

# Finance, Personnel and General Purposes Committee Meeting

## Minutes of the Meeting

6.00pm Wednesday 1<sup>st</sup> February 2017

Willow Brook Primary School

Ref	Item	Action
	<b>1 Members Present/Apologies &amp; Declarations of Interest</b>	
	Louise Ballard (LB) (Head teacher)	Anthony Williams (AW)
	Neil Rabbitts (NR) (Chair of Governors)	Jamie Walker-Jones (JWJ)
	Kate Revell (KR)	Colin Brearley (CB)
	Duncan Cameron (DC)	
	Zoe Roper (ZR) (ex-officio)	
	ZR clerked the meeting	
	Apologies – Simon Harris	
	There were no declarations of interest.	
	<b>2 Welcome to Louise Ballard as new Headteacher</b>	
	The Governors welcomed LB to the meeting as the new Head Teacher.	
	<b>3 Accuracy of minutes of last meeting, 19<sup>th</sup> October 2016</b>	
	The minutes of the previous meeting dated 19 <sup>th</sup> October 2016 were accepted and approved.	
	DC mentioned how good the fencing and gates looked and everyone agreed.	
	<b>4 Matters arising from the last meeting</b>	
	12 - Pre-School have still not signed the lease but have paid the invoices. ZR to contact Helen Smith.	ZR
	7 - AW will look at the NSPCC website regarding training.	AW
	9 - See Skills Audit	
	10 - Range of HT advert will be minuted in the next FGB.	NR
	11 – NR will speak to Tamsin Armour about being on the FP&GP.	NR
	<b>5 Review Decision Planner tasks</b>	
	<ul style="list-style-type: none"><li>Decision Planner tasks reviewed annually by Governors.</li><li>Write Offs are on the agenda.</li><li>DC asked about comments from the last audit. ZR said there was none.</li></ul>	

<ul style="list-style-type: none"> <li>Governors spoke about a central deposit repository e.g. SharePoint, so that all documents are in the same place.</li> </ul>	<b>NR</b>
<b>6 Policies for annual review, including Finance Policy</b>	
<ul style="list-style-type: none"> <li>ZR to update Finance Policy for 2017 and email it to KR.</li> <li>Policy checklist - NR confirmed that where FP&amp;GP is noted in the checklist, all items have been covered.</li> </ul>	<b>ZR</b>
<b>9 Review Decision Planner Tasks</b>	
<b>7 Health and Safety, including link governor report and anti-social behaviour on Willow Brook</b>	
<ul style="list-style-type: none"> <li>H&amp;S report presented by AW on behalf on Dan Condon who is on the SDP. This was accepted and KR mentioned that we could speak to Dan if we needed too.</li> </ul>	
<ul style="list-style-type: none"> <li>AW mentioned the problem with the kitchen being hot and how cold the 'snug' and class 1 are. ZR has spoken to Jarrod Tandy from the NCC who came out and checked both areas. We are waiting for an email regarding the visit.</li> </ul>	<b>ZR</b>
<ul style="list-style-type: none"> <li>AW spoke about the stage area where the mulch is and how it is sinking due to drainage problems. ZR is waiting for quotes to correct the problem.</li> </ul>	<b>ZR</b>
<ul style="list-style-type: none"> <li>KR mentioned anti-social behaviour around the school, i.e. car break-ins, burnt out vehicle and dog fouling. LB has spoken to a contact at Neighbourhood Watch about this and DC asked if LB could be add this to the next newsletter.</li> </ul>	<b>LB</b>
<b>8 Keeping children safe in education (new standing item)</b>	
<ul style="list-style-type: none"> <li>Keeping Children Safe in Education - agreed at the last FGB to add this as a new standing item. All checks regarding HT recruitment sorted and LB will have a new DBS actioned.</li> </ul>	<b>ZR</b>
<ul style="list-style-type: none"> <li>NR asked if Governors consider safeguarding in meetings and do they continue to receive updates?</li> </ul>	<b>NR</b>
<ul style="list-style-type: none"> <li>Some of the new Governors are yet to sign the Induction checklist for KSCIE. To be picked up at FGB.</li> </ul>	<b>ZR</b>
<ul style="list-style-type: none"> <li>DC said he would like time in the meetings to discuss safeguarding.</li> </ul>	<b>NR</b>
<ul style="list-style-type: none"> <li>NR talked about the lanyards and the information on the back of them. ZR will look at other options to the lanyards.</li> </ul>	<b>ZR</b>

## 9 Items from other committees

- Nothing on the SDP or FGB.

