. The Committee felt that the school does have some wonderful facilities and needs to make the public aware of them. It was agreed that leaflets could be produced for Dr's Surgeries and Health Centres, using pupils to promote the school could also prove worthwhile.</p>	Headteacher



9.0	<p><b><u>Performance Related Pay Policy – Data Targets</u></b></p> <p>The Headteacher reminded the committee that he felt that it was dangerous to give numerical data targets during setting performance management targets. He suggested the addition of 'Staff/teachers are aware of previous data and expected data and outcomes of all children and ensure that children are on target to make <b>at least</b> the expected progress', somewhere in their performance management targets.</p>	
10.0	<p><b><u>School Meals and Trips report for governors – May 2019</u></b></p> <p>The report was circulated at the meeting, apologies were given however it changes on an almost daily basis, it was further noted that:</p> <ul style="list-style-type: none"> <li>• Due to a mini bus being borrowed free of charge, therefore the coach hire was not paid out on the trip report.</li> <li>• Swimming – only 50% of pupils in KS2 are paying at present. <b>The Committee Chair commented that EPay is good but perhaps parents need reminding to pay online. The Headteacher agreed to add to this weeks newsletter.</b> It was felt that there is not a way of paying via the app on the mobile phone.</li> <li>• The residential trip is now having payments made, there is no option to not pay for the residential. Payment has to made in full at least a month before, there is a waiting list of 3 pupils.</li> </ul>	
11.0	<p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported that:</p> <ul style="list-style-type: none"> <li>• No ViSTs have been reported, however Governor Services have checked the system and this has now been confirmed.</li> </ul>	
12.0	<p><b><u>Committee Chair's Report</u></b></p> <p><b>The Committee Chair asked whether money had been secured from the Parish Council for laptops, the Headteacher confirmed that he did not think the meeting has taken place to confirm the funding.</b> Hopefully there will be positive news shortly.</p> <p>The Headteacher commented that Miss Dash and himself have found funding available regarding the community hall etc.</p>	
12.3	<p><b><u>Dates for next Finance and Personnel Committee meetings</u></b></p> <ul style="list-style-type: none"> <li>• <b>To be arranged</b></li> </ul> <p>The meeting closed at 5.42 pm.</p>	



These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 8<sup>th</sup> October, 2019.

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

Dated: **Tuesday 8<sup>th</sup> October, 2019**