

Nanpean Community Primary School

Finance and Personnel Committee Meeting

Part 1 Minutes

Thursday 2nd October 2014 at 5.30pm

Present:
Steve Best
Andrea Howard
Carly Marsden
Karen Singleton

Not Present:
Jeff Davies

Also Present:
Kerry Dash

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| 1. | Apologies for absence Apologies were received by Jeff Davies, which were accepted by the Governors. | |
| 2. | Declaration of Conflicts of Interest SB declared that his company provides first aid training which could give rise to a potential conflict of interest. This had been declared on the Governors Declaration of Pecuniary Interest form, if a conflict of interest arises during the course of this meeting SB will leave until there is not a conflict of interest. | |
| 3. | Minutes from the last meeting held on 14th May 2014 The minutes from the previous Finance and Personnel meeting on 14 th May 2014 were approved as accurate and signed by the Chair accordingly. | |
| 4. | Matters arising from minutes of previous meeting Re the transferring of cleaning contract: the Headteacher contacted Human Relations to investigate the process of transferring the cleaning contract from Cormac to the School. The Headteacher is awaiting a call back from the appropriate person before taking any further steps. Governors agreed that it would be beneficial to the school to transfer the contract across both financially and in the increased flexibility this would provide. It was agreed that the Headteacher would facilitate the transfer of the contract. Re benchmarking: this has not yet taken place. The Headteacher is booked on to a finance course aimed at Headteachers on 9 th October and will use this training to gain more insight into | CM |

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| | <p>benchmarking.</p> <p>Re the Procedure for Allegations against Staff Policy: Governors were informed that the school currently has this policy in place dated March 2014 and this policy does not need to be reviewed for two years.</p> <p>Re new staffing appointments: Governors were informed that since the last Finance and Personnel meeting. A new general Teaching Assistant for Melbur and a Teacher for Hendra have been appointed.</p> <p>Governors queried whether there is any procedures in place for Governors to be informed of all members of staff and their role in the school.</p> <p>It was agreed that a staff structure would be circulated by email.</p> <p>Governors were informed that the Finance and Personnel Terms of Reference had been amended to reflect approval of the budget being done by the Committee.</p> | CM |
| 5 | <p>Appointing of a new Chairperson of the Committee</p> <p>AH was nominated as Chairperson of the Finance and Personnel Committee. This was seconded and approved by the Committee.</p> | |
| 6 | <p>Staffing</p> <p><u>6a: Teaching Staff</u></p> <p>Governors were informed that the member of teaching staff currently on Maternity leave has informed the Headteacher of her plans to hand in her resignation to take effect from the end of her maternity leave. This teacher's maternity leave is temporarily being covered by a new appointment and it was suggested that the temporary contract be made permanent so that the new teacher will continue at the school.</p> <p><u>Governors challenged whether it would be in the school's best interest to keep the new appointment on rather than recruiting a different teacher.</u></p> <p>Governors were informed that the children are very positive towards the new appointment and her behaviour management is of a very high standard. This person also has very positive aspirations which inspire the children to achieve well. This teacher also demonstrated her strong practice during the Ofsted inspection and she has been taking on board all feedback given to her during monitoring visits. Governors were also informed that this teacher has indicated that she would be happy to accept a permanent position at the school.</p> <p><u>Governors challenged whether there has been sufficient time to judge this teacher's ability in improving the learning of the children.</u></p> <p>It was agreed that, although this person has only been a member</p> | |

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| | <p>of the teaching staff for a small amount of time, to date, all feedback about her has been very positive but it is too early to analyse her performance based on the children's data.</p> <p>It was emphasised to Governors that a letter of resignation has not yet been received from the teacher on maternity leave and that this has also been made clear to the temporary appointment. It was agreed that once a letter of resignation has been received, appointing the temporary maternity cover a permanent contract would be a very good option for the school.</p> <p><u>6b. Support staff</u></p> <p>Governors were informed that the school has been using a Higher Level Teaching Assistant to cover PPA time for Hendra and Melbur Class. This person has also recently completed her Teacher Training and can also be used for Supply Cover where required and has offered to cover the Office for mornings where both the secretary and the Headteacher are out on training courses or at meetings.</p> <p><u>Governors challenged who organises training and why there is a number of staff who are out at the same time to require this cover.</u></p> <p>It was confirmed that the Headteacher approves all requests to go on training courses from the staff. It is very rare that more than one or two members of staff from different areas of the school are out on training courses at the same time but on occasion it can be unavoidable because the training opportunities only arise on a particular day and they would provide the staff with valuable CPD.</p> <p><u>Governors challenged whether the school actively seeks out volunteers to assist in the school rather than having to pay someone.</u></p> <p>The school requests parent volunteers at the start of each term to volunteer to help out, but these opportunities are very rarely taken up.</p> <p><u>Governors queried whether it could be beneficial to have a volunteer recruitment drive?</u></p> <p>It was agreed that a volunteer request section will be added to our newsletter and other means of increasing volunteer take up will also be further investigated.</p> | <p>CM</p> <p>Clerk</p> |
| 7 | <p>Budget 2014/ 2015</p> <p>Governors were informed that budget and account information is reported generally on a monthly basis. Governors agreed it would be beneficial for all members of the Finance and Personnel Committee to be sent this information.</p> <p><u>Governors challenged why the water payments were high.</u></p> <p>It was explained that there were a number of estimated bills and</p> | <p>Clerk</p> |