## 10 Budget monitoring, including draft budget for 2017-2018 and beyond

- Governors discussed the reforecast Budget Plan and questions were asked on the following areas:-

ZR explained the process of a capital swap and how monies are moved from one code to another with no overall effect on the budget.

DC asked about the increase in budget for SEN and how the school use these funds. LB and NR both explained that the funding (from the SEN pot and other pots) was already in place for the SEN pupils and that this extra fund had come into the budget towards the end of the year so increases the reserves.

How does the school deal with Jury Service? ZR said that the insurance we receive is only £110 after the first three days and then we use agency supply as cover so school budget will pay the difference.

- The Budget Plan for 2017-2018 was reviewed. The governors asked about the DHT role and ZR/LB said the costs (at the highest point) were within the plan starting in September. LB discussed her DHT role and being a Year 6 teacher. Governors asked about the cover in Year 6. LB confirmed that a contracted teacher plus a regular NCC supply teacher covered the class. LB has received no negative comments from Year 6 parents. Governors discussed various options regarding Year 6. Governors/LB decided that the continuity of Year 6 staffing structure was important. NR will look into the role of the Deputy Head Teacher.

NR

DC left at 7.45pm

## 11 School Financial Value Standard including benchmarking

- KR emailed the standard to ZR for comments. Form needs ratifying and signing before emailing to NCC by 31.03.2017. ZR will reply. The SFVS has to be submitted by 31<sup>st</sup> March 2017.
- ZR said that she has compared the school with four others in the local area. Governors reviewed benchmarking. JWJ asked about IT going forward, NR to look into this.

NR

## 12 Personnel matters, including staffing structure

- NR mentioned about HT recruitment. He was impressed by the high quality of applicants.
- LB confirmed that a teaching assistant is leaving on 28.02.2017. Interviews for the position are this Friday 3<sup>rd</sup> February.

### **13 Governor Training, including safeguarding, counter terrorism and skills audit**

- KR has done a skills audit with 12 responses. This is the same audit as 2 years ok using the NGA criteria. The results are similar with good skills base and some low scores but we have new Governors. What tolerances do we have? Should we set a level? KR will look into this. Some Governors are still to do online training for safeguarding and anti- terrorism.
- NR has joined a Governors Group on Facebook and is finding some interesting information.

**KR**

### **14 Services to Schools 2017-2018**

- ZR spoke about Services to Schools. The interactive order form has just gone live, once all information received ZR will email to KR, NR, LB and CB.
- ZR mentioned about receiving 5p per meal cooked by the school kitchen. We should receive about £800 backdated from October 2014.
- We have a vacancy for a Co-opted Governor. We have bought into the Governor Support Package.

**ZR**

**NR**

### **15 Write offs of old equipment**

- Any write offs have been actioned and signed by NR.
- Governors noted their thanks to Friends for the Interactive Touchscreens that they purchased.

### **16 Matters for escalation to FGB 6 February 2017, including Schools Financial Value Standard**

- SFVS mentioned above.
- NR said we need to clarify the role of the Link Governors.

**NR**

### **17 AOB**

- KR left back copies of the NGA in staff room
- Governors need to discuss Office 365.
- ZR mentioned the query with Severn Trent/NCC and the uneven level of the road outside on Willow Brook. Not classed as urgent.

**NR**

- LB spoke about Pupil Premium allocation. This is in the Head teacher's report and reports are published on the school website as required.
- When appropriate, the Governors would like further training on Raise Online.
- CB thanked ZR for the training session on the budget plan and reconciliations.

NR

**18 Date of next meeting**

- Wednesday 3<sup>rd</sup> May 2017 6.00pm