

Finance, Personnel and General Purposes Committee Meeting

Minutes of the Meeting

6.00pm Tuesday 23rd January 2018

Willow Brook Primary School

Ref	Item	Action
	1 Members Present/Apologies & Declarations of Interest	
	Louise Ballard (LB) (Head teacher)	Simon Harris (SH)
	Neil Rabbitts (NR) (Chair of Governors)	Tamsin Armour (TA)
	Duncan Cameron (DC)	Jamie Walker-Jones (JWJ)
	Zoe Roper (ZR) (ex-officio)	Colin Brearley (CB)
	ZR clerked the meeting	
	Apologies – Kate Revell	
	There were no declarations of interest.	
	2 Accuracy of minutes of last meeting, 18th October 2017	
	The minutes of the previous meeting dated 18 th October 2017 were accepted and approved.	
	3 Matters arising from the last meeting	
	5.3.4.12 - Pre-School have still not signed the lease. ZR has emailed Mona Walsh and if no reply received, ZR will inform the Governors who will take further action.	ZR
	5.3.17 - ASP to be put onto the agenda for the FGB meeting.	NR
	5.5 - O365, Teams including Planner. NR is making progress.	NR
	5.6 - Councillor Cottee, the kitchen problem has now been resolved and the NCC will install a new heating system at school at their cost.	
	5.10 - UIFSM on agenda.	
	5.14 - Training on agenda.	
	12 - See agenda.	
	13 - Both roles has been filled. The PE Play Leader has set up groups and a Sports Leader Scheme for the older children and it's working really well.	
	14 - We are waiting for the NCC to provide information about GDPR. CB asked if the governors can have a catch up before the next meeting as the Data Controller should be a nominated governor role. ZR will check with the local authority regarding what they are sending out.	CB/ZR
	16 - CB to chase outstanding Governor certificates.	CB

4 Review Decision Planner tasks

- Decision Planner tasks reviewed annually by Governors.
- DC commented on any possible bad debts within the school. ZR informed the meeting that there is one potential bad debt which is currently being looked into.
- NR and LB will be populating a system on Office 365 to alert when governors need to renew policies.

NR

ZR

NR/LB

5 Policies for annual review, including Finance Policy

- The Finance Policy needs to be reviewed and approved at the next FGB.

LB/FGB

6 Health and Safety, including link governor report and anti-social behaviour on Willow Brook

- Dan Condon has not yet actioned the H&S report but has emailed the school with some dates to come in and complete it. This report will then be emailed out to the FP&GP. LB mentioned that we had an H&S Audit before Christmas and all was ok, we are just waiting on the report.
- There are no concerns about anti-social behaviour on Willow Brook.

ZR

7 Keeping children safe in education (new standing item)

- LB and SH have a meeting on 01/03/2018 to go through updated policies. The checklist was submitted on time and LB mentioned receiving information for an audit of paperwork and files which ZR will forward on to SH.

ZR

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

- Nothing to report.

9 Budget monitoring, including draft budget for 2018-2019 and beyond

- The Governors asked about the reduction in the projected surplus of £21k. ZR/CB discussed the Budget Summary and the COA Listing report and spoke about the following:-
 - 1) Increase in Sports funding but this is matched off with expenditure.
 - 2) Decrease in the UIFSM funding using the calculator available

from Schools Finance. Due to how the funding is calculated we will see an increased expenditure this year compared to funding received of about £4k.

- 3) Expenditure for the Log Cabin is estimated at £11k.
- 4) Reduction of £6k in income due to Friends moving from paying for the ICT Suite to Touchscreens.

- The Governors also asked about monitoring in-year spend and what is on the wish list going forward knowing how budgets are changing. ZR will monitor in-year spend and LB would like a canopy on the field which would provide an outdoor class/dining area. **ZR/LB**
- A 2018-2019 Budget Plan was made available which ZR has based on last year's budget information with pupil numbers from the October 2017 census.
- LB spoke about SEN funding and how the NCC plan to top slice 0.5% off school budgets to put extra fund in the HLN pot.

10 School Financial Value Standard, including benchmarking

- CB spoke about the SFVS and some minor changes that has been made with the help of LB and ZR. This needs to go to the FGB for signing by the Chair and then forwarding to Schools Finance by 31st March 2018. DC pointed out that question 11 said the three year budget is available in the autumn term when in fact it is the summer term. This will be amended by ZR **ZR**
- ZR spoke about Benchmarking and how the information isn't up to date. One of the Governors checked and informed the group that the information will be available by the end of January 2018. ZR will look at everything then and report back at the next meeting. **ZR**

11 Personnel matters, including staffing structure

- No change apart from the Site Manager having an operation on his shoulder. ZR/LB waiting for costs from NCC regarding cover. **LB/ZR**
- LB confirmed that we have employed a PE Play Leader which is going really well and the children are enjoying the new activities.

12 Governor Training, including safeguarding

- The last skills audit was November 2016. It was asked if the Governors should sign up again for Governor Training. Initially it was going to be every two years. NR to find out which Governor has done what training. **NR**

13 Services for Schools 2018-2019

- ZR informed the meeting that even though the Services for Schools interactive order form is available it does not have all the relevant information displayed at this present time. When all information is there ZR will email CB, NR and DC for their comments. The Governors asked if there would be any information about GDPR on the Services for School interactive order form, ZR will look into this.

ZR

14 Write offs of old equipment

- Any write offs have been actioned and signed by NR.
- Friends of Willow Brook have contributed towards two new Touchscreens for Classes 1 and 2. The Governors would like to keep one of the old smartboards but both of the projectors. The other smartboard will be written off.

ZR

15 Matters for escalation to FGB 5 February 2018, including Schools Financial Value Standard

- SFVS mentioned above.
- Governor training, the Finance Policy and an update of the Budget Plan position.

NR

NR

16 AOB

- Nothing to report.

17 Date of next meeting (8 May 2018) and setting dates for academic year 2018/2019

- Tuesday 8th May 2018 6.00pm
- CB will provide dates for 2018/2019