

# Nanpean Community Primary School



## Minutes

### Finance & Personnel Committee Meeting

**Tuesday 12<sup>th</sup> February, 2019**

Clerk to Finance & Personnel Committee - Linda Cackett

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## FINANCE AND PERSONNEL COMMITTEE MEETING MINUTES

<b>School:</b>	<b>Nanpean CP School</b>
<b>Quorum:</b>	<b>3/5</b>
<b>Chair:</b>	<b>Mrs Karen Singleton</b>
<b>Clerk:</b>	<b>Mrs Linda Cackett</b>
<b>Date of meeting:</b>	<b>Tuesday 12<sup>th</sup> February, 2019 at 4.30 pm</b>
<b>Venue:</b>	<b>Nanpean School – Melbur Classroom</b>

### Attendance:

<b>Name:</b>	<b>Governor</b>	<b>Associate Member</b>	<b>Other (please state)</b>	<b>Present/ Apologies/ Absent</b>
Mr Andy Edmonds – Co-opted	<b>Yes</b>			<b>P</b>
Mrs Sue Seamarks – Co-opted	<b>Yes</b>			<b>P</b>
Mr John Sibley – Local Authority	<b>Yes</b>			<b>Ap</b>
Mrs Karen Singleton – Committee Chair - Chair	<b>Yes</b>			<b>P</b>
Mr Matt Nicholls – Headteacher	<b>Yes</b>			<b>P</b>
Mrs L Watts – Chair - in attendance	<b>Yes</b>			<b>P</b>
Mrs Linda Cackett			Clerk	<b>P</b>

<b>1.0</b>	<b><u>Welcome and consideration of consent for absence</u></b>  Apologies were received, considered and accepted from: <ul style="list-style-type: none"> <li>Mr Sibley – ill health</li> </ul>	
<b>2.0</b>	<b><u>An opportunity to declare any additional business or pecuniary interest/s</u></b>  None.	
<b>3.0</b>	<b><u>Minutes of previous committee meeting – Tuesday 9<sup>th</sup> October, 2018</u></b>	
<b>3.1</b>	<b><u>Approval</u></b>  The minutes were circulated prior to the meeting. They were <b>APPROVED</b> as a true and accurate record of the meeting.	
<b>3.2</b>	<b><u>Matters Arising – not already on the agenda</u></b>	
<b>3.2.1</b>	<b><u>Item 3.2.2 – Finance Action Plan</u></b>  The Committee Chair reported that a mini audit was still outstanding but has been booked to take place on the 12 <sup>th</sup> March, 2019. The Secretary is sending the Committee Chair the last financial audit to base her audit on.	Secretary/ Committee Chair
<b>3.2.2</b>	<b><u>Item 4.2 - Lettings Policy 2018</u></b>  The Lettings Policy is an agenda item on this agenda.	



3.2.3	<p><b><u>Item 5.2 – Non-Teaching Staff</u></b></p> <p>The Headteacher confirmed that the permanent contract with a further 3-month probationary period will be issued shortly, the Headteacher reported that he felt it will be a permanent contract.</p> <p>The Headteacher confirmed that there still has not been an invoice received for the link corridor. Mr Solway has continued to be chased but to no avail, the Headteacher is running into similar barriers the previous Headteacher was confronted with.</p>	
4.0	<p><b><u>Policies Review and Update</u></b></p> <p><b>4.1 <u>Lettings Policy</u></b></p> <p>The Lettings Policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. The Headteacher asked whether the committee wished to utilise the bookings for the hall further, governors felt that this would be additional revenue for the school. It was agreed that it will offer parents and the community facilities not currently available at Nanpean. <b>The Headteacher asked whether advertising is allowed on the school newsletter, it was confirmed that advertising was allowed.</b></p> <p><b>4.2 <u>Performance Related Pay Policy</u></b></p> <p>The Performance Related Pay Policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. The committee felt it was a clear and concise policy and templates were excellent. The Headteacher raised his concern for 'over inflation' of progress, a fixed data target could be dangerous and will be raised at the next meeting. <b>The Headteacher asked about his own performance management, it was agreed that a date needs to be arranged at the end of the meeting.</b></p> <p><b>4.3 <u>School Support Staff Performance and Development Policy</u></b></p> <p>The School Support Staff Performance and Development Policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption. <b>The Committee Chair asked if the Quality Assurance Panel was the Pay Panel, this was confirmed. A governor asked who in the school was safer recruitment trained, it was confirmed that there were five, the Headteacher needs to renew his training.</b> A governor advised the NSPCC online course costing £30.00 provides good training and Best Value.</p> <p><b>4.4 <u>Safer Recruitment Policy</u></b></p> <p>The Safer Recruitment Policy was circulated prior to the meeting, it was reviewed and <b>APPROVED</b> for adoption subject to the change of dates.</p>	<p>Next Committee Agenda</p> <p>Headteacher</p>



