

# Nanpean Community Primary School



## Minutes

### Finance & Personnel Committee Meeting

**Thursday 4<sup>th</sup> February, 2016**

Clerk to Finance & Personnel Committee - Linda Cackett

Typed: 04.02.2016

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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>Chair:</b>	<b>Mrs Karen Singleton</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Thursday 4<sup>th</sup> February, 2016 at 4.30 pm</b>
<b>Venue:</b>	<b>Nanpean School – Staff Room</b>

### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mrs Karen Singleton – Parent – Committee Chair	<b>Yes</b>			<b>P</b>
Ms Carly Marsden – Headteacher	<b>Yes</b>			<b>P</b>
Mrs Kizzy Udy – Co-opted – Chair of Governing Board	<b>Yes</b>			<b>P</b>
Mr Andy Edmonds – Co-opted	<b>Yes</b>			<b>A</b>
Mrs Linda Cackett			Clerk	<b>P</b>

<b>1.0</b>	<p><b><u>Welcome and consideration of consent for absence</u></b></p> <p>The Chair welcomed governors to the meeting. Sadly it will be her last meeting; she was presented with flowers and a thank you gift.</p> <p>It was noted that Mr Edmonds was not in attendance.</p>	
<b>2.0</b>	<p><b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b></p> <p>None.</p>	
<b>3.0</b>	<p><b><u>Minutes of previous committee meeting – Tuesday 20<sup>th</sup> October, 2015</u></b></p>	
<b>3.1</b>	<p><b><u>Approval</u></b></p> <p>The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting.</p>	
<b>3.2</b>	<p><b><u>Matters Arising – not already on the agenda</u></b></p>	
<b>3.2.1</b>	<p><b><u>Item 3.2.1 – Belling Trust</u></b></p> <p>The previous Chair has now sent the information to the Headteacher, she will contact them next half term.</p>	Headteacher
<b>3.2.2</b>	<p><b><u>Item 4.1 – Admission Arrangements 16-17</u></b></p> <p>The Headteacher had informed the Local Authority of the increase to the PAN and this has been reflected in paperwork from the LA as having been actioned.</p>	

<p>3.2.3</p> <p>3.2.3</p> <p>3.2.4</p>	<p><b><u>Item 4.6 – Performance Related Pay</u></b></p> <p>The Headteacher sent the relevant information to the Chair and she is due to attend Performance Management training soon.</p> <p><b><u>Item 5.2 – Non-Teaching Staff</u></b></p> <p>The supply budget line is low and balances against the high non-teaching staff line.</p> <p><b><u>Item 10.0 – SFVS</u></b></p> <p>The new format has been used and due for approval at today's meeting.</p>	
<p>4.0</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>4.4</p> <p>4.5</p>	<p><b><u>Policies Review and Update</u></b></p> <p><b><u>Attendance Policy</u></b></p> <p>The policy was circulated prior to the meeting, there was only minor amendments to it. It was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>Complaints Policy</u></b></p> <p>The policy was circulated prior to the meeting. It was reviewed and <b>APPROVED</b> for adoption.</p> <p><b><u>Complaints Procedure</u></b></p> <p>The procedure was circulated prior to the meeting. It was reviewed and <b>APPROVED</b> for adoption. <b>The Committee Chair suggested parents are reminded of the procedures and policies being on the website, this was agreed.</b></p> <p><b><u>Data Protection Policy</u></b></p> <p>The policy was circulated prior to the meeting. It was reviewed and <b>APPROVED</b> for adoption. The Chair reported that there is now a screensaver on the Headteacher and Secretary's office computers.</p> <p><b><u>Staff Absence Policy</u></b></p> <p>The policy was circulated prior to the meeting. It was reviewed and <b>APPROVED</b> for adoption. The Headteacher reminded staff that governors also monitor staff attendance and since there has been an improvement in staff absence.</p>	<p>Headteacher</p>
<p>5.0</p> <p>5.1</p>	<p><b><u>Staffing</u></b></p> <p><b><u>Teaching Staff</u></b></p> <p>The Headteacher reported that a teacher has changed her contract and there was a positive impact.</p>	



