

Finance, Personnel and General Purposes Committee



Autumn Term Meeting

Date/time: 6.00pm, Tuesday 5th November 2019

Location: at Willow Brook Primary School

Action

F/38/19 **Attendance/Apologies for Absence**

'A' denotes absence

Louise Ballard (Head)

Colin Brearley

Simon Harris

Tamsin Armour

Jamie Walker-Jones

Neil Rabbitts (Chair) A

Brett Hands A

Ex officio: Zoe Roper

Declaration of Interest

None

F/39/19 **Appointment of Chair and Clerk**

Colin Brearley appointed as role of Chair and accepted.

Zoe Roper appointed as role of Clerk and accepted.

F/40/19 **Accuracy of minutes of last meeting, 7 May 2019**

No changes to the minutes or the confidential section so approved.

F/41/19 **Matters arising from the last meeting**

There were no matters arising from the last meeting.

F/42/19 **Review Decision Planner**

Reviewed by governors with no changes.

F/43/19 **Policies for annual review (Governor Allowances; Appraisal Policy; Pay Policy; Health and Safety policy; Emergency Plan, Medicine policy, School Disciplinary policy)**

LB said that we use the Appraisal and Pay Policy from the Local Authority, which we change to fit our school circumstances. These are trade union approved policies.

F/44/19	<p>Items from other committees None</p>	
F/45/19	<p>Keeping children safe in education (standing item) SH mentioned that there is a meeting with LB on 18th November to go through the Annual Audit Self-Assessment Checklist. CB asked about this and SH informed the committee that feedback will be given in the FGB on 19th November.</p>	SH/LB
F/46/19	<p>Health and Safety link governor report CB went through the Health and Safety report from Dan Condon. LB discussed the kitchen works, as there is an ongoing problem with the ventilation. JJ also mentioned the noise from the canopy as he can hear it down the Fairway. TA asked if we knew who owns the tree that overhangs the driveway. LB said that it is an on-going problem establishing who owns it. With the heavy rains, there has been flooding onto the playground from the Church. Mr Castledine has spoken to them and they are aware of the situation. ZR talked about the recent Conditions Survey via the NCC. It mentioned about external lights and tarmac paths and car park. ZR is to investigate what this means to the school.</p>	LB LB ZR
F/47/19	<p>Personnel Matters arising Please see confidential minutes.</p>	
F/48/19	<p>Schools Financial Value Standard The DfE have updated the SFVS with a few more questions. There is also a dashboard to complete using the reforecast budget plan. CB has already populated most of the questions leaving a couple of queries. This will be ready for signing off before 31st March 2020.</p>	CB/ZR
F/49/19	<p>Budget monitoring including i) budget plan, ii) mid-year reforecast return (due 30.00.2019), iii) 5-year plan and iv) recent capital expenditure ZR spoke about the current year reforecast and the projected surplus of £158k. This includes all staffing changes and all known expenditure and income up to 31st March 2020. All ring-fenced income, i.e. PE Funding and DFC have income and expenditure matching but by year-end, the surplus may increase if we do not spend all of this funding. It will carry forward and be ring-fenced next year. ZR also produced a 5-year Governor Statement showing predicted funding based on 2019-2020 pupil numbers. CB talked about pupil numbers in the village with the new housing estates. ZR mentioned that once new information comes through she would update the budget plan and update the Governors. ZR discussed recent expenditure of a new projector and speakers in the hall and a new touchscreen in the Year 6.</p>	ZR

F/50/19	Proposed expenditure	LB discussed the school vision of space i.e. the hall is currently being used by the before and after school club (WB's) so the staff are not able to use it for their own clubs.	ZR
		TA discussed housing plans and its effect on the village. ZR will investigate and speak to the NCC about school plans/places. Also contacting local businesses for matched funding.	
		JWJ talked about needing more storage space as currently WB's are using the cupboards.	
		LB mentioned that during the 50th birthday celebrations visitors to the school commented on how smart the school looked.	
F/51/19	Governor Training	Vicky Mc Ewan is taking over the role of training in January 2020 when there will be a Parent Governor Election.	
F/52/19	Write offs of old equipment	There are currently two. ZR will speak to NR regarding these.	ZR
F/53/19	Matters for escalation to FGB 19 November 2019	Keeping Children Safe in Education and the Budget information.	LB/SH/CB
F/54/19	Any other business	None	
F/55/19	Confidentiality	See F/47/19	
F/56/19	Date of next meeting	11th February 2020 6pm	