

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 10th October, 2017

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 Karen Singleton
Clerk:	Mrs Linda Cackett
Date of meeting:	Tuesday 10th October, 2017 at 4.30 pm
Venue:	Nanpean School – Headteacher's Office

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Andy Edmonds – Co-opted	Yes			Ap
Mr John Sibley – Local Authority	Yes			P
Mrs Karen Singleton – Committee Chair - Chair	Yes			P
Mrs Carly Wicks – Headteacher	Yes			P
Mrs Linda Cackett			Clerk	P

1.0	<u>Welcome and consideration of consent for absence</u> Apologies were received, considered and accepted from Mr Edmonds.	
2.0	<u>An opportunity to declare any additional business or pecuniary interest/s</u> None.	
3.0	<u>Minutes of previous committee meeting – Tuesday 10th May, 2017</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 3.0 – Budget Setting 2017/2018 – Gaynor Edwards</u> The Headteacher confirmed that the school has now TUPE'd the catering and cleaning staff across during the summer. The school should have three cleaners for the size of the school but only has two, so a cleaner/caretaker will be appointed next term. There was an issue as the cook resigned on the last day of school, Brannel School then provided temporary meals and a temporary cook has now been put in place and cooking is taking place on site again. The Headteacher received an invoice for Brannel's catering service which has been forwarded to the Finance Manager; the school dinner uptake needs to be higher for a profit to be made. A new cook has now been appointed, with 17 years' experience, she will commence after half term.	



3.2.2	<u>Item 5.1 – Freedom of Information Policy - 2017</u>	
	The Headteacher confirmed that a sentence had been added to clarify that she is the Data holder.	
3.2.3	<u>Item 8.0 – Finance Action Plan</u>	
	The Headteacher confirmed that she had numbered the pages and the Clerk had added 'Finance Action Plan' to the agenda each term.	
4.0	<u>Policies Review and Update</u>	
4.1	<u>Charging and Remissions Policy 2017</u>	
	The policy required updating as the school now receives dinner money income. The Committee Chair mentioned that Americanism's are apparent in the policy, the Headteacher agreed to amend along with the wording in Section 10 and the review dates. The policy was circulated prior to the meeting and APPROVED for adoption, subject to the amendments being made.	Headteacher
4.2	<u>Primary Sports Funding Impact Report 2016-2017</u>	
	The Committee Chair asked whether it was a new report, the Headteacher confirmed that it was in a new format and in landscape rather than portrait. The PE lead now creates this report and has included additional information. The report was circulated prior to the meeting, it was reviewed and APPROVED for adoption.	
4.3	<u>Pupil Premium Grant 2016-2017 Actual</u>	
	The report is now being produced by the SENDCo rather than the Headteacher. Last year FSM was being compared with non FSM, this year comparison is made including FSM ever6, service pupils and LAC. A governor asked for the table at the beginning to be explained regarding how the figures were derived, the Headteacher explained and was thanked for the explanation. The report was circulated prior to the meeting, it was reviewed and APPROVED for adoption.	
4.4	<u>Whistleblowing Policy 2017-2018</u>	
	The Headteacher explained that the policy was more lengthy and was the new CAPH Model Policy. The policy was circulated prior to the meeting and APPROVED for adoption.	
5.0	<u>Staffing</u>	
5.1	<u>Teaching Staff</u>	
	The Pay Panel met in July and agreed all the pay progressions, these are submitted in October and backdated to 1 st September. 50% of teachers had a pay progression. The Headteacher confirmed that a formal letter is	



