

Finance, Personnel and General Purposes Committee Meeting

Minutes of the Meeting

6.00pm Tuesday 8th May 2018

Willow Brook Primary School

Ref	Item	Action
	<p>1 Members Present/Apologies & Declarations of Interest</p> <p>Louise Ballard (LB) (Head teacher) Simon Harris (SH) Neil Rabbitts (NR) (Chair of Governors) Tamsin Armour (TA) Duncan Cameron (DC) Kate Revell (KR) Zoe Roper (ZR) (ex-officio) Colin Brearley (CB)</p> <p>ZR clerked the meeting</p> <p>Not present – Jamie Walker-Jones</p> <p>There were no declarations of interest.</p>	
	<p>2 Accuracy of minutes of last meeting, 23rd January 2018</p> <p>The minutes of the previous meeting dated 23rd January 2018 were accepted and approved.</p>	
	<p>3 Matters arising from the last meeting</p> <p>5.3.4.12 - Pre-School have still not signed the lease. CB in contact with NCC who are in the middle of a central review. The school debt, charges going forward and do we need to see their accounts were discussed. LB mentioned investment in the room, the Forest School and how much each child brings in revenue. Pre-School numbers vary through the year and this will affect staffing ratios – thus they can make a loss.</p> <p>SH arrived at 6.19pm</p> <p>5.5 - O365, Teams including Planner. NR is making progress. 5.6 - New heating system on agenda. 14 - GDPR on agenda. 16 - CB to chase outstanding Governor certificates.</p>	<p>CB/LB/ZR</p> <p>NR</p> <p>CB</p>

4 Review Decision Planner

- Decision Planner tasks reviewed annually by Governors.
- DC said the bad debt is not very large so maybe we take the hit for it.

5 Policies for annual review

- At the last FGB the Finance Policy was approved.

6 Items from other committees, including FGB on 5 February 2018

- Nothing to report.

7 Keeping children safe in education (new standing item)

- Nothing to report.

8 Health & Safety link governor report

- LB discussed the heating problem and the conversation that the school had with the NCC regarding timescales etc. This has now been resolved and we are waiting for the information to show on the NCC P2 Property System.

LB

9 Services to Schools chosen for 2018/2019

- Governors asked about training and ZR confirmed that we have not bought into the service this year but we can buy adhoc training courses through the year.
- ZR spoke about Internal Audit, which is due, and how the NCC were charging £1,665. After contacting the NCC, they reduced the cost to £1,000, and asked us to be a pilot school for their new audit approach.
- DC asked about the NCC Staff Insurance. ZR replied that currently we use SAS.
- Governors asked about IT provision. LB/NR spoke about Atom and the service they provide and previous experience with the NCC. LB spoke about how HR is expensive but the service they provide is excellent.

10 Budget monitoring, including end of year position for 2017/2018, budget plan for 2018/19, and outline plan for 2019/20 and 2020/21

- ZR and CB spoke about the increased surplus from the spring term meeting and discussed the reasons why. NR said he was surprised when he first saw it but understood the reasons.
- As the surplus is over 8% we need to complete a B02 form for the NCC. Please see point 11 regarding the proposed expenditure.
- We discussed the 3-year governor plan with salaries being one of the main issues. LB discussed how salaries would only increase until staff reach the top of the Upper Pay scale and how these costs are in the 3-year plan. The governors accepted and approved the 2018-2019 Budget Plan.
- ZR talked about income. There is an increase in pupil numbers next year but then it levels off in future years. All income noted on the 3-year plan only shows what we expect to receive and any other income received will go into the budget as extra income.
- The PE and Sports Leader has passed her dance exam. LB spoke about how we would like to expand the sports provision to the older children. LB also discussed Excel and the current coach who is looking to go on his own. His ideas really appeal to LB and this is something that she is looking into. **LB**
- From September, LB is looking for increased teaching assistant help for Reception and Class 1 to help with the numbers. **LB**
- CB/ZR talked about benchmarking against other schools and it was discussed how do we know what other schools have done in the year and therefore how can we compare? The benchmarking is part of a review that all schools need to undertake.

11 Proposed expenditure – Canopy, Benches & Flooring

- LB spoke about her visions for a canopy on the top field behind the basketball court. We have contacted three companies and provided a report to the governors. KR asked about canopy maintenance and LB confirmed that this is an additional cost. TA asked about side panels during bad weather, the drainage on the field and DC wondered when the school would use the canopy? The governors need a more detailed comparison to compare and discuss the options at the FGB. **CB/LB**
- LB also discussed flooring and benches for under the canopy and more flooring under the bars and out to the side for exercise equipment from the Sports funding. All of the governors agreed that this was a wonderful idea for the children to be able to use the play facilities all year round, the school, and a great way to spend the surplus. **LB/ZR**
- The governors also asked about funding for the staff toilets. **LB/ZR**

12 GDPR

LB/NR

- LB and ZR have been on GDPR training and are in the process of completing the 'Information Asset Register' in time for the 25th May. LB informed the meeting about three other items that needed to be in place, or at least in draft, before the 25th May. To be discussed at the next FGB meeting.
- The DPO role is to be agreed at the FGB. DC asked how does the change affect the governors and do the governors need a Code of Conduct. LB mentioned that there is a policy for staff.
- TA talked about saving documents and being able to identify pupils if data numbers are low on reports. KR commented that this is a progression and need a plan to tackle issues.

LB/NR

13 Personnel matters arising

- None.

14 Governor Training

- KR mentioned that not everyone has updated the training document and therefore she will send a reminder out to all governors.

KR

15 Write off of old equipment

- None.

16 Matters for escalation to FGB 14 May 2018

- GDPR and canopy quotes.

LB/NR

17 Any other business

- None.

18 Confidentiality

- None.

19 Date of next meeting and dates for academic year 2018/19

- FGPG 16th October 2018, 22nd January and 7th May 2019
- FGB 3rd November 2018, 4th February and 13th May 2019

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