<p><b>5.2</b></p> <p><b><u>Non-Teaching Staff</u></b></p> <p>See confidential minutes attached.</p> <p><b>5.3</b></p> <p><b><u>September 2016</u></b></p> <p>See confidential minutes attached.</p>		
<p><b>6.0</b></p>	<p><b><u>Latest Financial Statement dated 10.12.2015</u></b></p> <p>The latest statement was circulated prior to the meeting: It was further noted that:</p> <ul style="list-style-type: none"> <li>• The expenditure for furniture has been paid to the school.</li> <li>• The Chair asked when the last payment for the new build would be, the Headteacher agreed to ask at the next TBN meeting.</li> <li>• There will be a saving on heating oil, despite the issues experienced. The Headteacher felt this was partly due to turning the heating off at lunchtime and the Secretary sourcing suppliers and ensuring best value.</li> </ul>	<p>Headteacher</p>
<p><b>7.0</b></p>	<p><b><u>Benchmarking</u></b></p> <p>Benchmarking data and analysis was circulated prior to the meeting. The Headteacher explained the informative report. The Committee Chair asked why Admin costs are low, the Headteacher explained that most schools have two secretaries, however the benchmarking does not include any recent pay increases. The Headteacher explained that hopefully the apprentice will prove to be an asset to the school. The Chair asked about the pupils to teacher ratio, whether it was because of large class sizes, this was confirmed, in comparison other schools have smaller classes.</p> <p>The Committee Chair asked why cleaning and caretaking was so high, the Headteacher was not sure but could evidence that Cormac are not cost effective. Discussion followed regarding the duties and roles of the cleaners, the main cleaner is very pro-active with the Defects Log. The Site Supervisor should monitor the external parts of the school; this is not the case. It was agreed for the Headteacher to investigate contracting out from Cormac.</p>	<p>Headteacher</p>
<p><b>8.0</b></p>	<p><b><u>Pupil Premium</u></b></p> <p>The expected expenditure report for 2015/2016 academic year was circulated prior to the meeting. There is a clear breakdown for the 15/16 year for forecasted income and expenditure.</p>	
<p><b>9.0</b></p>	<p><b><u>Primary Sports Funding</u></b></p> <p>The expected expenditure report for 2015/2016 academic year was circulated prior to the meeting. This is in a more detailed format. There was more expenditure than income due to the cost of running holiday clubs but the Headteacher wants to continue with affordable holiday clubs.</p>	



10.0	<b><u>Safeguarding</u></b>  See confidential minutes.	
11.0	<b><u>SFVS</u></b>  The return has been amended to the new format. It was <b>APPROVED</b> for submission to the Local Authority. Some of the action points have already been met in full.	
12.0	<b><u>Chair's Report</u></b>	
12.1	<b><u>School Asset Management</u></b>  The Headteacher had circulated documents prior to the meeting, she felt that it was important for assets to be tracked. She explained how assets will be tagged and monitored regarding their location in the school. Three companies have provided demonstrations to staff and provided quotations.  The Committee <b>APPROVED</b> the quotation from Parago at a cost £2,605.05 over three years.	
13.0	<b><u>Chair's Report</u></b>  Following Mrs Singleton's resignation, Mrs Udy was proposed, seconded and unanimously <b>APPROVED</b> as Committee Chair.	
14.0	<b><u>Date for next Finance and Personnel Committee meeting</u></b> <ul style="list-style-type: none"> <li>Thursday 21<sup>st</sup> April, 2016 at 4.30 pm</li> </ul> <p>The meeting closed at 5.37 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Thursday 21st April, 2016.

Signed: ..... **Chair & Committee Chair**  
**Mrs Kizzy Udy**

Dated: **Thursday 21<sup>st</sup> April, 2016**