

**College Road Primary School
Minutes of meeting – Finance & Personnel Committee**

Thursday 13 February 2014, 2.30pm

Present

Mr J Warwick (Chair)
Mr J Wallace (Headteacher)
Mrs L Cvetanovic
Mrs S Lees
Miss L Corbett
Miss S Bigmore (Clerk to Governors)

1. Apologies

Mrs K Wood
Mrs A Blom

1. Apologies for absence

Mrs Wood and Mrs Blom gave there apologies and these were approved. Miss Corbett has volunteered to be a Teacher Governor which was agreed by Governors.

2. Minutes of previous meeting – 17 October 2013

The schools tablets including keyboards and a docking trolley have been purchased and will be set up after half term. No progress has been made with commercial lettings. Money paid to Mountwise school was SEN money for pupils that we had to refund when the children had moved schools. Mr Warwick explained to Governors that the previous skills matrix will be re written after halfterm and will be emailed to Governors. School fund audit has been completed.

Mr Warwick signed previous minutes.

3. Progress through school improvement plan

Mr Wallace updated Governors on purchases as a trust which have not yet happened. Miss Bigmore has made budget savings by gaining discounts and shopping around, Heads have agreed that Administrators will need to get together to pay for things as a trust to save money.

4. Monitor return

Mr Wallace explained that allocations were made in the wrong budget year prior to Miss Bigmore starting and have been rectified which explains why we have moved money between budgets. The proposed amount to take forward to the next financial year is £65,000. Staff room is currently being refurbished and tablets have been purchased in this financial year. Lettings is down due to cancellations but savings have been made on support staff and teaching staff as new staff have been on a lower pay scale. Building maintenance overspend is due to the staff room refurbishment. Mr Warwick enquired about our gas and electricity supply, but we are committed to a supplier with Plymouth city council.

Trust costs have still not moved forward which is due to the hold up with the lawyers, Mr Wallace will be chasing this up and bringing to the attention of the trust at the next meeting. Mr Warwick suggested looking at Pilgrims website as it is very good and it was suggested that we look to launch a new website in September. Governors agreed the carry forward of £65,000.

Mr Wallace explained that there will be a new format for the budget notes used for the next meeting to make improvements. Capital will also be carried forward to the next financial year.

Action

5. Budget setting 2014/2015

On 11 March Mr Wallace and Miss Bigmore will be meeting with the Finance officer, a budget meeting has been planned with Governors for 20 March at 3.15pm before the full Governors meeting.

6. Review purchase of LA and other services

Mr Wallace talked through the new services and services we are continuing to use, the school will also be going cashless so we will no longer require a cash collection service. Other services required will cost approx £16000 but we are still waiting on some of the figures.

Governors agreed the local authority's services which will be sent off today.

7. Staffing

Mr Wallace has recently praised how well the support staff are working together and the whole school at such a high level. 2 new TAs have been appointed one a HLTA and both are doing exceptionally well. Mrs Jackson MTA has resigned and Miss Bigmore has settled in well. A 0.6 temporary teacher called Mrs Visick has been appointed to cover various PPA time, she is an NQT so will be supported by Mr Wallace. Mr Wallace reminded Governors of the staff changes due to Mr Arundells secondment. All appraisals for Teachers and TA's have been completed and observations for all teachers have been done. TA observations will be done in term 4. About 88% of the teaching within the school is at the outstanding level.

Mr Wallace explained that Miss Corbett was originally employed on a 0.6 contract then Mrs Leighton left which meant Miss Corbett was put on a temporary 1.0 contract. Mr Wallace expressed a wish for Miss Corbett to have a 1.0 permanent teaching contract as she is a huge asset to the school. All Governors approved and Mr Warwick offered her a permanent contract which she accepted.

8. TLRs

2 posts are currently designated at TLR2. Mrs Harvey is not classroom based and is the SENCO and asked Governors for approval for TLR for Standards and inclusion from effect for the new financial year. Governors agreed this recommendation.

9. Headteacher performance appraisal

Mr Warwick passed Governors a review and briefed Governors about the meeting with Peter Crispin. Responsibilities have increased since the last Headteacher appraisal and suggested the pay scale change to a new scale of 15 to 21. The committees performance review was agreed by all Governors

10. School Fund

Report was accepted by Governors and Miss Bigmore explained that there has not been much movement on the account since October.

11.

Best Value statement

Agreed and signed by Mr Warwick.

Policies

Teachers pay policy – This was provided as information for Governors

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| <p>Support Staff pay policy – The current policy was agreed by Governors and made aware that it is being reviewed later on in the year.</p> <p>12. Correspondence None</p> <p>13. AOB None</p> <p>Meeting finished at 3.40pm.</p> | |
| <p>Next meeting 5th June 2014 – 3.45pm</p> | |