

Finance, Personnel and General Purposes Committee Meeting

Minutes of the Meeting

6.00pm Tuesday 23rd October 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) Kate Revell (KR) Emma Hackett (EH) (Staff) Colin Brearley (CB) Zoe Roper (ZR) (ex-officio)</p> <p>ZR clerked the meeting</p> <p>Apologises – Duncan Cameron</p> <p>There were no declarations of interest.</p>	
	<p>2 Accuracy of minutes of last meeting, 8th May 2018</p> <p>The minutes of the previous meeting dated 8th May 2018 were accepted and approved at this meeting.</p>	
	<p>3 Matters arising from the last meeting</p> <p>Heads of Terms – Meeting arranged on Monday 5th November with Jude Lumb from the NCC</p> <p>SH arrived at 6.25pm</p> <p>O365, Teams training - NR to make a video by 7th November.</p> <p>New heating system on agenda.</p> <p>CB to chase outstanding Governor certificates. ZR asked about frequency of course. KR to look into this by the next FGB.</p> <p>Excel coaching; John decided to stay with Excel. TA's on agenda. Canopy, flooring, benches on agenda. Staff toilets – only new hand dryer installed. GDPR is on the agenda. Governor Training, to update and present to FGB on 05.11.2018.</p>	<p>CB/LB/ZR</p> <p>NR</p> <p>CB/KR</p>

4 Review Decision Planner

- Decision Planner tasks reviewed annually by Governors. The information is on SharePoint.
- Governor's Allowance Policy – Governors agreed to continue with the current policy, this being where the policy is not to pay. If such circumstances arose where a claim was necessary it should be referred to the Chair of Governors. If the Governors cannot fulfil their duties then the policy would be to reimburse and they would need to speak to the Chair. The Governors approved this.

5 Policies for annual review

- The following policies were approved by the Governors:-

School Disciplinary procedures (1 and 2)
Emergency Plan
Medicine Policy
School Appraisal Policy
H&S Policy

Pay Policy – will be approved once finalised by the local authority.

SH/NR

6 Items from other committees, including FGB on 14 May 2018

- Pay committee met and approved Head teacher evidence and concurred and approved her recommendations.
- The committee met with an external consultant in July to discuss the Head teacher's performance review. The committee approved pay progression.
- The governors discussed the use of an external consultant as the current provider is retiring and therefore the school will need to find a new consultant.

NR

7 Keeping children safe in education (new standing item)

- Simon Harris met with Louise Ballard on 4th October and went through the checklist. This was signed and agreed and will be submitted after half term.

LB

8 Health & Safety link governor report

- The Governors reviewed the H&S report but as there were no significant issues, no comments recorded.

9 Personnel matters arising

- We have two teachers who are due to go on maternity, one at the end of December 2018 and returning September 2019 and the other at Easter 2019 and returning January 2020. The maternity cover advert is on the NCC website and we have had some interest already. The supply teachers we currently use are also interested.
- In September 2018, we increased TA's hours to cover in Reception and Year 1. This means that from years R to 5 there is good coverage.
- We have a TA employed as a PE Sports Leader who has been working additional hours funded by the sports premium money doing dance lessons and helping Miss Johnston with clubs.
- We advertised for a Midday earlier in the term but without any success. We currently have a supply midday who covers on a regular basis but we would like to employ another one.

LB

LB

10 Schools Financial Values Standard

- The 2018/2019 SFVS has been updated but no significant change from last year. KR has suggested adding in a note about the skills audit. The SFVS needs signing and approving by the FGB before 31.03.2019.

CB

11 Budget monitoring, including i) budget plan ii) mid-year reforecast return (due 30 November), and iii) recent capital expenditure

- The reforecast budget plan shows a reduction in surplus of £17k, which is due to the following: SEN reduction, increase in Canopy project costs and pay increase. CB commented on the increased canopy costs, which is due to additional spend on groundworks. ZR mentioned that the planner included the estimated pay awards, this has not yet been ratified.
- CB asked why the in-year movement is £49k for 2018/2019 but in 2019/2020, it is £1.5k. ZR explained that the budget shows additional funding for eight extra children noted in the autumn term census and currently we have no big capital wish list.
- LB discussed the canopy works and how it is slowly coming together with the groundworks nearly finished. LB informed the meeting that on Saturday some plant equipment was stolen from the school grounds. Both the police and Sovereign have been informed.

ZR/NR

- NR spoke about the increasing costs of IT and just recently the additional charge of GDPR EMS training and perpetual license for the ICT Suite. These additional costs were unexpected. ZR spoke about a recent Atom IT newsletter regarding DATTO, which is an improved system for storing and recovering information. ZR to email NR the newsletter.
- ZR also spoke about the new cashless system. KR confirmed that so far, it has been easy to use and the top up facility is good.
- ZR spoke about proposed DfE funding (£16.40 per child) that Schools Finance mentioned which was to help with the pay rises this year.

12 Proposed expenditure

ZR

- LB said only the only item on her imminent list was to replace staff laptops. NR asked about the age of current laptops. ZR confirmed that three laptops need replacing. Approval given for the purchase of these staff laptops with a three-year warranty.

13 Governor training

KR

- NR mentioned that Kip Herrington (co-opted) is to resign his post. KR will action a skills audit before Christmas to look at the specific safeguarding for governors training and Prevent. The new governor must be someone within education.

14 Write offs of old equipment

ZR/NR

- The Inventory was actioned in the summer and there are some write offs, mostly dead laptops and Epson projectors that have been replace by Touchscreens. The governors discussed the disposal of the projectors and the decision made was to hold onto them but dispose of the Whiteboards. ZR to update the form and ask NR to sign it.

15 Matters for escalation to FGB 5 November 2018

- SFVS, Governor training and KCSIE.

16 Any other business

- KR asked about Friends of Willow Brook, as they had to cancel the Race Night due to lack of support. LB spoke about the goodwill of the parents that is required for these events and at the last meeting only four parents turned up.

17 Confidentiality

- None

18 Date of next meeting (22 January 2019)

- CB will bring cakes, as it is his birthday!

CB