

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

**Thursday 4<sup>th</sup> February 2016**

**Present**

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

<b>1. Apologies</b>	<b>Action</b>
Mr Head.	
<p><b>2. FRS Training</b> PLP Finance Officer Claire Law gave training on the FRS financial reporting procedure which replaced the old reporting procedure of monitor.</p>	
<p><b>3. Minutes of previous meeting</b> Matters arising from Mr Wallace reference the funding formulas. Due to the level of replies the Council have delayed the funding formulas until the 2017/2018. A national funding formula for schools is on the agenda.</p> <p>Minutes were approved and signed by the Chair.</p>	
<p><b>4. Progress through the School Improvement Plan</b> There are no identified items to evaluate at the meeting. Governors were given the opportunity discuss any other school improvement plan items.</p>	
<p><b>5. Monitor return feedback October 2015</b> PLP Finance Officer informed Governors this set of feedback was one of the best she has seen and congratulated Mrs Brown on the recent return.</p>	
<p><b>6. January 2016 monitor return 3 submission</b> This was used for the FRS training (item 2). Governors feel more confident using the FRS reporting system and agreed the January return to PLP.</p> <p>Governors were also provided with a short brief with examples of how the school have made savings in the 2015/2016 financial year.</p>	
<p><b>7. Budget setting meeting 2016/2017 – 10<sup>th</sup> March 3.30pm</b> Governors agreed the date for the budget setting meeting on 10<sup>th</sup></p>	

<p>March. Mrs Lees has given her apologies for the meeting.</p> <p>Governors were reminded about the multi academy trust meeting on 9<sup>th</sup> March at Mount Wise Primary School.</p> <p><b>8. Schools financial value standard (SFVS)</b> Governors were presented with a completed SFVS assessment form for the school which was approved and signed by the Chair.</p> <p>Individual assessment forms were also completed by the F&amp;P Governors and staff with financial responsibilities in the Autumn term.</p> <p><b>9. Staffing update</b> Performance management and appraisals have taken place for all staff. Observations are taking place and are extremely positive. All staff that were on maternity leave have now returned. A new Restaurant Manager has been recruited as well as a new Mealtime assistant, making a positive impact at lunch times.</p> <p><b>10. Headteacher performance management update</b> The Chair updated Governors on the performance management which was completed with the guidance of external advisor Mr Crispin. Governors thanked Mr Wallace for all of his efforts and dedication over the last year.</p> <p><b>11. School fund: Update and recent audit</b> Governors were provided with the recent audit of the school fund for period 01/09/2014 – 31/08/2015. Governors were content that the school fund is being run effectively.</p> <p><b>12. Best value statement (no policies)</b> Signed and approved by Governors.</p> <p><b>13. Correspondence</b> None</p> <p><b>14. Business brought forward by the chair</b> None</p> <p>Meeting finished at 4.45pm</p>	
<p><b>Next meeting 9<sup>th</sup> June 2016 at 3.45pm.</b></p>	