

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 9th May, 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 9th May, 2017 at 4.30 pm
Venue:	Nanpean School – Melbur Classroom

Attendance:

Name:	Governor	Associate Member	Other (please state)	Present/ Apologies/ Absent
Mr Andy Edmonds – Co-opted	Yes			P
Mrs Gaynor Edwards – LFS Team Leader & Management Accountant				P
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	<p><u>Welcome and consideration of consent for absence</u></p> <p>None, everyone was in attendance. The Committee Chair thanked Mrs Edwards for attending the meeting.</p>	
2.0	<p><u>An opportunity to declare any additional business or pecuniary interest/s</u></p> <p>None.</p>	
3.0	<p><u>Budget Setting 2017/2018 – Gaynor Edwards</u></p> <p>Mrs Edwards circulated a slightly amended budget at the meeting from the one that was circulated prior to the meeting, it was noted that:</p> <ul style="list-style-type: none"> • Carry forward at the end of the current year - £86,256 • The budget includes staffing cost increases for September. • Pupil growth funding is not included, the school has increased in size to meet needs, but the funding is not known at present. • High needs protection is not included as not known. • Baseline Assessment funding is also not known and therefore not included. • A three-year budget has been prepared. • Funding was explained in detail, increased this year to £653,120. • Assumptions have not been made regarding the fair funding formula. • Assumed slight increase in pupil premium. • Universal free school meals grants based on numbers on roll. • SEN funding is based on two existing Statements/EHCPs, an application for an additional EHCP will be made by the end of June. • A bid is being put together from the incinerator grant. 	



- The employee section allows for the 1% increase and all possible increments.
- Staff sickness insurance may need revisiting over the next few weeks – Cornwall Council does not look at previous conditions or claims.
- Maternity cover is covered by Cornwall Council.
- Staffing is stable at present, there has been a lot of investment in CPD so it has been decreased.
- £1,500 has been budgeted for teaching assistants overtime.
- 2% increment on cleaning and domestic supplies.
- The cleaning contract has increased and will be queried. The Headteacher explained that as each new room was opened the contract was increased but they have now invoiced an increase of £5,000. A governor asked for a breakdown of staff and hours, the Headteacher confirmed 3 cleaners x 2 hours per day plus one cleaner locking up 1½ hours per day. The Headteacher was asked whether she had considered having them TUPE'd across. She confirmed that she had thought about it, governors felt that it would be worth investigating further. The Headteacher agreed to ask for a detailed breakdown from Cormac.
- Energies – 5% increase.
- Grounds maintenance – 2% increase
- Water – 5% increase
- Property Compliance – 5% increase
- SLAs – the IT and Education Welfare SLAs from Brannel School will not change therefore 2% increments are not required.
- The curriculum budget went over last year, due to the change in the curriculum.
- Sports Premium matches funding.
- Anticipated carry forward is £86,256, the following year is similar with the third year increasing further.

Headteacher

2017/2018 Budget

Revenue Brought Forward from 2016/2017	£ (177,167)
Income	£ (755,882)
Expenditure	£ 846,793
Surplus/Deficit (in year)	£ 90,911
Revenue Carry Forward	£ (86,256)

Capital Brought Forward	£ 0
Income	£ (5,766)
Expenditure	£ 5,766
Total Carry Forward	£ 0

Total Reserves Carry Forward	£ (86,256)
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The Committee **APPROVED** the budget for submission to the Local Authority.

5.00 pm – Mrs Edwards left the meeting.



4.0	<u>Minutes of previous committee meeting – Tuesday 31st January, 2017</u>	
4.1	<u>Approval</u>	
	The minutes were circulated prior to the meeting. They were APPROVED as a true and accurate record of the meeting.	
4.2	<u>Matters Arising – not already on the agenda</u>	
4.2.1	<u>Item 3.2.1 – Petty Cash Policy</u>	
	The Committee Chair confirmed that she had met with Miss Dash to monitor finance on 28 th March. It was agreed to carry out on an annual basis.	
4.2.2	<u>Item 4.1 – Non-Teaching Staff</u>	
	The Headteacher confirmed that no response had been given w.r.t. whether all funds had been received.	
4.2.3	<u>Item 6.0 – Latest Financial Statement dated 25.01.2017</u>	
	The Headteacher confirmed that she had checked the governor query about figures not matching up, it was due to the changes in the LFS team members at the school.	
4.2.4	<u>Item 5.2 – Non-Teaching Staff (Confidential)</u>	
	<i>See confidential minutes attached.</i>	
5.0	<u>Policies Review and Update</u>	
5.1	<u>Freedom of Information 2017 Policy</u>	
	The policy was circulated prior to the meeting and APPROVED for adoption. The Committee Chair asked who decides under 3.2 whether it is vexatious, it was agreed that it would be the Data holder, e.g. Headteacher. It was agreed that a sentence should be added to clarify that the Headteacher is the Data holder.	Headteacher
5.2	<u>Payment Card 2016</u>	
	The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption. The Committee Chair asked whether under Item 2.5 it should say 'would' not 'may'. It was confirmed that it should remain as may depending on the circumstances. Under 5.1 it was confirmed that this will be clarified during the annual audit.	
5.3	<u>Segregation of Financial Duties 2016</u>	
	The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.	



6.0	<u>Staffing</u>	
6.1	<u>Teaching Staff</u> The Assistant Headteacher is being put back in class in September as a Key Stage 1 teacher. When the maternity leave member of staff returns the Assistant Headteacher will be part time in class. The Chair asked whether there will be any issues, the Headteacher confirmed that the existing middle leaders will be given a day non-contact and will be in charge when she is out of school.	
6.2	<u>Non-Teaching Staff</u> Another teaching assistant is commencing her HLTA training in September, interviews on 16 th May for two teaching assistants. Currently one autism champion, two teaching assistants to be trained at dyslexia champions.	
7.0	<u>Latest Financial Statement dated 08.03.2017</u> Covered under budget.	
8.0	<u>Finance Action Plan</u> The Finance Action Plan and Contract Update were circulated prior to the meeting. It was noted that: <ul style="list-style-type: none"> • The pages to be numbered. • The Chair asked when outstanding debtors report to be produced for Finance and Personnel Committee. It was agreed that a termly report to the committee be submitted and for it to be added to the agenda. A governor suggested that any debts could be dealt with via small claims court. 	Headteacher Clerk – add to agenda
9.0	<u>Benchmarking</u> The committee carried out a benchmarking exercise, it was agreed worthwhile being carried out when setting the budget.	
10.0	<u>Safeguarding</u> The Headteacher reported that there had been 2 ViSTs since the last meeting, two different families, the children are fine. The Section 175 Safeguarding return must be submitted by 31 st May, 2017.	
11.0	<u>Committee Chair's Report</u> Nothing to report.	



12.0	<u>Date for next Finance and Personnel Committee meetings</u> <ul style="list-style-type: none">• Tuesday 10th October, 2017 at 4.30 pm• Tuesday 6th February, 2018 at 4.30 pm• Tuesday 14th May, 2018 at 4.30 pm <p>The meeting closed at 5.39 pm.</p>	
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These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 10th October, 2017.

Signed: **Committee Chair**
Mrs Karen Singleton

Dated: **Tuesday 10th October, 2017**