

Finance, Personnel and General Purposes Committee



Spring Term 2020 Meeting

Date/time: 6.00pm, Tuesday 11th February 2020

Location: at Willow Brook Primary School

Action

F/58/19 Review of Membership

'A' denotes absence

Louise Ballard (Head)

Colin Brearley

Simon Harris (A)

Neil Rabbitts (Chair)

Tamsin Armour

Brett Hands

Alice Brearey

Ex officio: Zoe Roper

F/59/19 Apologies for absence

Apologies for absence received from Simon Harris but no communication received from Brett Hands.

It was

resolved

that the governing board consent to these absences.

F/60/19 Declaration of interest

None

F/61/19 Review of membership

Reviewed by governors and numbers agreed.

F/62/19 Approval of Previous Minutes

F/43/19 Pay Policy is on the agenda

F/46/19 Tree overhanging the driveway - ZR has spoken to VIA who are looking into this.

F/46/19 Flooding of the playground – ZR spoke about the email from NCC and the on-going problem when it rains.

F/46/19 Conditions Survey and tarmac paths/carpark – ZR spoke to the NCC and emailed them but no reply. ZR will chase.

F/49/19 SFVS – on the agenda

F/49/19 Budget Plan – on the agenda

F/50/19 Housing Plans in Keyworth – ZR has emailed Miller Holmes and waiting

ZR

ZR

ZR

	for a reply. F/50/19 Funding – ZR has contacted a number of local businesses and waiting for a reply.	ZR
	F/52/19 Write offs – need signing by NR.	ZR
	The governors approved minutes.	ZR
F/63/19	Review of Actions The governors approved minutes.	
F/64/19	Review Decision Planner Decision planner reviewed and there were no outstanding actions.	
F/65/19	Policies for review a) Finance policy – Finance Policy approved by the governors b) Pay policy – this is the standard NCC policy but adapted by LB. The governors discussed retention and ex-gratia payments and decided that these were not relevant and would not be included.	
F/66/19	Health and Safety, including link governor report The governors discussed the H&S report provide by Dan Condon and approved the report. CB asked how the storm before Christmas had affected the school. LB mentioned that the tree had fallen onto the power lines creating a power cut. The fire department came out to a small fire at the side of the school near the brook and the issue was resolved very quickly. WB's were in the hall in near darkness and we have since improved the emergency lighting in that area.	
F/67/19	Keeping children safe in education Nothing to report from email by SH. NR asked if the governors had read part 1 of the KCSIE.	All
F/68/19	GDPR – roles and responsibilities We currently have no DPO. This role cannot be the Head or the office manager. LB asked if it could be a governor. NR and TA said some schools do the DPO role for each other. NR commented that this ideally should be a role taken by the NCC. ZR said she is not aware of this as a service at the current time. LB is going to speak to the staff and see if there is any interest.	LB
F/69/19	Budget Monitoring CB had a meeting with ZR on 4 th February and discussed the reforecast plan and the relevant paperwork. He summarised the documents to AB, who is the new staff governor, and talked about the 2018/2019 carry forward and the projected surplus at the end of 2019/2020.	

CB discussed the key points of the Budget Summary and the movements in the virement. NR confirmed that he liked this report. ZR talked about the increase in supply and the current PE funding balance. LB discussed an issue raised by the government regarding PE funding and how teachers are not teaching PE, as specialists are bought for school lessons and clubs. This is not having the desired impact of empowering teachers. NR asked why we were not spending this funding. ZR mentioned that we are but we received double the year before. LB and ZR will look into the PE funding and how more funds can be diverted to support Emma Phillip's salary?

LB/ZR

The governors discussed the benchmarking reports provided by ZR. The challenged the high supply costs from 2017-2018. ZR explained that in the summer of 2017, a member of staff left and so we employed an agency teacher for the term and LB moved from DHT to HT therefore extra supply in Year 6 for a short period.

The governors asked why teaching assistants salary expenditure was high. ZR mentioned that this information does not indicate SEN/HLN pupils supported by teaching assistants so results not comparable.

The governors approved the reforecast budget plan.

F/70/19 School Fund

The governors reviewed the documents and discussed the VAT comment. ZR talked about what happens with vat invoices and how the budget pays the invoices then the school fund has to repay the budget back without VAT. The governors do not see this small vat issue as a big problem.

F/71/19 Proposed expenditure for discussion/approval

LB talked about extra space in school as currently WB's use the hall. Currently, proposed plans are being drawn up. ZR is looking at funding.

LB/ZR

LB has plans to use the land at the side of the school near the brook for EYFS, and carry on with the Forest School that Pre-School currently do. CB asked about costs and LB thinks around £6/7k. She would like this ready for September 2020.

LB/ZR

LB would also like to replace staff laptops and there will be additional laptops for job share roles. Whilst getting a quote from Atom, NR would like to chat to them about the server and IT updates.

ZR/LB/NR

F/72/19 Personnel matters

LB discussed the full time post and the Deputy Head Teacher position that will be available from September 2020. Both roles advertised after Easter.

LB would like the governors to be involved in the recruitment. LB, NR and CB to meet to discuss.

LB/NR/CB

F/73/19 Service to Schools

ZR informed the governors that not all of the costs have come through yet from the local authority. The two that have come through both need to looking into 1) ScholarPack is much cheaper using the NCC and 2) Catering have increased costs, as there is an additional charge for setting up and putting away tables. ZR

	has emailed Catering and waiting for a reply. Once all costs have come through ZR will email the governors.	ZR
	NR mentioned about carbon neutral by 2030 and whether we should be thinking about that now. LB talked about toners, paper usage and copier costs. It was discussed with the governors and the thought was that we need to look at our own practices first, NT to speak to the Strategic committee.	NR
F/74/19	Write-offs of old equipment NR signed the current write offs. ZR and CB spoke about old equipment and disposal. Disposal companies will only take IT equipment in larger quantities. ZR will speak to the other schools in the village and ask what they do with their stuff.	ZR
F/75/19	Matters for escalation to FGB 25 February 2020 Schools Financial Value Statement – reforecast information from the autumn term used to populate the dashboard. CB talked about the warning messages. One warning concerned staff and classroom numbers and LB asked is job share would resolve the issue but it would not. The query is with being a small school that we do not have excess staff, which will be the same for many schools. A note regarding this is on the dashboard. The SFVS will be escalated to the FGB.	CB
F/76/19	Any other business ZR mentioned that the Governors Outturn Statement was slightly different this year with the B01 and B02 balances combined. CB spoke about current leases we have. WB's are looking to be a limited company and have a business partner, which is a change to the current lease agreement. The current lease expired at the end of August 2019 and we are waiting for Jude Plumb to come back to us.	ZR/CB/LB
F/77/19	Date of next meeting 19 th May 2020	
F/78/19	Determination of Confidentiality of Business None	