

Nanpean Community Primary School

Finance and Personnel Committee Meeting

Part 1 Minutes

Thursday 5th February at 5.30pm

Present:

Carly Marsden

Karen Singleton

Andrea Howard (Chair)

Not present:

Jeff Davis

Also present: Kerry Dash (Clerk)

1.	Apologies for absence JD was unable to attend and sends his apologies, which were accepted by the Committee.	
2.	Declaration of Conflicts of Interest No new declarations of interest were disclosed.	
3.	Minutes from the last meeting held on Thursday 2nd October 2014 The minutes of the previous meeting were approved as an accurate report of the meeting and were signed accordingly.	
4.	Matters arising from minutes of previous meeting <ul style="list-style-type: none"> ➤ It was confirmed that monthly financial statements are sent to the Full Governing Body after each visit from the LFS technician. ➤ The school has received another cost breakdown for the corridor and the conference room which is significantly lower than initially estimated. It was agreed that it would be more beneficial to have the corridor built at the same time as the classrooms. The contract for the whole build, including the corridor, has already undergone the tender process and needn't be done again. <u>Governors challenged whether there was a potential risk of the builders charging more than initially agreed.</u> Governors were informed that there was a contractual agreement in place that prevented the builders charging in excess of the agreed amount. A contingency budget has been factored in to the contractually agreed price. ➤ Governors were informed that the transferring of the Cleaning contract from Cormac to the school has not progressed further at this stage due to the need to take further advice on how to TUPE the contracts across correctly. It was also agreed that it would be in the school's interest to first see what Cormac will offer following the completion of the new build and then use 	

	this to get a more accurate comparison.	
5.	<p>Staffing</p> <p><u>A.Teaching Staff</u></p> <p>The teacher currently on maternity leave has now sent in her letter of resignation. Governors discussed the next steps that should be taken. Governors agreed that the temporary member of teaching staff could be made permanent.</p> <p>Governors were informed that the Assistant Head teacher post has been advertised with a closing date of 27th February. All governors were invited in to meet the candidates on the day of the interviews.</p> <p>Governors were informed that the successful candidate will hopefully start in the second half of the Summer Term to give the applicant six weeks to become familiar with the school structure, staff, children and community. A teaching commitment will commence in September 15.</p> <p><u>Governors challenged whether there is a space for them to have a teaching commitment.</u></p> <p>It was explained that there has been an increase in PAN for the new reception class to 30 and initial reception numbers indicate that there is an additional teaching role. From September, the plan is to have a single form EYFS, year 1 and year 2 classes. There will then be a mixed year 3 and 4 class, with one teacher and a year 5 and 6 class, which will have two teachers in the morning and one teacher in the afternoon. The Head teacher is looking into the potential to have staff for new classes funded as part of the TBN agreement. Initially, it was explained that the programme will provide a buffer to help fund the staff, but this is being investigated further.</p> <p><u>Governors challenged whether the Assistant Head teacher will teach a particular year group.</u></p> <p>It was explained that to get the best possible candidate for the role, no year group has been specified. The plan for September 2015 is flexible enough to work with the strengths of the successful candidate; this includes year group preferences and potential subject leadership.</p> <p><u>Governors challenged whether there has been much interest in the role.</u></p> <p>Governors were informed that some potential candidates have toured the school but Governor Services are overseeing the application process as there may be internal or local candidates and by having an objective service overseeing the process is fairer.</p> <p><u>B.Support Staff</u></p> <p>Governors were informed that the Staff budget is over budget because there are a number of children in the school who have additional needs that require one to one support. As a consequence of the changes to the SEN budget, the school must meet the initial costs of supporting children with additional needs.</p> <p><u>Governors challenged how well the changes to the TA structure are going.</u></p>	

