

# Finance, Personnel and General Purposes Committee

## Summer Term Meeting

Date/time: 6.00pm, Tuesday 7th May 2019

Location: at Willow Brook Primary School

	<b>Action</b>
<p><b>F/20/19 Attendance/Apologies for Absence</b> 'A' denotes absence Louise Ballard (Head) Colin Brearley Emma Hackett 'A' Simon Harris Neil Rabbitts (Chair) Tamsin Armour Vicky McEwan</p> <p>Ex officio: Zoe Roper</p>	
<p><b>F/21/19 Declaration of Interest</b> There were no declarations of interest.</p> <p>A warm welcome to new governor Vicky McEwan.</p>	
<p><b>F/22/19 Approval of Previous Minutes</b> The governors approved minutes of the FPGP 22nd January 2019</p>	
<p><b>F/23/19 Review of Actions</b> F/5/19 Midday role vacancy still on-going External Consultant required IT issues Heads of Terms</p> <p>F/7/19 Finance Policy left as draft in Teams, need changing F/10/19 Annual Building Maintenance services F/14/19 Canopy Works - all works done but seeding of the grass still ongoing</p>	<p>LB/ZR ZR CB/NR CB</p> <p>LB ZR LB</p>
<p><b>F/24/19 Review Decision Planner</b> All policies on governors' website</p>	
<p><b>F/25/19 Policies for Review</b> None to review</p>	

**F/26/19 Keeping children safe in education (standing item)**

Nothing to report per SH.

TA mentioned the issue at South Wolds but it did not affect us as it was on the other side of the village and was finished by 3.30pm. LB mentioned that she did receive an email from Halina, which was emailed out to parents/carers.

**F/27/19 Health and Safety, including Link Governor Report**

Governors reviewed the Health and Safety report and there were no concerns.

TA asked about the tree outside of the school drive. As this is nothing to do with the school, TA as a Keyworth councillor will follow it up.

**F/28/19 Services to School**

This spreadsheet has emailed out to the governors. ZR and CB discussed the services and the governors approved it.

**F/29/19 Budget Monitoring**

ZR and CB had a meeting on 3<sup>rd</sup> May to go through the 2018-2019 year end and the Three Year Governor Statement. ZR mentioned that the Governor Statement is not out until Friday 10<sup>th</sup> May but reports given out will show the carry forward for 2018-2019. CB discussed with the governors why the surplus has changed since the spring term meeting with the main points being – additional £8.5k of DFC, £6.8k SMP (ZR explained the reasons behind this) and reduction in curriculum spending. The Governor Statement to be emailed out on 13<sup>th</sup> May.

ZR talked about 'Three Year Governor Plan' and how the funding has been left the same for all three years apart from 2019-2020 where we are to receive Teacher Pay Grant and Teacher Employee Pension Contribution funding. All non-pay expenditure includes all building maintenance contracts. Governors approved the 2019-2019 Budget Plan showing a carry forward of £152,865.00

Pay costs will change. Please see confidential minutes.

ZR

**F/30/19 Proposed expenditure for discussion/approval**

Currently there is nothing on the wish list as our focus should be staffing.

**F/31/19 Write-offs of Old Equipment**

None

**F/32/19 Personnel matters arising**

Please see confidential minutes.

**F/33/19 Governor Training**

Need to look at the link governor role as Kate Revell is no longer on the governing body

NR

**F/34/19 Matters for escalation to FGB 13 May 2019**

Governor Statement and the B02 form  
Governor Training

Three year Budget Plan 2019-2020, 2020-2021. 2021-2022  
Staffing

**F/35/19 Any other business**

Please see confidential minutes.

SH and VM are having problems getting into their office accounts. CB and NR gave advice.

**F/36/19 Determination of Confidentiality of Business**

See separate sheet.

**F/37/19 Date of next meeting and dates for academic year 2019/20**

To be arranged

Finished at 8pm.

CB