<p>5.2</p>	<p>produced regarding the outcome of performance management for the entire workforce.</p> <p><i>See confidential minutes attached.</i></p> <p><u>Non-Teaching Staff</u></p> <p>It has been enlightening for the teaching assistants to have performance related pay; they now ensure intervention takes place as it is part of their performance management. Teaching Assistants are given a 1% increase for meeting their targets and 0.5% one off payment if they demonstrate exceptional performance. 60% of teaching assistants achieved the 0.5% one off payment.</p> <p>Sadly, one of the HLTA's passed away in June, Mr Barritt (senior leader) lead the school through this difficult time in a sensitive and supportive manner. A governor asked if a memorial had been thought of, the Headteacher confirmed that a 'Creativity Cup' was introduced as a tribute to her. The governor asked whether an additional defibrillator could be fitted the other end of the village. It was agreed to add this suggestion to the Full Governing Board as it would not be related to a memorial. Mr Sibley commented that he could secure some funding.</p> <p>The HLTA's provide class cover, there are two trained, one being assessed in November and one new teaching assistant due to apply. The PE apprentice has started and is teaching PE lessons and after school clubs. The Committee Chair asked whether there had been feedback on the PE apprentice from the children. The Headteacher confirmed that she had not from the children but, as the apprentice is so young, he is being supported with class management. The Headteacher confirmed that the PE Lead is the PE Apprentice's mentor, and The Skills Group, who helped to appoint him, will be supporting him too. Governors felt that with time experience will be gained. The Headteacher felt that it was a matter of control and balance, teachers that have been trained expect 100% focus by the pupils.</p>	<p>Agenda Item - FGB Mr Sibley</p>
<p>6.0</p>	<p><u>Latest Financial Statement dated 12.09.2017</u></p> <p>The report was circulated prior to the meeting.</p>	
<p>7.0</p>	<p><u>Finance Action Plan</u></p> <p>The Finance Action Plan was circulated prior to the meeting. It was noted that:</p> <ul style="list-style-type: none"> Catering is now in-house. Budgets will be inputted on the Finance Manager's next visit. A governor asked whether the new cook required any further training, the Headteacher confirmed just the online health and safety needed updating. The new cook is very experienced and will ensure good value for money. She is already suggesting tasters for parents and pupils who have packed lunch. Still £86,000 in reserves not including the projected invoice for the new build. 	



7.0	<p><u>Finance Action Plan</u></p> <p>The comprehensive Action Plan was circulated prior to the meeting and updated. The Parago Asset Manager programme was explained and included in the plan along with the Aged Debtor Report and Trip Reports. The Aged Debtor Report was reviewed and explained in detail. Only £8,000 was not received regarding furniture for the new classrooms, the committee APPROVED that the debt be written off as claims were over estimated. The water costs are being investigated to ensure estimated bills are correct.</p> <p>Purchase orders are raised for everything purchased by the school following the audit. Sometimes trips pay for themselves, the committee were reminded that it was voluntary contributions.</p> <p>The school has now instigated the BACS process.</p>	Headteacher
8.0	<p><u>Safeguarding</u></p> <p>The Headteacher reported that there had been 2 VISTs since the last meeting, one child now on a child protection plan and the other child has relocated and the Headteacher facilitated a very informative handover. There has been one MARU referral after an aggressive incident on site, verbally; the situation is being very carefully monitored. The Committee Chair asked whether any intervention has been put in place, it was confirmed that it had.</p> <p>Operation Encompass was explained to the Committee, the police will contact the Headteacher by 9.00 am, the service will commence on 31st October, 2017. The Headteacher and Assistant Headteacher will be the key contacts for the school.</p> <p>The Headteacher reported that the feedback from the S175 return, which is quality assured, had received very positive feedback. Recommendations have already been taken on board, all training required has been booked. Several senior staff in school are Level 3 Safeguarding trained.</p>	
9.0	<p><u>Committee Chair's Report</u></p> <p>Nothing to report.</p>	
10.0	<p><u>Date for next Finance and Personnel Committee meetings</u></p> <ul style="list-style-type: none"> • Tuesday 6th February, 2018 at 4.30 pm • Tuesday 14th May, 2018 at 4.30 pm <p>The meeting closed at 5.32 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 6th February, 2018.

Signed: **Committee Chair**
Mrs Karen Singleton

Dated: **Tuesday 6th February, 2018**