

Nanpean Community Primary School



Minutes

Finance & Personnel Committee Meeting

Tuesday 6th February, 2018

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 6th February, 2018 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
Mr John Sibley – Local Authority	Yes			Ap
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 Sibley.	
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 October, 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 4.1 – Charging and Remissions Policy 2017</u> The Headteacher confirmed that all amendments agreed at the last meeting have been completed in October, 2017.	
3.2.2	<u>Item 5.2 – Non-Teaching Staff</u> The defibrillator will be addressed by the Health and Safety committee rather than a separate FGB agenda item.	
3.2.3	<u>Item 7.0 – Finance Action Plan</u> The £8,000 debt in relation to the furniture for the new classrooms has been written-off.	



4.0	<u>Policies Review and Update</u>	
4.1	<u>Contracts 2017/2018</u> The contract list was circulated prior to the meeting, it was agreed an informative document and will be kept updated.	
4.2	<u>Governor Allowance Policy 2018</u> The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption.	
4.3	<u>Performance Related Pay Policy 2018/2019</u> The policy was circulated prior to the meeting, it was reviewed and APPROVED for adoption. It is an updated policy rather than a new document, governors felt the templates within the policy were beneficial. A governor asked if staff had been consulted, the Headteacher confirmed that they had not as there was nothing new in the policy.	
4.4	<u>School Meals Report and Trip Update</u> The reports were circulated prior to the meeting. The Headteacher commented that all finances to do with catering are being carefully recorded to ensure good value for money. Most equipment was bought in September, except a salad cart which has just been purchased for £200. The Chair noticed an error in the cost of trip per child on the Royal Cornwall Museum, the Headteacher confirmed that it was a mistake and apologised it was around £10 per pupil not £248 per pupil.	
5.0	<u>Staffing</u>	
5.1	<u>Teaching Staff</u> The teacher on maternity leave returned in January on a part time basis so is job sharing with the Assistant Headteacher. To ensure a consistent approach she has been shadowing the Assistant Headteacher one morning a week this half term. Next half term the Assistant Headteacher will be delivering intervention in preparation for SATs. Interviews for the permanent Year 1 teacher post are taking place tomorrow. All candidates will be observed teaching and will be interviewed by the School Council in the morning. Then only the strongest candidates will be invited back in the afternoon for the formal interviews. References have been received for all candidates. The appointed teacher will start in the Summer Term 2018. Performance management mid-year review meetings have taken place. Two draft staffing structures have been drawn up for 2018/2019. Mrs Cooper will be working full time next half term, to enable Miss Morrison to focus on SEND and RRS paperwork.	



5.2	<p>See confidential minutes attached.</p> <p>The Chair asked if it will impact on the staffing budget, the Headteacher agreed it will have only a small impact.</p> <p><u>Non-Teaching Staff</u></p> <p>The mid-year reviews are taking place this week. One TA passed her HLTA assessment in November and another TA has commenced HLTA training. Two Teaching Assistants passed their Dyslexia Champion assessments in February.</p> <p>The Headteacher reported that only one person had applied for the Caretaker position. However, they cancelled their interview the day before. It was agreed an important role to employ, the Headteacher strongly feels the school does need a Caretaker. After discussion, a governor suggested GM Services, the Headteacher agreed to contact them. Team Maintenance were also suggested regarding pressure washing etc.</p>	Headteacher
6.0	<p><u>Latest Financial Statement dated 22.01.2018</u></p> <p>The report was circulated prior to the meeting. It was further noted that:</p> <ul style="list-style-type: none"> The repairs and maintenance further expenditure was queried, the Headteacher confirmed it was for all the small jobs outstanding. A governor suggested that his 'odd job' man could possibly carry out these types of duties over the holidays. Advertising and interview expenses were raised, the impact of advertising the headship was raised, the Headteacher agreed to investigate what the £668 has been spent on. The Chair asked if it was accurate that some classes have over spent, the Headteacher explained that the figures were accurate. Is the Educational Visits line overspent due to parental non-contribution, it was confirmed that this was correct. 	Headteacher
7.0	<p><u>Finance Action Plan</u></p> <p>The updated Finance Action Plan was circulated prior to the meeting. It was noted that:</p> <ul style="list-style-type: none"> The Chair asked if completed items could be removed, the Headteacher felt they needed to remain to evidence work completed. The Chair asked about Action 9, the Headteacher explained that it was a case of correct procedures being followed and she is going to share procedures with the SLT. The Chair agreed to carry out another mini audit with the school secretary this term. 	Chair
8.0	<p><u>SFVS – School Financial</u></p> <p>The assessment form has been updated, financial procedures during the past year have been tightened up significantly, the committee was pleased.</p>	



9.0	<p><u>Safeguarding</u></p> <p>The Headteacher reported there have been 11 ViSTs received since the last meeting (three families). The Headteacher felt that the response time for ViSTs has greatly improved since the introduction of Operation Encompass.</p> <p>The Section 175 return is due at the end of May, the Headteacher will be meeting with Mrs Watts, Safeguarding Governor, next half term to discuss it in depth. The Headteacher agreed to share a booklet produced by the NSPCC called 'Definitions and Signs of child abuse' to governors via the Clerk.</p>	Headteacher Clerk
10.0	<p><u>Headteacher's Resignation</u></p> <p>The Chair reported that since the last committee meeting sadly the Headteacher has tendered her resignation.</p> <p>The committee agreed that £1000 should be budgeted for the recruitment of a new Headteacher: £500 for the school effectiveness team, £100 for travel expenses for candidates, £200 for accommodation costs for candidates, and catering can be carried out in-house to save costs.</p>	
11.0	<p><u>Committee Chair's Report</u></p> <p>Nothing to report.</p>	
12.0	<p><u>Date for next Finance and Personnel Committee meeting</u></p> <ul style="list-style-type: none"> Tuesday 14th May, 2018 at 4.30 pm <p>The meeting closed at 5.26 pm.</p>	

These Minutes were passed as true and accurate at the Finance and Personnel Committee Meeting on Tuesday 14th May, 2018.

Signed: **Committee Chair**
Mrs Karen Singleton

Dated: **Tuesday 14th May, 2018**