	<p>Governors were informed that the TA previously working in the EYFS setting is adapting really well to working in the year 4/5/6 class.</p> <p>It was explained that three new TAs were appointed to work in the EYFS class: 2 full time and 1 part time, and that one of the full time TAs has handed in her notice. A new advert has been placed advertising for a TA with specialist SEN training. Governors were informed that the other 2 TAs are settling in well and taking on board the training and advice.</p> <p>Governors were informed that short listing has taken place for an apprentice to work in the Office. With the support of the Cornwall Apprenticeship Agency, we had approximately 15 applicants for the role, and we will be interviewing 5 of these.</p>	
6.	<p>Budget 2014/ 2015: approval of Budget and Schools Financial Statement</p> <p>It was confirmed that the most recent School Financial Statements was sent out to all Governors. The Governors' attention was drawn to the following items:</p> <p>The employees budget is slightly over budget for reasons detailed in the support staff section of the meeting, and also reflects the pay rises that took effect from January 2015.</p> <p>Governors were informed that the maintenance budget is looking healthy, and the recent repairs to the leaking water pipe has come from this line. The water line is over budget due to the recently high water bills caused by a leaking pipe. This issue has now been resolved and the school will be credited the overpaid amount once this is determined by South West Water.</p> <p>The overspend on the SLA line was caused by the school having to fund the statement of a year 6 child who was registered as on roll in the last academic year, despite never being in the school.</p> <p><u>Governors challenged whether a detailed cost breakdown of the new build has been provided, and what the programme will pay for and what the school must budget for.</u></p> <p>Governors were informed that a breakdown has not yet been provided but what will, or will not, be funded by the programme is now clearer. Governors were informed that the programme will pay for the basic essentials and the school will need to fund any upgrades or non-essential items.</p> <p><u>Governors challenged whether the school would need to budget to only pay for any upgrades, or for the whole amount of any item that it wants upgraded.</u></p> <p>It was explained that there would be negotiations as to how much the school would contribute to items or upgrades but it is assumed that it would be a top up payment.</p>	
7.	<p>Pupil Premium Expenditure</p> <p>Governors were shown the most recent Pupil Premium Expenditure report, detailing the anticipated funding for Pupil Premium children and what the school plans to spend this funding on. Governors were</p>	

	<p>informed that interventions e.g. Draw and Talk, and Speech and Language Therapy support will continue.</p> <p><u>Governors challenged what the school will use the funding for Pupil Premium children who don't need intervention.</u></p> <p>Governors were informed that each child in receipt of Pupil Premium Funding will get additional support at some point during the year, this could be support for more able children or to inform parents that this funding could be used to finance a residential or school trip.</p>	
8.	<p>Implementation of the Living Wage</p> <p>Governors were made aware of the proposed change to the living wage for support staff. From April 2015, all staff on grades B, C and D will be given a wage increase to the equivalent of the E4 pay grade. All other grades will be subject to a pay freeze. Governors agreed to implement the living wage policy from April 2015.</p>	
9.	<p>New Build</p> <p>Governors were informed that the new build is progressing: access to the construction site is via the neighbours' gardens. Cornwall Council have made an agreement with both neighbours to compensate them for use of their land.</p> <p><u>Governors challenged whether the build was on schedule</u></p> <p>It was explained that the build is slightly behind schedule but that the contractors are hoping to make this time up in the ground works stages.</p>	
10.	<p>Policies for approval</p> <p>The following policies were emailed to Governors ahead of the meeting for review and suggestions for improvement/ approval:</p> <ul style="list-style-type: none"> ➤ Complaints Procedure and policy – approved with no amendments. ➤ Staff absence procedure policy <p><u>Governors challenged how staff will be made aware of this policy</u></p> <p>It was confirmed that each staff member will get a copy for their records.</p> <p><u>Governors challenged whether the school conducts back to work meetings.</u></p> <p>It was confirmed that the school does conduct these where appropriate.</p> <ul style="list-style-type: none"> ➤ The Staff Absence policy – approved with no amendments. ➤ Data protection policy – approved with no amendments. ➤ Sports funding policy – approved with no amendments. ➤ Pupil premium policy – approved with no amendments. 	
11.	<p>Safeguarding</p> <p>Governors were updated on safeguarding issues in the school.</p>	
12.	<p>Other matters deemed necessary by the Chairperson</p> <p>Governors were asked to approve the purchase of 30 new laptops to replace the old laptops and notebooks for the children. Governors were informed that the current laptops and notebooks are not fit for</p>	

	<p>purpose and the children often complain that they are too slow to be used effectively and with the expansion of the school it is imperative to have a working class set of laptops. Governors were informed that the IT technician has provided a quote for the laptops, which was shown to Governors.</p> <p><u>Governors challenged whether a funding scheme for financing the laptops could be investigated.</u></p> <p>It was confirmed that funding options are being looked into for financing various aspects of school development.</p> <p><u>Governors challenged whether this was the best possible price for these laptops.</u></p> <p>Governors were informed that the company is holding a discounted price for the laptops but the Head teacher will ask if this is the best possible price. The Head teacher also agreed to look into the possibility of trading in the old laptops to reduce the price. It was agreed that the Head teacher would follow these steps and then email Governors for confirmation of approval to go ahead with this purchase.</p> <p>Governors approved the purchase of an electronics cupboard for the server room to box in the electrics that are currently on display.</p>	CM
13.	<p>Date of next meeting – Thursday 30th April 2015.</p> <p>With nothing else to discuss, the meeting closed at 6.50pm.</p>	
	<p>Signed: _____ Date: _____</p>	