

Finance, Personnel and General Purposes Committee Meeting

Minutes of the Meeting

6.00pm Wednesday 18th October 2017

Willow Brook Primary School

Ref	Item	Action
1	Members Present/Apologies & Declarations of Interest and welcome to Lisa Louise Ballard (LB) (Head teacher) Lisa Morrow (LM) Neil Rabbitts (NR) (Chair of Governors) Jamie Walker-Jones (JWJ) Kate Revell (KR) Duncan Cameron (DC) Colin Brearley (CB) Zoe Roper (ZR) (ex-officio) ZR clerked the meeting Apologies – Simon Harris There were no declarations of interest. Welcome to Lisa Morrow, our new Deputy Head Teacher. Brett Hands has moved onto another committee. Tamsin Armour (TA) should be arriving later. Dan Condon to provide the H&S report but is on another committee.	
2	Selection of new Chair of FPGP effective from after FGB 6 November 2017 <ul style="list-style-type: none">• KR will step down after feeding back at the full governing body in November 2017. KR will remain as a Governor but concentrate on other activities in the community. NR asked CB if he would like to take on the role and he accepted. The committee voted in favour and all agreed.	
3	Suitability of dates and times of meetings <ul style="list-style-type: none">• It was decided to change the day of the meetings to Tuesday as Wednesdays are not suitable to all.	
4	Accuracy of minutes of last meeting, 3 May 2017 <ul style="list-style-type: none">• The minutes of the previous meeting dated 1st February 2017 were accepted and approved.	

5 Matters arising from last meeting

3.4.12 - Pre-School have still not signed their lease. NR asked ZR to look into this.

ZR

3.5 - See point 14 GDPR.

3.7 - See point 11 Health and Safety.

3.8 - KCSIE is now in all Committees.

3.8 - There are still some Governors who have not completed the Induction Checklist.

LB/ZR

3.8 - Photo cards and lanyards in place.

3.11 - See point 16.

3.17- ASP is being used by LB who will speak to Governors about it

LB

4 - School Fund audited and only comment was about claiming vat on invoices. ZR to action this.

ZR

5 - NR and KR to look into O365, Teams including Planner.

NR/KR

8 - Waiting for Councillor Cottee to contact NR.

NR

8 - Trim trail repairs actioned and funded by Friends.

10 - Monitoring of UIFSM is being monitored by ZR

ZR

10 - See point 12.

10 - Meeting arranged and reforecast BP looked at.

12 - See point 15.

14 - BH is now set up.

14 - Not all training has been completed.

KR

16 - Write offs completed.

17 - See point 15.

9 Review Decision Planner Tasks

6 Review Decision Planner

- Decision Planner tasks were read and discussed by Governors. Any changes by the Local Authority are adopted by the school.

7 Policies for annual review

- Pay Policy reviewed and agreed by Pay Committee and will be uploaded to O365.

8

Pay Committee Report

- Appraisal Governors are LB, NR and SH. Purpose of Pay Committee is to look at the decision process on pay awards, review targets and documentation. They confirmed that LB applies process robustly and all pay awards were accepted.
- NR mentioned about having another Governor on Pay Committee who is not a parent. DC asked if the FP&GP could see the confidential pay report in future which was agreed by all.

- LB mentioned the letter from NCC regarding pay increases. The FP&GP agreed to adopt Table A.

9 Items from other committees, including FGB on 15 May 2017

- There are none.

10 Keeping Children Safe in Education (standing item)

- SH met with LB on 19th June 2017 as part of her induction and agreed timings for process and to update all safeguarding information. The existing timescales will continue with the annual review in February 2018.

11 Health and Safety

- KR read through the report from Dan Condon. They were joined by two children from the Pupil Council. DC thought this was a great idea.

TA arrived at 6.57pm

- The school has an ongoing problem with heating and ventilation difficulties and NR has spoken to Councillor Cottee about these issues. NR has emailed a summary through to NCC but has not heard anything back. NR will chase.

DC left at 7.05pm

- There is a problem with the parking around the neighbouring streets. LB has been out every morning checking the parking and even putting a note on a car who was parked opposite the school gate. The School Council are planning communication measures led by LM. The NCC have a surveillance car that regularly patrols the area.

NR

12 Budget monitoring, including:

- Budget Plan – NR explained the Budget Summary to LM. CB spoke about the summary, changes in funding, income and expenditure and the potential surplus.
- Reforecast Budget Plan estimated surplus at year end is £141,190 and this was ratified by Governors. ZR to send off to NCC. CB mentioned that we should be looking at a three year wish list which could justify spending the surplus if challenged. NR asked about in-year deficits for future years and spending the surplus too quickly, ZR to monitor this.
- Recent capital projects - the school received a Lottery Grant which has been spent on the playground markings, benches and a picnic table, shed for PE equipment and play equipment for Reception children.

ZR

We have recently had the snug decorated and refurbished along with the ICT Suite. Once the cables are sunk the project will be complete.

Year 4/5 cloakrooms have been refurbished.

13 Personnel matters

- LB mentioned about a Teaching Assistant and a Midday Supervisor who will leave us on Friday. We have asked two ladies to come in for a chat about the Midday role and would really like to employ both. The advert for the Teaching Assistant will also include the role of PE Play Leader. The advert will go into the NCC website tomorrow. The costs of these staff changes is only small. ZR will have the information ready for the next FP&GP.

LB/ZR

14 General Data protection Regulation (GRPR)

- NR spoke about the GDPR which will come into effect 25th May 2018. As a school we tick many of the boxes as we have a legal obligation regarding the children. ZR has done some basic groundwork but we are not sure if the NCC will appoint a Data Controller or if the school will do this themselves. CB to find out what other schools are doing. NR went through a list of information and procedures and it was decided that a working party was required made up of NR, LB and CB. This will be on the FGB agenda.

CB

15 Use of the school as a polling station

- KR spoke about this and the conversations with RBC and any future elections will be held at Stanton on the Wolds Golf Club. It was mentioned that RBC still have a small number of schools being used as a polling station with one of the being Crossdale Primary.

16 Governor training, including outstanding safeguarding and counter-terrorism certificates

- KR has emailed training information to Governors. Please check with ZR as we think the finance and personnel ones may be chargeable. There are a few certificates outstanding which KR will chase.

KR

17 Write offs of old equipment

- ZR has a list relating to the old ICT Suite and will ask NR to sign it.

ZR

18 Matters for escalation to FGB on 6 November 2017

- GDPR

19 Any other business

- ZR mentioned that she has received the annual renewal from the NGA and NR spoke about what it does. ZR will check with NGA that they have a full list of the school Governors.
- The Governors would like to say a big thank you to KR for all of her hard work during the past four years.

ZR

20 Confidential

- Pay Committee Report.

21 Date of next meeting (24 January 2018, or amended based on earlier item)

- This will be Tuesday 23rd January 2018 at 6pm.

The new dates have been circulated and can be found on the Outlook calendar.

