

Nanpean Community Primary School



Minutes

Finance and Personnel Committee Meeting

Tuesday 15th June, 2021

Circulation List:

Mr M Nicholls, Headteacher
Mrs B Tucker, Co-opted (Staff) Governor
Mr R Green, Committee Chair, Co-opted Governor
Mrs L Watts, Chair, Co-opted Governor
Mr B Marsh, Co-opted Governor

Clerk to Finance and Personnel Committee – Linda Cackett

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FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

School:	Nanpean School
Quorum:	3 - (5 Governors in Committee)
Committee Chair:	Mr Roger Green – Co-opted Governor
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 15 th June, 2021 at 4.30 pm
Venue:	Virtual meeting facilitated by Zoom online platform

Attendance:

Name:	Governor	Other (please state)	Present/ Apologies/ Absent
Mr Matt Nicholls – Headteacher	Yes		P
Mrs Bryony Tucker – Co-opted (Staff) Governor	Yes		P
Mr Brett Marsh – Parent Governor	Yes		P
Mr Roger Green – Committee Chair - Co-opted Governor	Yes		P
Mrs Lee Watts – Chair – Co-opted Governor	Yes		P
Mrs Linda Cackett – Independent Clerk	No	Clerk	P

1.0	<u>Apologies and consideration of consent for absence</u> There were none, as 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 last Finance and Personnel Committee Meeting held on 12.05.2021</u>	
3.1	<u>Approval</u> The minutes of the last committee meeting were circulated prior to the meeting, they were APPROVED as a true record of the meeting by the committee.	
3.2	<u>Matters Arising not on the Agenda</u>	
3.2.1	<u>Item 4.0 – Budget relating staffing implications</u> The Headteacher confirmed that he had investigated whether catering could run at a profit, the only profit was £800 in a previous year. However, the take-up of paid school meals is low. The School Council have asked for better vegetarian options and to have 'theme days' for meals. The Headteacher is going to speak with Caterlink. The Chair asked the cost of school meals, it was confirmed currently it was £2.30 but the school has to liaise with Caterlink if the school wishes to change or increase the charge. The Committee Chair suggested ice cream and lollies be available to sell to pupils and staff after school on a Friday when normality returns. The Headteacher replied that the Parents Association (Friends Association of Nanpean School, FANS) had in the past undertaken this and it is something the school will undertake again when guidance allows.	Headteacher



3.2.2	<p>The Headteacher apologised that he had not investigated about the school facilitating the holiday clubs, after school clubs etc. He confirmed that it was something that could be done if staff were available to run them, there might be insurance implications. The Committee Chair felt that the incinerator fund could fund some type of provision, the Headteacher replied the school has one bid in at present for the library and only one bid, he thought, was allowed at one time. Another governor suggested the parent group might be able to put their own bid in. This was agreed, if not approved the paperwork would be in place to apply once again.</p> <p><u>Item 6.0 – Committee Chair's Report</u></p> <p>The Headteacher confirmed that he had notified the staff following the last meeting, the Chair had attended the meeting also.</p>	FANS/ Headteacher
4.0	<p><u>Policy Reviews and Updates</u></p> <ul style="list-style-type: none"> • Allegations Against Staff Policy 2021 • Staff Discipline and Grievance Policy 2021 <p>The two policies were circulated prior to the meeting, reviewed, and APPROVED for adoption by the Committee.</p>	
5.0	<p><u>Staffing Updates</u></p> <p>5.1 <u>Teaching Staff</u></p> <p>The Headteacher reported that Mr Barritt will be leaving Nanpean at the end of the academic year to become the Deputy Headteacher at Kea School, near Truro. The Committee wished the Headteacher to pass on their congratulations and thank him for what he has done for the school.</p> <p>5.2 <u>Non-Teaching Staff</u></p> <p>Mr Bacon is leaving his position and becoming an electrician apprentice, he enjoys working at the school and will be sad to leave but has chosen a career change. The Committee wished the Headteacher, once again, to pass on their congratulations and thank him for what he has done for the school.</p> <p>The Headteacher reminded the Board of the Teaching Assistant who had a year out of school for family reasons in Spain. She has returned to Cornwall and has asked whether she could be re-appointed. The Committee agreed that it might be setting a dangerous precedent in allowing someone to walk back into a job after leaving a year previously. Also, if the financial situation in the school does change there might be a need in the future for a job to be advertised in the future. A governor asked whether the staff at one stage were not confident in teaching MFL, the Headteacher replied that a scheme had been purchased due to this factor to try to address this issue. The Committee Chair suggested that the Headteacher approach the local secondary schools who might have someone who wishes to teach MFL at primary level. The Headteacher added that SCITT might also have students available proficient in a language. He himself has certificates to teach French</p>	<p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher</p>



