

Finance, Personnel and General Purposes Committee



Autumn Term 2018 Meeting

Date/time: 6.00pm, Tuesday 22th January 2019

Location: at Willow Brook Primary School

Action

F/1/19 Attendance/Apologies for Absence

'A' denotes absence

Louise Ballard (Head)

Colin Brearley

Emma Hackett

Simon Harris

Kate Revell

Neil Rabbitts (Chair)

Simon Harris

Duncan Cameron A

Ex officio: Zoe Roper

F/2/19 Declaration of Interest

There were no declarations of interest.

F/3/19 Review of Membership

KR will step down after the next FGB.

SH arrived at 6.19pm.

NR informed the meeting that DC, who is a co-opted governor, will also stand down.

KR has done a skills review to see which areas we need to recruit for. Not all governors have completed the review but KR will chase and information presented to the FGB on 4th November 2019.

CB asked about parent elections but the FGB need to discuss this along with the skills audit.

KR

F/4/19 Approval of Previous Minutes

The governors approved minutes of the FPGP on 22nd October 2019.

F/5/19	Review of Actions	<p>Heads of Terms - meeting took place with Jude Lumb from the NCC and a flat fee per year agreed for the two leases. CB will have an update at the FGB.</p> <p>Team video is available per NR.</p> <p>Heating works - dates agreed and will coincide with February and April holidays.</p> <p>Pay Policy on agenda.</p> <p>External consultant.</p> <p>Maternity Leave on agenda.</p> <p>Midday role - to re-advertise.</p> <p>SFVS - to be signed and emailed.</p> <p>Canopy works on the agenda.</p> <p>IT issues - NR spoke about IT issues going forward and the need for a group to discuss the schools' needs.</p> <p>Staff laptops - bought and with teachers.</p> <p>Governor Training - KR to provide information to the FGB, already noted.</p> <p>Write offs actioned.</p> <p>CB's birthday cakes received with thanks.</p>	<p>CB</p> <p>LB</p> <p>LB/NR</p> <p>LB/ZR</p> <p>ZR</p> <p>CB/NR</p>
F/6/19	Review Decision Planner	<p>Nothing to report.</p>	
F/7/19	Policies for Review	<p>a. Finance Policy, changes made per the Internal Audit review. LB to email to the FPGP for information.</p> <p>b. Pay Policy, the policy was discussed, some minor changes are required, will go to FGB for ratification.</p>	<p>LB</p> <p>LB</p>
F/8/19	Health and Safety, including Link Governor Report	<p>Health and Safety report put into the Link Governor area and reviewed by the governors. Finger guards resolved, fire alarm drill to be rescheduled and no other concerns.</p> <p>NR asked about health and safety courses, ZR explained that she has a note of all that require booking this year and needs to speak to LB to put dates in the diary.</p>	<p>ZR/LB</p>

F/9/19 Keeping Children Safe in Education

LB and SH attended a 'Managing Allegations' course and there are no actions to review. NR asked if SH could put this onto the training records.

SH

LB discussed extended guidance for people, who work in education, and has incorporated this into the schools Code of Conduct and spoken to staff about. SH discussed the course giving real life stories, and how people have differing opinions.

F/10/19 Budget Monitoring

CB explained the Budget Summary report with the overall position of an £8k increase made up of an increase in UIFSM and a decrease in SEN funding.

NR asked about the reduction of spend in Building Maintenance. ZR discussed the various annual services that were on hold due to the heating works. These services will be booked once the works have finished.

ZR

Governors discussed the three-year governor's plan showing. They looked at the increase in salary costs in years 2019/2020 and 2020/2021. ZR talked about pupil numbers, funding based on the October census and the remaining expenditure pots. LB confirmed the number of starters in September 2019 is currently 28 with 28 leaving in year 6.

CB asked about what savings we can make going forward. ZR said that she monitors all of the contracts and LB confirms all spending before it happens so checks are in place. The governors discussed future staffing and possible part time working. LB will arrange a meeting with CB and ZR to look at future scenarios and other expenditure costs.

LB

KR asked about Pupil Premium children and teaching assistant time. LB spoke about how provisions are in place but the funding can take a while to come through due to census checking therefore a lag in receiving the funding. There is a spending plan showing where money is allocated from the Pupil Premium budget, which is published on the school website.

CB spoke about a list prepared by ZR showing risks and opportunities that may have an effect on the year-end surplus. CB commented on why he had decided to leave them off the budget plan:-

£10k from the DfE is for Capital spend and ring-fenced.

Supply budget surplus remains as we have a teacher off poorly.

UIFSM expenditure is estimated up to year-end so the surplus within this pot may change.

PE Sports funding may change depending on any additional spend in the next couple of months.

F/11/19 Proposed expenditure for discussion/approval

LB commented that we do not have any proposed expenditure to note and are not aware of any IT expenditure plans going forward.

F/12/19 Personnel Matters

The maternity leave cover has started in Reception class and there is a nice atmosphere there. KR asked about costings for this. ZR spoke about an agency teacher will cost about £200 a day and insurance income received is £110.00 so we make a loss of £90 each full day.

LB mentioned that the Site Caretaker is currently off poorly and confirmed that the school do buy into the local authority HR package.

F/13/19 Services to Schools

The online order form is not available until 1st February so ZR will email all information to LB, NR, CB and SH.

ZR

F/14/19 Canopy Works

CB has spoken to Sovereign but no one has returned his call. ZR will email Kate Barker's number.

ZR

Site has been cleared, with a small amount of mud left in carpark. The boards are staying down until works complete so that the area can be reseeded.

The governors asked if we could pay part one then go to another supplier to complete part 2. CB mentioned that legally we might not be able to do this but let us give them a chance to address the problem in the timeline given.

LB/CB

F/15/19 Write-offs of Old Equipment

There are no write offs

F/16/19 Matters for escalation for FGB 4th February 2019

Finance Policy, canopy for formal approval, governor vacancies and skills survey.

F/17/19 Any other business

None

F/18/19 Confirmation of Dates

Tuesday 7th May 2019

F/19/19 Determination of Confidentiality of Business

Noted on a separate sheet.

Closed at 8pm