

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

Tuesday 14th October at 4pm – rescheduled from 9th October

Present

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

1. Apologies for absence	Action
<p>Mrs A Blom and Mrs L Cvetanovic. Due to meeting being rescheduled at short notice as the original meeting had to be changed because the school received a visit from OFSTED.</p> <p>2. Minutes of previous meeting – Thursday 5th June 2014 Item 5 – Mr Wallace has updates which are shown under the staffing update.</p> <p>Minutes were agreed by all Governors present and signed by Mr Warwick.</p>	
<p>3. Budget Monitor return – Positive return, the recoding will be sorted with Finance support before half term. Carry forward has now been received by LA. All services were approved by F&P Governors in the Spring term.</p> <p>Budget monitor – Shows a planned carry forward and the school has budgeted well for this financial year. Staff movements will impact on the budget. A new boiler will need to be investigated for the future. Breakfast clubs financial situation is being monitored it is still running at a loss but is a great service to the school, Governors are happy with it running at a loss.</p> <p>School fund – Governors received a brief on the allocations of money within the School fund as the Senior Administrator has found charity money which was banked in 2012 and 2013 but no cheques sent. Cheques are currently being presented to Gables Farm and Guide dogs for the blind this term from various charity events held. The School fund has a large quantity of school uniform in stock due to the new school year.</p>	Clerk
<p>4. Appoint auditor for School fund The Governing Body have decided that following on from the training provided from Mrs Maher at Drake the Governing body would like the School fund to be audited by Mrs Maher this year. This will be in line with the SWPET working in partnership agreement.</p>	Clerk
<p>5. SFVS Governors were given copies of the SFVS assessment form and asked to complete and sign in. It was recommended from the recent audit that this is done yearly by F&P Governors and staff that regularly purchase goods on behalf of the school. Signed copies will be held in Governors committee file.</p>	

6. Financial Policy statement

This statement has been revised to include the income changes with the school recently going cashless. It was also recommended from the recent audit that the spending limits were altered slightly. These changes have taken place.

7. Pupil Premium

Documents provided to Governors, also included information on website and planned spend, it does not include the additional teaching hours and TAs the additional expenditure is more coming from the School budget.

8. School improvement plan

Nothing to be reviewed this term. More items to be reviewed in the spring or summer term. Mrs Lees brought up the budget holders spend towards the end of term. Mr Wallace will be encouraging staff to use their budgets by November. The Senior Administrator will be updating teachers on their budgets before half term.

9. Performance management

Due to OFSTED not all of the teachers' performance management has taken place yet. All will take place by 31st October 2014. Observations for all teachers and TAs has taken place, the remaining performance management meetings will be completed at the end of this week. Teacher's pay scales were explained to Governors by Mr Wallace. 2 members of staff are still within their NQT time. Mrs Dinham has completed NQT period successfully. Headteachers performance management will happen later on in the year. Support staff appraisals will take place straight after half term. Mrs Lees is booked to attend Headteachers performance training.

10. Staff updates

Restaurant manager is now in place, working really well, lunch numbers have risen with the universal free school meals and other children's uptake. ICT Technician currently working afternoons shared in partnership with Drake the new Technician has had a huge impact on the school.

1 TA is currently off long term sick so temporary cover is in place. 2 members of staff are pregnant one to go on Maternity December 14 and the other February 15. Recruiting for a full time teacher before half term to start in January 15.

PE Apprentice recruited is really enthusiastic and there are now only 2 NQT members of staff in the school.

11. Policies

The following policies have all been updated:

- Staff discipline, grievance and capability
- Allegations of abuse against staff
- Governors expenses

All of the above were approved and signed by Mr Warwick.

The teachers' pay policy is a new policy which Teachers have received copies; the SWPET will all be adopting this policy. Unqualified teachers and Lead practitioners have been removed from the policy wording as College Road do not appoint them. Governors fully understood the policy and felt it was a lot clearer than the previous policies. 1% increase is also included in the salaries on policy. The policy was signed and agreed.

A debt policy has been written as there have been a number of debt issues within the school; this is following on from the cashless system being in place. The audit team recommended a debt policy and advice from other schools with minimal debt. The debt problems were explained to Governors who agreed to adopt the debt policy which was signed.

12. AOB

None

Meeting finished at 5.25pm.

Next meeting 5th February 2015