<p>5.3 <u>Catering Staff</u></p> <p>5.4 <u>Cleaning Staff</u></p>	<p>and German in schools. The Committee Chair also suggested that the pupils could be emersed in MFL one week a term for example.</p> <p>The Cook has been absent, due to a minor operation, but Caterlink provided cover so there were no issues. The Headteacher was pleased to report that the Cook has since returned back to work.</p> <p>The Caretaker has been informed that his contract reverts to his original 16 hour contract from September.</p>	
<p>6.0</p>	<p><u>Last Financial Management Report dated 10.06.2021</u></p> <p>The latest financial management report, dated 10.06.2021, was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> • Not far through the financial year at present so not easy to forecast. • The Committee Chair asked whether the Month 13 report, for the last financial year, had been received, the Headteacher replied that he had received it and would circulate it after the meeting, he had found no issues with the report. 	<p>Headteacher</p>
<p>7.0</p>	<p><u>2021/2022 Budget Submission</u></p> <p>The budget has been amended and all TA's are reverting to their original hours and Mr Bacon has been removed, it made a difference of £600. The Chair asked whether any funds could be moved to increase the staff training budget line. The Headteacher replied that training was costing less at present as virtual. The Committee Chair added that there might be additional Covid funding promised by the government, some of the additional funding could be put into staff training. The Headteacher agreed that the additional funding promised could be used for staff training. In view of staffing changes the balanced budget was approved and submitted and accepted. There have now been changes (due to staffing changes). However, as the budget is a balanced budget the school wishes to remain with 7 classes but reduce to 6 classes next year. There will no longer be a need for redundancy for teaching or non-teaching staff based on current pupil numbers and Government funding. The children had a terrible and disruptive year, the committee agreed that they would benefit in remaining in small classes for a further year.</p>	
<p>8.0</p> <p>8.1</p>	<p><u>Updates – Finance and Personnel Related</u></p> <p><u>Sports Premium</u></p> <p>The Headteacher reported that there had not been a lot of changes since the last Full Governing Board Meeting. A governor asked about any unspent funding. The Clerk reminded the Committee that there is no carry forward allowed this year and the funds all need to be spent by 31st August, 2021. It had not been confirmed whether it exist next year as there are rumours that it</p>	



<p>8.2 <u>Pupil Premium</u></p> <p>8.3 <u>Covid Recovery Grant</u></p>	<p>might be paid directly to teaching schools. The Headteacher replied that pupils were attending Intensive Swimming and the funds will be spent.</p> <p>The Headteacher reported that there had not been a lot of changes since the last Full Governing Board Meeting.</p> <p>The Headteacher reported that there had not been a lot of changes since the last Full Governing Board Meeting.</p> <p>The Committee Chair commented that it is quite extraordinary that all staff had been heroic in keeping schools open these past 15 months and were still expected to evidence their expenditure of grants and funding given to schools to this level of detail and complexity.</p>	
<p>9.0 <u>Committee Chair's Report</u></p>	<p>Yesterday, the Headteacher had received several questions from one member of staff who said that they were speaking for a number of staff ranging in topics from historical financial matters to PPA to redundancy process etc. The Committee agreed that the Board needs to know from whom the questions are from when the questions are forwarded to the Full Governing Board.</p> <p>The Chair asked how many staff the questions were from, the Headteacher could not really confirm. He felt that everything in school is done for the children, staff are clearly anxious at the moment and perhaps the best thing to do is to give a reassurance that the redundancy process will not be implemented. The Headteacher added that conversations have been had that suggested there is no need for a redundancy process now with the Chair and Committee Chair recently.</p> <p>The Committee Chair asked the Chair about her perception of the questions, she felt that the options available were discussed when the staff met with Gaynor. She suggested that staff are not consulted when staff vacancies are to be advertised. The Headteacher replied that he sends a weekly update to all staff. Normally an advert takes up to 72 hours for a position to be advertised, however this time it went live before staff were informed. A governor asked if the redundancy procedure was going to start how long would it take, the Headteacher replied that if the process started now it would be a push to complete it for Christmas. It is almost a 7/8 month process.</p> <p>Another governor felt that the questions were questioning the professionalism of the Board and that of the Headteacher, it is not unfair to ask questions, but in the right way. He felt that he would always do what is right for the pupils of the school. However, in all of the questions there is no mention of the pupils which is sad.</p>	



	<p>The Committee Chair suggested that the recommendation that no hours will be cut needs to be discussed by the Full Governing Board, it can be alluded to, but the decision must be made by the Full Governing Board. Running the finance of schools is very difficult, the funding is reliant on the numbers on roll and government funding, the staff need to be aware of this. The school might be able to influence numbers on roll but not government funding. Numbers on roll might improve in 12 months, if the governors had gone to 6 classes they would have had to look at the whole package and the support staff might be overstaffed.</p> <p>It was agreed that the Full Board will need to know exactly who they are replying to, advice needs to be sought regarding which questions should be replied to. The initial email reply needs to thank the member of staff for collating staff's views and bringing it to the Committee's attention and let them know that the questions are being taken to the Full Governing Board.</p> <p><i>6.01 pm – Mr Marsh left the meeting – bad internet connection</i></p> <p>The Committee were pleased that there was now a teaching staff governor being appointed, clearly there had been lack of interest in the staff governor appointment since Miss Dash left. Staff should be reassured that they now have a teaching staff governor and non-teaching staff governor in post which they can go to regarding questions/concerns etc.</p>	
10.0	<p><u>Dates for next Finance and Personnel Committee meetings</u></p> <ul style="list-style-type: none"> • Tuesday 2nd November, 2021 • Tuesday 1st March, 2022 • Tuesday 14th June, 2022 <p>The meeting closed at 6.23 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 2nd November, 2021.

Signed: **Committee Chair**
Mr Roger Green

Dated: **Tuesday 2nd November, 2021**