

Finance, Personnel and General Purposes Committee Meeting

Minutes of the Meeting

6.00pm Wednesday 3rd May 2017

Willow Brook Primary School

Ref	Item	Action
1	Members Present/Apologies & Declarations of Interest	
	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)	Brett Hands (BH)
	Zoe Roper (ZR) (ex-officio)	
	ZR clerked the meeting	
	Apologies – Simon Harris and Tamsin Armour	
	There were no declarations of interest.	
	Welcome to Brett Hands, our new Parent Governor.	
2	Accuracy of minutes of last meeting, 1st February 2017	
	The minutes of the previous meeting dated 1 st February 2017 were accepted and approved.	
3	Matters arising from the last meeting	
	4.12 - Pre-School have still not signed the lease but have paid the invoices. ZR emailed details to NR.	NR
	5 - Central deposit repository still ongoing.	NR
	7 - Kitchen, Class 1 and the 'snug area', see Health and Safety.	NR
	8 - Adding 'Keeping Children Safe in Education' to the agenda.	NR
	8 - Induction Checklist to be emailed to Governors who have not yet completed it.	ZR
	8 - ZR has information regarding photo staff cards. DC asked if children are aware the different visitor colours? This is something that we don't do.	ZR
	11 - What is happening with the IT in school? NR spoke about the Website and Office 365, training and videos.	NR
	17 - LB informed the meeting that RAISE is to be replaced by ASP. An ASP awareness session will be held for governors at a suitable time.	LB

4 Review Decision Planner tasks

- Decision Planner tasks reviewed annually by Governors. Any changes by the Local Authority are adopted by the school.
- NR/KR asked about the School Fund audit. This will be done by Raymond Bell, an ex-Schools Finance Senior Officer, in June 2017.

ZR

5 Policies for annual review

- NR to centralise where these are and add alerts to prompt when duties need looking at.
- We require one calendar for all Link Governors. NR, KR and AW to look into this.

NR

NR

9 Review Decision Planner Tasks

6 Items from other committees, including FGB on 8 February 2017

- There are none.

7 Keeping children safe in education (standing item)

- KR read through SH's Safeguarding report.
- LB went on a Sexting course and this is annexed in the policy. Staff are updated every September but also via regular emails when changes occur.

8 Health and Safety, including link governor report

- KR read through Dan's (who is on the Strategic Committee) H&S report. ZR talked about the visit from Jarrod Tandy and how nothing has been done to this has been escalated up to NR who will potentially discuss with Cllr John Cottee.
- ZR mentioned that the Trim Trail is to have some repairs to it which will be funded by Friends of Willow Brook.
- Storm damaged trees – this has now been resolved and it is noted that we had a really good service by the Electricity Company.

NR

ZR

9 Services to Schools chosen for 2017/2018

- Information previously emailed to FP&GP Governors and adopted. There has been no change to the services bought back last year apart from we haven't bought into Fisher Family Trust.

10 Budget monitoring, including end of year position for 2016/17, budget plan for 2017/18, and outline for 2018/19 and 2019/2020

- The surplus from 2016-2017 has increased by £33k since the last FP&GP and the following questions asked:-

JWJ asked if the Capital Swap had anything to do with it but ZR said that it didn't. This was discussed in the previous meeting.

The Governors reviewed all paperwork and asked should we streamline the budget pots to reduce too much surplus? It was asked if the Local Authority would claw back any of this surplus? ZR commented that as far as she was aware this had never happened.

Universal Infant Free School Meals was queried due to the surplus of over £10k. ZR explained that this was due to how the funding is received and the current number of children taking up the offer. The surplus this year may be offset with how much funding and take up of UIFSM in 2017-2018. ZR to monitor this.

ZR

DC queried the reason for keeping a surplus? The staffing structure has changed recently so salary costs will only increase. We are also looking to update the Computing Suite.

NR

- Governors discussed the 2017-2018 and 2018-2019 Budget Plan as they show a predicted surplus of £112,920 and £83,766. The new Funding Formula has been introduced which will reduce funding by 2.5%, salary costs are increasing and pupil numbers are growing. CB said that he will arrange a meeting with ZR prior to the autumn term meeting to look at reforecasting.

CB

11 Personnel matters, including recruitment of Deputy head, and staffing structure chart for information

- LB spoke about the staffing structure and described pay scales.
- LB discussed the Deputy Head Teacher role and confirmed that Lisa Morrow had accepted the role of DHT. At the moment she is assistant DHT at a school in Mansfield. LB talked about the good standard of teachers who applied. The Governors asked if Lisa is able to join the school before her start date. LB confirmed that this is acceptable in Education.

JWJ left at 7.35pm

12 Use of school as a polling station

- For the past two years the school has been used 4 times in two years for elections. KR spoke to Rushcliffe Borough Council (RBC) who have emailed an explanation of why Willow Brook is used. CB asked if we could use the polling station day as an inset day for the staff. LB explained that inset days are set a year in advance. The use of venues are reviewed every 5 years. KR to email RBC to discuss future use. NR will write to parents outlining key points regarding using the school.

NR/KR

13 Electronic payments and communication

- KR ask whether an electronic system could be introduced into the school for efficiency instead of accepting cash and cheques. ZR mention that Willow Brook used to use Parent Plus but there wasn't a big take up from parents. ZR spoke to ScholarPack who don't have a pay system and recommended Parent Pay. It was resolved that reconciliation would be too onerous and that cash and cheques would be the only payment means in the immediate future.
- KR talked about the amount of paper letters parents receive and asked if they can be emailed or put onto the website. LB has spoken to Sarah Johnston about sports letters but the signed forms are used by other staff as they contain pick up information. It was resolved that electronic communication would be increased where appropriate and particularly where a quick parent response is required. Additional burden on teaching staff recognised.

ZR

14 Governor training, including outstanding safeguarding and counter-terrorism training required, and new governor L&D

- The school has bought into the NCC governor training as it is cheaper than ad-hoc courses.
- ZR has not yet set BH up as a governor and KR spoke to him about NCC governor training.
- Some governors have not completed the Prevent or Safeguard training. KR will forward a link of the training to them.

KR

15 Keyworth Trail Run 19 March 2017

- The KTR raised about £3k and it's already in the diary for March 2018. There were no issues as meeting held before hand. The only problem was caused by signs being moved and some runners running for longer than need be.

NR/ZR

NR/KR

16 Write offs of old equipment

- ZR explained that there are 3 defunct laptops to write off.

17 Matters for escalation to FGB 15 May 2017

- Letter to RBC regarding election venues and governor training.

18 Any other business

- None

19 Confidentiality

- LB spoke about the staffing structure and described pay scales.
Document handed out to governors and found in the shared folder.

20 Date of next meeting (18 October 2017) and dates for academic year 2017/18 (already set)

- All of the dates are in the shared folder.