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| | <p>then a water reading, which explains one high bill. The following bill was also high, but it was an estimated bill again. The secretary has contacted the water company and requested a meter reading. If this is also high, then investigations will be made into whether there is a leak on the premises.</p> <p>It was also explained that the school pays Nanpean Nipper's water usage on the same meter and we are not able to monitor their usage or whether this has increased.</p> <p><u>Governors challenged why there was no money budgeted for educational visits or swimming.</u></p> <p>It was explained that these codes are used for parents to contribute money to pay for any educational trip and swimming so no school funds are allocated to them.</p> <p><u>Governors challenged why funds are still being allocated to the Trust Conversion.</u></p> <p>Governors were informed that the legal aspect of creating the Trust and transferring property to it has been completed but the school is still paying ongoing Trust related expenses. To date, none of the expenditure had been properly monitored and so the school is putting together an overview of what we are paying against what we have had in to be presented to remaining Headteachers of Trust schools.</p> <p><u>Governors challenged what ongoing fees the school is paying on behalf of the Trust.</u></p> <p>It was explained that the school is paying Company's House fees and Business Rates on an ongoing basis but there have not been any savings to counterbalance this. Consequently, being in the Trust is costing the school more than it is saving, especially since the local schools have decided to work together as a cluster rather than as a Trust.</p> <p>Governors were informed that the local trust schools are now going to meet to decide on the future of the Trust. It was agreed that a lot of Governors are anxious about converting into an academy but alternatives are limited.</p> <p><u>Governors challenged what the uptake of UIFSM was for census day.</u></p> <p>Governors were informed that 57 out of 65 KS1 children had a school meal on census day.</p> | Clerk |
| 8 | <p>Discussion re: approval of Budget and Schools Financial Statement</p> <p>Governors confirmed they it would be more beneficial for each member of the Finance and Personnel Committee to receive a monthly School Financial Statement. This would allow the knowledge to be further distributed throughout the Governing Body so that all the knowledge about the school is not concentrated on one person.</p> | Clerk |

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| 9 | <p>New Build</p> <p>Governors were informed that there is still an issue about being able to access the rear of the school and that a number of options are being investigated by the council.</p> <p>Governors were informed that Interserve had won the contract for building the school on behalf of the Local Authority. A breakdown of the costs that the school will have to contribute for additional purchases, such as a proper link corridor and a conference room have still not been received. Once it is, Governors agreed that other companies should be allowed to quote for the work that Nanpean School has to pay for to ensure best value for money.</p> <p>Governors were informed that Sports England have approved the proposed alterations to the school hall.</p> | CM |
| 10 | <p>Governor Monitoring</p> <p>It was confirmed that AH and SB had set termly dates for data monitoring, the next of which will take place on 4/12/14 at 10am following a data drop in.</p> <p>LW and KS have arranged to meet with the Headteacher on 12th February following midyear reviews to discuss performance related pay.</p> <p>KS has arranged to meet the Maths subject lead for monitoring on the 16th October 2014</p> <p>AH has arranged to meet the English subject lead for monitoring on 7th November.</p> <p>On 12th February 2014, the Headteacher and the pay panel have arranged to meet to discuss midyear reviews.</p> | |
| 11 | <p>Policies for approval</p> <p>A Charging Policy was handed out for consideration. It was suggested that a charge for lost library books should be included in the policy. Governors agreed that a £5 would be appropriate for lost library books.</p> <p>It was agreed that the school should begin to looking into different options for online paying.</p> <p>It was confirmed that the Whole School Pay Policy was received by Governors but due to its length and because it was not circulated at least 7 days before the meeting, it was agreed that Governors would take their time to consider the Policy and email the Clerk by 16th October 2014 with any proposed amendments. If no emails have been received by this date, the policy will automatically be adopted.</p> <p>An alteration to the pay policy was agreed upon: 'Teaching should be at least 'good', as defined by Ofsted' (page 16, para. 5) should be amended to 'Teaching should be at least 'good' as determined using Ofsted criteria'.</p> | <p>CM</p> <p>Clerk</p> <p>AH, SB, KS</p> <p>Clerk</p> |

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| 12 | Safeguarding Safeguarding issues within the school were discussed. | |
| 13 | Other matters deemed necessary by the Chairperson No other matters were raised. | |
| 14 | Date of next meeting – Thursday 5th February 2015 With no other business to discuss the meeting closed at 7.40pm. | |
| | Signed: _____ Date: _____ | |