5.0	<b><u>Staffing</u></b>	
5.1	<b><u>Teaching Staff</u></b>  The Headteacher reported that: <ul style="list-style-type: none"> <li>Currently one teacher was absent, signed off currently for two weeks for personal reasons but is returning after half term.</li> </ul>	
5.2	<b><u>Non-Teaching Staff</u></b>  The Headteacher reported that: <ul style="list-style-type: none"> <li>Two HLTA's have been granted spaces on the SCITT course so will be leaving the school.</li> <li>One teaching assistant is meeting with the Headteacher regarding returning to work after maternity leave.</li> <li>The cook has been signed off work for two weeks, she has been set targets and is meeting them. The Headteacher has a school meal every day and has enjoyed every single meal, he lines up with the children and has witnessed a positive approach.</li> <li>A letter of resignation has been received from one of the school secretaries and she will finish on Friday 8<sup>th</sup> March, the post has been advertised. The school is going to try to save 5 hours admin time.</li> <li>One of the cleaners has also resigned, the 5.00 am to 7.00 am cleaner.</li> <li>The current staff structure was circulated to the committee for information.</li> <li>Clarification was given of the temporary staff contracts.</li> </ul>	
6.0	<b><u>Latest Financial Statement dated 22.01.2019</u></b>  The report was circulated prior to the meeting. It was further noted that: <ul style="list-style-type: none"> <li>The next LFS team finance meeting has been arranged for 25<sup>th</sup> February, 2019, Mrs Watts agreed to attend.</li> <li>A governor proposed that next years budget has to be a 'balanced budget', governors asked how the Headteacher envisaged this being undertaken. Discussion followed regarding how budget cuts could be achieved, the caretaker's role and duties and a maintenance plan. A governor commented that if Nanpean bid for a mini bus they should be successful as St Dennis were.</li> <li>It was agreed that compliance can be planned for exactly but a maintenance plan for proactive maintenance would be beneficial for the school. Discussion followed regarding the impact of proactive maintenance.</li> <li>Staffing costs are 86% and needs to be 80%, every additional child is approximately £3,500. It is planned to only replace one of the HLTA's of the two who are leaving. It was agreed for an extraordinary Finance Committee before the planned May one. A governor proposed that no staff are replaced until after the Finance meeting. 6% saving equates to approximately £40,000.</li> <li>The school has a school improvement journey to undertake, anything which is not having an impact needs to be stopped, the school needs to be sustainable.</li> </ul>	Mrs Watts



	<ul style="list-style-type: none"> <li>The Headteacher asked how the current financial situation has come about, a governor commented that the governors had been assured on numerous occasions that the pupils on roll would increase and alleviate the problem. The school is running a structure on income that has not transpired.</li> <li>The Extraordinary Finance and Personnel Committee Meeting will be held on Tuesday 12<sup>th</sup> March, 2019 at 4.00 pm.</li> </ul>	
7.0	<p><b><u>Finance Action Plan – January 2019</u></b></p> <p>The Finance Action Plan was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>Nothing new to report.</li> </ul>	
8.0	<p><b><u>SFVS – Schools Financial Value Standard – First Draft</u></b></p> <p>The first draft of the document was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>Benchmarking was discussed, the Clerk agreed to circulate the information of how to compare with other schools.</li> <li>It was agreed for some governor finance training to be booked.</li> <li>Governors were pleased with the first draft of the document.</li> </ul>	Clerk
9.0	<p><b><u>School Meals and Trips Report for Governors</u></b></p> <p>The School Meals and Trips Report for Governors was circulated prior to the meeting, it was further noted that:</p> <ul style="list-style-type: none"> <li>The committee agreed that the outstanding dinner money be chased and for it not to be written off.</li> <li>Discussion regarding the £1 + VAT for staff meal price was confirmed to only be when eating the meal with the pupils.</li> <li>The Committee Chair raised her concern regarding certain trips (over £700) not having a contribution requested for, the Headteacher confirmed that would always ask for a contribution. The committee <b>APPROVED</b> that all trips should have a donation requested.</li> </ul>	Headteacher
10.0	<p><b><u>Safeguarding</u></b></p> <p>The Headteacher reported there have been Zero ViSTs received since the last meeting. The children are being supported by school staff and other agencies. There had been Zero Operation Encompass reports received by the school since the last meeting.</p> <p>The first draft of the S175 has been drafted and will be circulated to governors and submitted by the required deadline.</p>	
11.0	<p><b><u>Committee Chair's Report</u></b></p>	
11.1	<p><b><u>Bank Accounts – Year 6</u></b></p> <p>The Headteacher reported that there is a current account which has not been closed down, he wishes to change its use, it will be utilized by the Year</p>	



	6 pupils and will create a great learning platform. This was <b>APPROVED</b> by the committee.	
<b>11.2</b>	<p><b><u>Paternity Pay</u></b></p> <p>The Headteacher felt awful that he requires paternity pay and has a break in service now that he has re-joined a maintained school. The committee <b>APPROVED</b> the two-week paternity leave, meetings should be rescheduled, and the school will be flexible when the leave is taken.</p>	
<b>11.3</b>	<p><b><u>Friday's Protest</u></b></p> <p>A governor asked if there had been any conversation/comments regarding the student protest day on Friday. The Headteacher replied that there had not been to date.</p>	
<b>11.4</b>	<p><b><u>Healthy Pupils Capital Fund</u></b></p> <p>£13,000 has been awarded to the school.</p>	
<b>11.5</b>	<p><b><u>National Schools Breakfast Grant</u></b></p> <p>An additional £2,000 has been approved for the school also.</p>	
<b>12.0</b>	<p><b><u>Date for next Finance and Personnel Committee meeting</u></b></p> <ul style="list-style-type: none"> <li>• <b>Extraordinary Meeting</b> – Tuesday 12<sup>th</sup> March, 2019 at 4.00 pm</li> <li>• Tuesday 14<sup>th</sup> May, 2019 at 4.30 pm</li> </ul> <p>The meeting closed at 5.48 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 12<sup>th</sup> March, 2019.

Signed: ..... **Committee Chair**  
**Mrs Karen Singleton**

Dated: **Tuesday 12<sup>th</sup> March, 2019**